



**Bid Questions  
Temporary Staffing  
Bid # 3160002866**

**Question # 1**

What budget is allocated to this bid or the past spending for these services?

**Answer:**

Mississippi Department of Revenue does not wish to provide this information as it is not in the best interest of the agency.

**Question # 2**

Is there a current vendor providing these services? If so, please share the name of incumbents.

**Answer:**

The current vendor providing temporary staffing is Tempstaff.

**Question # 3**

How many vendors will be awarded?

**Answer:**

Only one vendor will be awarded the contract.

**Question # 4**

Will a WBE/MBE/DBE certification be accepted for this bid?

**Answer:**

You are welcome to submit documents in response to the IFB. All documents will be evaluated as stated in the IFB.

**Question # 5**

Must all references be with Government Agencies?

**Answer:**

References can be entities other than a governmental agency. The reference must report the vendor to be of good reputation.

**Question # 6**

Is six references a requirement, or is less acceptable?

**Answer:**

A bidder can furnish as many references as he or she wishes to.

**Question # 7**

Can the two locations be quoted separately?

**Answer:**

The quote for the two locations must be combined.

**Question # 8**

On page 5, Section 4.1, bidder's qualifications are discussed. Can we submit a Company Profile to best express our qualifications and capabilities?

**Answer**

You are welcome to submit documents in response to the IFB. All documents will be evaluated as stated in the IFB.

**Question # 9**

Appendix B (page 27) – There is a place to sign, but this Appendix is not listed as part of the packet the DOR wants back from us (pages 11-12). Should we include a signed Appendix B in our response?

**Answer**

Please submit signed Appendix B along with submission packet.

**Question # 10**

What are the skill sets and employee pay rates for the positions included in this IFB?

**Answer**

Temporary Staff should possess various skill sets, such as: general office, data entry, data control, mail clerk, batching, scanning and warehouse labor. In reference to pay rates, the Mississippi Department of Revenue does not wish provide this information as it is not in the best interest of the agency.



**Question # 11**

Is there currently an incumbent company or previous incumbent, who completed similar contract performing these services?

**Answer**

The current vendor is Tempstaff.

**Question # 12**

If so - can you please provide incumbent contract number, dollar value and period of performance?

**Answer**

Mississippi Department of Revenue does not wish to provide this information as it is not in the best interest of the agency.

**Question # 13**

Are you satisfied with incumbent performance?

**Answer**

The Mississippi Department of Revenue is pleased with the services provided by Tempstaff.

**Question # 14**

Does this opportunity contain local preference? If yes, please provide the details.

**Answer**

Resident vendors will be given preference over non-resident vendors when ties bids exist.

**Question # 15**

What is the budget of this opportunity? Is Budget approved?

**Answer**

Mississippi Department of Revenue does not wish to provide this information as it is not in the best interest of the agency.

**Question # 16**

Is resume required? If yes how many resumes do we have to provide?

**Answer**

A resume is not required. However, reference(s) are required. A bidder can furnish as many references as he or she wishes to.

**Question # 17**

Is overtime allowed for this requirement?

**Answer**

Overtime is allowed.

**Question # 18**

Reference to below statement in the RFP, can you please provide the minimum and maximum rate offered for various temporary position?

**Answer**

Mississippi Department of Revenue does not wish to provide this information as it is not in the best interest of the agency.

**Question # 19**

Can you please provide Minimum and Maximum hours performed by Temporary Staff?

**Answer**

There is no minimum or maximum amount of hours.

**Question # 20**

Is any travel required?

**Answer**

Travel is not required.



**Question # 21**

What obstacles, if any, is the Department facing with staffing needs?

**Answer**

We do not have any real obstacles in staffing for the clerical positions. There is increased competition for qualified warehouse employees in the Gluckstadt area where the warehouse is located. This competition comes mostly for the all the automobile manufacturing suppliers in that area.

**Question # 22**

What are your current staff retention rates?

**Answer**

For the 1<sup>st</sup> Qtr of 2019, our retention rate among our clerical workers was approximately 95% and at the warehouse about 80%.

**Question # 23**

Do your current staff retention rates vary by site?

**Answer**

Yes, the retention rate varies by site. However, the variation is more due to the demand for a particularly skill set in that geographic location.

**Question #24**

One strategy we employ to manage expenses is maximize collaborative technology as well as perform some of our work virtually. Is the Department agreeable with that approach? Is there a preference for how much work is performed on-site?

**Answer**

Although virtual workplace's are on the rise, the Mississippi Department of Revenue will not use this approach for Temporary Staffing.