



# CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

## ADDENDUM NO. 4

City of Suffolk  
RFP #18083-JS  
May 10, 2018

Purchasing Division  
442 Market Street, Room 1086  
Suffolk, VA 23434-5237  
Phone: (757) 514-7520 / Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Temporary Labor Services has been amended.

The following questions and answers are incorporated in the bid:

Q1: How many vendors are providing these services currently?

A1: The City has three temporary labor services under the current contract: Abacus, Apex and Ascendant.

Q2: How many positions are available for immediate fill within the functional areas of administrative, clerical, trade, technology, human resources, social services, and other areas as required?

A2: The only position that we are currently seeking is for a Program Analyst GIS.

Q3: Which functional area requires the most temporary support?

A3: At present it is Social Services and Information Technology.

Q4: What is the average or typical duration of assignment for a temporary contractor?

A4: The duration of a temporary worker varies widely. There is no typical duration.

Q5: Can the City provide a breakdown of positions requested in the last year?

A5: This information is unavailable.

A6: Addendum 2 mentions last year's spend total of \$467,567 can the City provide a bill rate for the requested positions in the last year?

Q6: This information is unavailable.

A7: What is the required response time from when the City makes a request for a temporary contractor to when a vendor is expected provide candidates?

Q7: This is dependent on the position that needs to be filled. General laborers should only take a day or two. A more complex position such a Project Manager for Information Technology may take several weeks.

Q8: Please confirm whether the City requires a hard copy for submission?

A8: The City will only accept electronic copies for submission. Hard copies (paper) are NOT ACCEPTED. As stated in the RFP electronic copies should be sent to [proposals@suffolkva.us](mailto:proposals@suffolkva.us) The City will also accept flash drives or CDs.

Contract Officer:

  
Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.