

Temporary Staffing Services RFP

RESPONSES to VENDOR QUESTIONS

1. Must the proposing legal entity itself have been continuously active for the full three-year period?

The vendor must have been in business for a minimum of three (3) years prior to submission of its proposal. Vendors should provide sufficient documentation within their proposal to demonstrate compliance with this requirement. SMPDD will review organizational history, experience, and supporting documentation submitted by the proposer when evaluating compliance with the solicitation requirements.

2. Can the experience of the company's owner, management team, or a predecessor/related business be considered toward the three-year requirement?

See answer in question 1

3. If a business has undergone a name change, restructuring, or change in legal entity while maintaining substantially the same ownership and operations, would its prior operating history count?

See answer in question 1

4. If submitting through a partnership, joint venture, or teaming arrangement, must every participating company meet the three-year requirement, or only the prime contractor?

See answer in question 1

5. What documentation will SMPDD require to verify the three years in business?

See answer in question 1

6. Number of Positions: The RFP indicates that SMPDD anticipates up to 47 temporary employees at any given time. Could you please confirm whether up to 47 Career Coaches is the anticipated maximum and, if available, provide an estimated average number of Career Coaches expected during the initial contract term?

SMPDD anticipates that up to forty-seven (47) temporary employees may be employed under this contract at any given time. Proposers should be prepared to support up to 47 employees simultaneously. SMPDD cannot guarantee the actual number of employees that will be utilized during the contract period.

7. Budget: Is there an estimated budget or funding amount available for the temporary staffing/payroll services or the staffing agency's administrative/flat-fee costs?

SMPDD is not releasing an estimated budget for administrative or staffing services under this procurement. Proposers should submit their most competitive pricing.

8. Award Structure: Does SMPDD intend to make a single award to one staffing services provider, or may multiple providers be selected?

SMPDD anticipates making a single award under this solicitation but reserves the right to make multiple awards if determined to be in the best interest of the program.

9. Recruitment Responsibility: Please confirm whether SMPDD will select and refer the Career Coach candidates to the awarded staffing provider, with the staffing provider responsible for hiring and employment administration.

SMPDD will identify and refer individuals to the selected staffing provider for employment. The awarded contractor will be responsible for hiring referred individuals as temporary employees and providing all employment administration services identified in the RFP, including payroll processing, tax administration, E-Verify, workers' compensation, required reporting, and W-2 preparation. SMPDD reserves the right to request removal of any employee assigned under the contract. Replacement candidates will be coordinated between SMPDD and the awarded contractor as program needs arise.

10. Replacement Candidates: If a Career Coach resigns or is removed from the program, will SMPDD provide the replacement candidate, or will the awarded staffing provider be responsible for recruiting a replacement?

SMPDD will secure a replacement.

11. Payroll Frequency: Section IV indicates that temporary employees will be paid bi-weekly, while Section VII references payroll processing on a monthly basis. Could you please confirm the required payroll frequency for this contract?

Career Coaches shall be paid on a bi-weekly payroll schedule. References to monthly payroll processing within the proposal instructions should be considered a clerical inconsistency. Invoicing to SMPDD is required after each payroll.

12. Cell Phone Reimbursement: Is the required \$25 cell phone reimbursement funded separately by SMPDD, or should it be included within the proposed flat-fee reimbursement? Please also confirm whether any additional administrative fee may be proposed for administering this reimbursement.

The required \$25 cell phone reimbursement per pay period is separate from employee wages and separate from the contractor's proposed flat-fee reimbursement amount. Respondents should clearly identify any administrative fees associated with processing the reimbursement. The reimbursement itself should not be incorporated into the flat-fee billing amounts.

13. Flat-Fee Pricing: Please confirm that the proposed flat-fee reimbursement is expected to cover all applicable employer and staffing costs, including payroll processing, employer Social Security and Medicare taxes, E-Verify, W-2 processing, workers' compensation, and related administrative costs, with no additional fees other than those specifically permitted by the RFP.

The proposed flat-fee reimbursement amount shall represent the contractor's employer-related and administrative costs associated with providing temporary staffing services. As stated in the RFP, the flat-fee reimbursement amount should include costs such as E-Verify processing, payroll administration, employer Social

Security and Medicare taxes, workers' compensation costs, W-2 preparation and mailing, and other employment-related administrative expenses. Employee salary amounts are separate from the flat-fee reimbursement amounts.

14. Is this a new contract? If not can SMPDD name the incumbents?

This information will not be provided.

15. Can SMPDD provide historical spending on incumbent vendors?

No

16. Are there any current pain points with the incumbent vendor?

No

17. Is there a Local vendor preference for this bid?

No

18. Are the temporary staffing services intended to provide Career Coaches only, or will additional temporary staffing roles be required under this contract?

The immediate need is for Career Coaches.

19. How many temporary staff members does SMPDD anticipate needing for the AccelerateMS Career Coach Program?

See answer in question 6

20. Will staffing needs vary by county, and if so, will SMPDD provide an estimated number of Career Coaches required for each county?

Staffing needs may vary by county and school district. County-specific allocations are subject to change and will be communicated as positions are filled.

21. Are Career Coaches expected to work onsite at designated locations, remotely, or through a hybrid model?

Career Coaches will primarily perform services at assigned schools and related program locations within the SMPDD service area. Work assignments will be determined by SMPDD and participating school districts.

22. What are the expected working hours, schedule requirements, and contract duration for each temporary employee?

Career Coaches generally follow the operational schedules of their assigned educational institutions. Their contract term begins on July 1 of each year through June 30 of the following year. SMPDD renews each contract based on an annual individual evaluation once funding is confirmed.

23. Will SMPDD provide workspace, equipment, and required technology for placed staff, or will the staffing provider be responsible for any resources?

Program-specific workspace and operational requirements will be coordinated by SMPDD and participating school districts as appropriate.

24. Will the selected staffing provider be responsible for the complete employment lifecycle, including recruitment, screening, onboarding, payroll, taxes, insurance, and employee compliance?

Yes, except recruitment.

25. Are there specific background checks, certifications, licenses, or training requirements required before temporary staff begin assignments?

Career Coaches must satisfy the fingerprinting and criminal-history requirements identified in Attachment A. Participating schools will conduct fingerprinting and provide the results to SMPDD for suitability review and file retention.

26. Will SMPDD require the staffing provider to handle employee timesheets, attendance tracking, and performance reporting?

The contractor shall maintain payroll records and all employment-related records necessary to administer payroll services and support invoicing requirements under the contract. SMPDD will track attendance and performance reporting.

27. What process will SMPDD follow for approving candidates submitted by the staffing provider?

See answer in question 9

28. Will SMPDD have the ability to request replacement candidates if a temporary employee resigns, does not meet expectations, or becomes unavailable?

See answer in question 9

29. Is there an established budget range or funding allocation for the temporary staffing services?

See answer in question 7

30. Should pricing include all staffing-related costs, including wages, payroll taxes, insurance, workers' compensation, and administrative fees?

See answer in question 13

31. Does SMPDD have a preferred pricing structure (hourly bill rate, markup percentage, fixed fee, or another format)?

Proposers must complete the pricing table included in the RFP and provide a flat-fee reimbursement amount for each listed monthly salary level. Flat-fee reimbursement amounts must be stated as dollar amounts and not percentages. SMPDD has not established maximum markup limitations.

32. Are there any limitations on staffing agency markup rates or administrative fees?

[See answer in question 31](#)

33. Will payment be made based on approved timesheets and hours worked, and what are the expected payment terms (Net 30, Net 45, etc.)?

The awarded contractor shall submit bi-weekly detailed invoices identifying employee names and bill rates as required by the RFP. SMPDD's normal payment processing procedures will apply. SMPDD does not provide startup advances, payroll advances, or accelerated reimbursement schedules.

34. Will SMPDD award the contract to one staffing provider, or will multiple vendors be selected?

[See answer in question 8](#)

35. If multiple vendors are selected, how will assignments be distributed among them?

[See answer in question 8](#)

36. Does SMPDD require any specific certifications (MBE, WBE, DBE, local vendor preference, etc.) for participation?

Vendors located inside or outside Mississippi are eligible to submit proposals. The RFP does not require MBE, WBE, or DBE certification. All proposers must satisfy the eligibility requirements identified in Section II of the RFP, including active SAM.gov registration, a Unique Entity Identifier (UEI), and proof of non-debarment.

37. Are staffing firms outside Mississippi eligible to submit proposals?

[See answer in question 36](#)

38. Can SMPDD provide the evaluation criteria and weighting that will be used to score proposals?

Proposals will be evaluated on ability to service the target clientele and service area, cost/price, and demonstrated ability and past performance. At least one reference must involve a contract funded with federal and/or state funds. The RFP does not assign numerical weights to the evaluation categories.

39. Will prior experience providing temporary staffing services for government-funded programs be required or preferred?

[See answer in question 38](#)

40. Will SMPDD accept references from subcontractors if the prime vendor doesn't satisfy the requirement for references and past experience?

Proposers should submit references in accordance with the RFP requirements. SMPDD will evaluate the references and experience information submitted as part of the proposal.

41. Is there an estimated budget or hourly bill rate range available for this engagement?

[See answer in question 7](#)

42. Does SMPDD allow subcontracting or partnerships with staffing providers to support delivery of services?

Subcontracting is permitted only with prior written approval from SMPDD. Proposers intending to utilize subcontractors should identify those subcontractors and the specific services they will perform. The prime contractor remains responsible for contract performance.

43. Are there currently existing Career Coaches performing these services, and is the selected vendor expected to transition or replace current personnel?

Yes, transition.

44. What minimum qualifications, education, certifications, or prior experience are required for Career Coaches?

Attachment A to the RFP contains the Career Coach Job Description, duties, responsibilities, performance metrics, and background-check requirements. Proposers should review Attachment A in its entirety. No additional minimum qualifications are established beyond those set forth in the RFP and Attachment A.

45. Can SMPDD provide the required qualifications, job descriptions, and performance expectations for Career Coaches?

See answer in question 44

46. Payroll frequency: Program Services states that employees will be paid biweekly, while Specific Proposal Instructions VII.B.1.e states monthly payroll. Please confirm the required payroll frequency.

See answer in question 11

47. Salary reimbursement and flat fee: Please confirm that SMPDD will reimburse the full approved employee salary plus the proposer's flat-fee amount, and that the flat fee is not intended to include or absorb the salary itself.

See answer in question 13

48. Invoicing and payment timing: What are the invoice approval process and payment terms (for example, Net 15 or Net 30)? Is any startup advance, payroll advance, or accelerated first reimbursement available under this cost-reimbursement agreement?

See answer in question 33

49. Initial roster and ramp-up: How many Career Coaches are expected at contract start, and is the program expected to ramp up in phases?

See answer in question 6

50. Should proposers assume that all 47 employees may be active during the same pay period?

Yes

51. Paid leave and breaks: Are the five paid personal-leave days and 33 paid breaks/holidays already included in the listed monthly salary amounts? Please provide the expected leave/holiday calendar and any accrual, carryover, or payout requirements that must be included in the flat fee.

Career Coaches will receive five (5) paid personal leave days and thirty-three (33) paid breaks, including holidays, as identified in the RFP. Additional details regarding schedules and administration will be provided to the selected contractor following award. No additional mandatory employee benefits are required by SMPDD beyond those specifically identified in the RFP.

52. Cell-phone reimbursement: Will SMPDD provide a written accountable-plan policy and eligibility roster supporting the \$25 payment, or should proposers assume the payment will be treated as taxable wages?

See answer in question 12

53. Workers' compensation and insurance: Please provide the required insurance limits and confirm the workers' compensation classification code expected for Career Coaches.

The contractor is responsible for maintaining workers' compensation coverage and complying with applicable federal, state, and local employment laws. The RFP does not establish specific insurance limits nor provide an automatic pricing-adjustment mechanism for renewal terms. Any future contract extensions will be subject to mutual agreement and available funding.

54. Place of administration: Please confirm that the employment agency may administer payroll, compliance, and employee records remotely from an out-of-state office, with Career Coaches working at approved Mississippi locations, and that no physical Mississippi office is required.

Yes. Payroll administration, employment records management, and compliance functions may be performed remotely, provided all contractual, legal, and program requirements are satisfied.

55. Background documentation: Please confirm the exact suitability records the schools will transfer, the secure transfer method, and whether SMPDD or the school will make the final eligibility determination after fingerprinting.

See answer in question 25

56. Invoice support: Besides employee names and bill rates, what supporting payroll, time, reimbursement, and leave documentation must accompany each monthly invoice?

See answer in question 33

57. Payroll Frequency

The RFP references both bi-weekly and monthly payroll processing. Please confirm the required payroll frequency for Career Coaches under the resulting contract.

Bi-weekly

58. Pricing Structure and Flat-Fee Reimbursement

Please confirm whether SMPDD intends the contractor's proposed flat fee to represent the contractor's complete employer-of-record administrative charge, with employee salary and the specified cell phone

reimbursement reimbursed separately, or whether the flat fee is expected to incorporate any additional employer costs such as employer payroll taxes and workers' compensation.

[See answer in question 13](#)

59. Additionally, please confirm whether the proposed fee should be uniform across all Career Coach salary levels or priced separately by the salary levels identified in the RFP.

[All levels](#)

60. Paid Leave and Paid Breaks/Holidays

The RFP provides for five paid personal days and 33 paid breaks, including holidays. For pricing purposes, please clarify whether these paid periods are already incorporated into the stated Career Coach salary amounts or whether they will generate additional reimbursable payroll costs under the contract.

[See answer in question 51](#)

61. Payroll Funding and Reimbursement Cycle

Please confirm the anticipated invoice approval and payment cycle for monthly contractor invoices. Because the selected contractor will be responsible for timely payroll processing regardless of SMPDD's reimbursement timing, this information will allow bidders to accurately plan the working capital requirements associated with the engagement.

[See answer in question 33](#)

62. Fingerprinting and Suitability Determination

The RFP indicates that participating schools will conduct fingerprinting and transmit the resulting information to the staffing contractor for suitability determination and retention. Please clarify what information will be transmitted to the contractor, whether SMPDD has an established suitability/adjudication standard the contractor must apply, and any required documentation or retention requirements associated with that determination.

[See answer in question 25](#)

63. Renewal-Year Pricing

If SMPDD exercises any of the optional annual extensions, will the contractor's flat fee remain fixed for the entire contract period, or will adjustments be permitted for documented changes in statutory employer costs such as payroll taxes, unemployment insurance, workers' compensation, or other legally mandated employment costs?

[See answer in question 53](#)

64. **Positions / Job Classifications**

The RFP identifies Career Coaches and includes a Career Coach Job Description. Does SMPDD anticipate utilizing the awarded contract for any additional positions or job classifications during the initial contract term? If so, please provide or identify the anticipated positions and applicable qualifications.

[See answer in question 18](#)

65. Minimum Experience Requirements

For Career Coaches or any additional positions utilized under the contract, are there minimum education or years-of-experience requirements beyond those specifically identified in the RFP and its attachments?

[See answer in question 44](#)

66. Work Arrangement and Locations

Please confirm whether Career Coaches will work fully onsite, remotely, or under a hybrid arrangement. For onsite or hybrid assignments, please identify the anticipated work locations and, if applicable, the expected onsite frequency.

[See answer in question 21](#)

67. Worker Classification

The RFP states that the awarded vendor will hire individuals referred by SMPDD as temporary employees. Please confirm whether all personnel must be W-2 employees of the awarded vendor or an approved subcontractor, or whether other legally permissible engagement arrangements may be utilized.

[All temporary employees must be W-2 employees of the awarded vendor.](#)

68. Work Authorization Requirements

Are there any specific U.S. citizenship, residency, work-authorization, or visa-status requirements for personnel assigned under this contract? Specifically, are individuals with valid U.S. employment authorization, including H-1B visa holders, eligible to participate? Are there any restrictions concerning personnel who may require current or future sponsorship?

[All individuals hired under this contract shall be employees of the awarded contractor. The contractor is responsible for E-Verify compliance and ensuring all employees are legally authorized to work in the United States in accordance with applicable federal and state law.](#)

69. Subcontracting Requirements

The RFP indicates that subcontracting requires SMPDD's prior written approval. Must proposed subcontractors be identified with the initial proposal? If so, please identify any documentation, approval, participation, or compliance requirements that must be submitted for proposed subcontractors.

[See answer in question 42](#)

70. Local Vendor Preference

Does the evaluation provide any preference, additional points, or other consideration to vendors headquartered or operating within Mississippi or SMPDD's service area?

[See answer in question 17](#)

71. Employee Benefits

In addition to the five (5) days of personal paid leave, 33 paid breaks including holidays, and the \$25 cell phone reimbursement identified in the RFP, are there any other mandatory employee benefits or compensation requirements that the awarded vendor must provide and incorporate into its flat-fee pricing, such as health insurance, vacation, sick leave, or other paid time off?

[See answer in question 51](#)

72. Benefits Effective Date

For any required employee benefits, please clarify whether benefits must become effective on the employee's first day of assignment or whether a waiting period is permitted. If a waiting period is permitted, please specify the maximum allowable period.

[See answer in question 51](#)

73. Holiday Schedule

The RFP references 33 paid breaks, including holidays. Please provide or identify the applicable holiday/break schedule. Please also clarify whether Career Coaches may be required to work on any designated holidays or paid breaks and, if so, whether specific premium or holiday-pay requirements apply.

[See answer in question 51](#)

74. Background Checks and Pre-Employment Screening

Attachment A states that Career Coaches must meet fingerprinting and criminal-history background-check requirements and indicates that the high schools will perform the fingerprinting. Please confirm whether any additional drug screening, security screening, or other pre-employment checks will be required and identify which party will be responsible for arranging and paying for each required screening.

[See answer in question 25](#)

75. New Solicitation or Re-Solicitation

Please confirm whether this RFP represents a new staffing requirement or a re-solicitation/re-bid of an existing temporary staffing contract.

[See answer in question 14](#)

76. Incumbent Contract Information

If this is a re-solicitation or replacement of an existing contract, please provide the incumbent vendor(s), current contract number, contract term, and any other publicly available incumbent contract information.

[See answer in question 14](#)

77. Incumbent Pricing

If applicable, please provide the incumbent/current flat-fee reimbursement rates, pricing, or markup for the services covered by this solicitation, or advise where this information may be obtained publicly.

[See answer in question 14](#)

78. Contract Budget / Estimated Value

Please provide the estimated or allocated budget, anticipated contract value, or not-to-exceed amount for this solicitation for the initial contract term and, if available, the potential renewal periods.

[See answer in question 7](#)

79. Historical Spend

If this requirement is currently being performed under an existing contract, please provide the historical annual and/or total spend, if available.

[See answer in question 14](#)

80. Flat-Fee Pricing Methodology

The RFP requires proposers to provide flat-fee reimbursement amounts corresponding to the monthly salary amounts listed in the Program Budget/Budget Narrative. Please confirm whether these flat-fee amounts should represent the vendor's total administrative/employer cost **in addition to** the employee's stated monthly salary, or whether the flat-fee amount should represent the total amount invoiced to SMPDD inclusive of the employee's salary.

[See answer in question 13](#)

81. Pricing Across Salary Levels

May proposers establish different flat-fee reimbursement amounts for each monthly salary level listed in the RFP, or does SMPDD expect a consistent pricing methodology/markup across all listed salary levels?

[See answer in question 31](#)

82. Additional Positions

In addition to Career Coaches, does SMPDD anticipate utilizing the resulting contract for other temporary positions during the contract term or any renewal period? If yes, please identify the anticipated positions or labor categories, if currently known.

[See answer in question 18](#)

83. Number of Awards

Does SMPDD anticipate making a single award under this RFP, or may multiple vendors be awarded contracts?

[See answer in question 8](#)

84. As mentioned in Introduction. A, "SMPDD anticipates the number of temporary employees may be up to 47 temporary employees at any given time." Are they all going to be "Career Coaches"?

Yes

85. If there is requirement for 1 position, Career Coach, could you please explain the multiple – "Temporary Employee Monthly Salaries"?

[Salary level may differ from employee to employee](#)

86. As mentioned, SMPDD temporary workers will be paid a base salary amount bi-weekly. Will the \$25.00 reimbursement will also be paid on a bi-weekly basis? Should this fee be included in the Flat-Fee or this will be separate?

[See answer in question 12](#)

87. What exactly do the "33 paid breaks" consist of - are these full paid days off (e.g., a defined holiday calendar plus additional floating days), or intra-day rest breaks during a working day (e.g., 15-minute breaks)? The RFP's phrasing ("33 paid breaks including holidays") reads either way.

[See answer in question 51](#)

88. If they are full days off, can SMPDD provide the specific holiday calendar/list of dates - does it follow the federal holiday schedule, the Mississippi state holiday schedule, or the local school district's calendar (since coaches are embedded in schools, not SMPDD's own office)?

[See answer in question 51](#)

89. Is the personal paid leave separate from the 33 paid breaks, or does "including holidays" mean the 33 figure already contains both categories combined?

[Personal paid leave is 5 days and is separate from the 33 paid breaks and holidays.](#)

90. Are these paid non-working days already priced into the monthly salary figures in the RFP's salary-band table, or is the vendor expected to fund them as an additional cost on top of the base monthly salary? This determines whether our flat-fee reimbursement rate needs a separate line for it or whether it's already absorbed.

[Paid leave and breaks and holidays are already priced into the salary.](#)

91. Are there other holidays/ paid time off apart from these 5 paid leaves and 33 breaks? Please clarify the duration and nature of the 33 paid breaks, including how these breaks will be handled during periods when schools are closed or during school breaks.

[No](#)

92. Is the monthly salary a fixed amount regardless of holidays/leave taken (i.e., paid the same whether or not a coach works a full month), or is it prorated based on actual days worked?

[The biweekly salary is established as a fixed amount and is not subject to change except when a Career Coach takes unpaid leave or when the employee's start date does not coincide with the first \(1st\) or sixteenth \(16th\) day of the month, resulting in a prorated salary for the applicable pay period.](#)

93. What is SMPDD's typical invoice-to-payment turnaround (Net 15/30/45)? Section II describes this as a "cost reimbursement agreement," meaning likely fronts payroll before being reimbursed - the length of that gap directly determines how much cash-flow risk premium needs to be built into the flat-fee rate.

[See answer in question 33](#)

94. Is it bi-weekly (per the Introduction) or monthly (per Section VII)? This RFP is internally inconsistent, and cadence affects processing cost and cash-flow timing baked into the fee.

[See answer in question 11](#)

95. Is there an existing vendor on this program, and if so, can SMPDD share historical utilization (headcount by salary band, actual monthly billing volume)? This is standard for staffing RFPs and lets us price against real demand instead of the theoretical 47-coach ceiling.

[See answer in question 14](#)

96. Beyond the \$25 cell phone reimbursement, are there other pass-through costs anticipated (mileage for coaches covering multiple schools, program materials, etc.)? Anything omitted from the fee structure now becomes a margin problem later.

No other pass-through costs are anticipated.

97. Does the 47-coach figure represent a ceiling that's rarely hit, or the expected steady-state headcount from day one?

See answer in question 6

98. What's the onboarding timeline - do all coaches start around Oct 1, 2026, or is hiring staggered across the school year as individual schools bring coaches on?

Most hiring occurs around July every year and so are contract renewals. Replacement Career Coaches may be hired at any time during the school year.

99. What's the expected annual turnover/replacement rate for Career Coaches? This changes how much onboarding/E-Verify volume we should assume over the full contract term, not just at kickoff.

Attrition rates are generally low, although occasional replacements may be necessary.

100. What's the expected turnaround time between a school forwarding fingerprint/background results and completing its suitability determination - and does that gate the coach's start date?

SMPDD anticipates that onboarding will occur as soon as possible.

101. Does SMPDD require a physical Mississippi office, or is centralized/remote administration acceptable? The Management Plan section asks for a facility address but doesn't state a proximity rule the way some comparable county RFPs do - worth confirming rather than assuming.

See answer in question 36

102. What tax treatment does SMPDD expect for the \$25 cell phone reimbursement - accountable-plan (non-taxable) or taxable wages? This needs to be locked before contract start so payroll is configured correctly from day one.

Non-taxable reimbursement stipend.

103. Please confirm whether the flat-fee reimbursement is expected to remain fixed throughout the contract and renewal periods, including in the event of changes to employer payroll taxes, Workers' Compensation costs, or other mandatory employment costs.

See answer in question 13

104. Current Vendor and Transition

Has this program previously utilized a temporary staffing vendor, and if so, is there a transition timeline or incumbent knowledge transfer we should be aware of to ensure continuity of service?

Upon award of the contract, SMPDD will collaborate with the selected vendor to ensure a seamless transition and uninterrupted service delivery.

105. Staffing Responsibilities

The RFP indicates that SMPDD will refer individuals directly to the selected vendor for hiring. Can you confirm that the vendor will not be responsible for independently recruiting, sourcing, or interviewing candidates, and that responsibilities are limited to onboarding and employer of record functions for referred participants?

[See answer in question 9](#)

106. Benefits

The RFP outlines payroll, compliance, E-Verify, and workers compensation responsibilities but does not address employee benefits. Is the selected vendor expected to provide health, dental, vision, or other benefits to temporary employees? If so, what level of coverage is expected?

[No additional mandatory employee benefits are required by SMPDD beyond those specifically identified in the RFP.](#)

107. Cell Phone Reimbursement

Should the \$25.00 cell phone reimbursement be treated as taxable income to the employee or as a non-taxable reimbursement? This will affect how it is processed and reported.

[See answer in question 102](#)

108. Payroll Frequency

Section A references bi-weekly payroll processing while Section VII.B.e references monthly processing. Can you clarify the correct payroll frequency for this program?

[See answer in question 11](#)

109. Flat Fee Structure

Should the \$25.00 cell phone reimbursement and any associated administrative fees be included in the flat fee billing rate or billed separately from the vendor's payroll service fees?

[See answer in question 12](#)

110. Contract Start and Staffing Volume

Will all 47 temporary employee positions be active at contract start on October 1, 2026, or will staffing be phased in over time across the 21-county service area?

[Up to 47 temporary employee positions will be active by the start of the contract.](#)

111. Background Checks

What is the expected turnaround time for receiving fingerprint results from the high schools, and how should vendors account for this in their onboarding timelines?

[SMPDD expects fingerprinting, background screening, and onboarding to occur simultaneously.](#)

112. Paid Leave and Holidays

The RFP references five days of personal paid leave and 33 paid breaks including holidays, with additional details to be provided upon contract award. Can these details be shared now so vendors can accurately account for those costs in their flat fee proposals?

Five personal leave days and 33 paid days for breaks and holidays are built into the biweekly salary structure. Compensation will not be reduced except in cases where an employee utilizes unpaid leave or when the employee's start date does not coincide with the first (1st) or sixteenth (16th) day of the month, resulting in a prorated salary for the applicable pay period.

113. SAM.gov Registration

Should active SAM.gov registration and Unique Entity ID documentation be included in the proposal submission or provided upon request following selection?

All proposers must satisfy the eligibility requirements identified in Section II of the RFP, including active SAM.gov registration, a Unique Entity Identifier (UEI), and proof of non-debarment. This information should be included in the proposal.

114. Payroll Frequency

The RFP indicates in the Program Services section that temporary employees will be paid on a **bi-weekly basis**. However, Section VII.B.1(e), Program Statement of Work, refers to processing payroll checks on a **monthly basis**. Could you please confirm whether Career Coaches are required to be paid bi-weekly or monthly?

[See answer in question 11](#)

115. Service Area

The Advertisement for Sealed Proposals identifies 24 counties, including **George, Jackson, and Jones Counties**, while the service-area listing in the main RFP appears to identify 21 counties and does not include those three counties. Could you please confirm the complete service area applicable to this contract?

[As stated in the RFP, the contract will cover 21 of the 24 counties within the service territory, excluding George, Jackson, and Jones counties.](#)

116. Flat-Fee Reimbursement Pricing

The Program Budget requires proposers to provide a "Proposer Flat-Fee Reimbursement Monthly Amount" for each listed monthly salary. Could you please clarify whether the amount entered should represent?

- the **total monthly amount billed to SMPDD**, including the employee's salary, employer payroll costs, workers' compensation, administrative costs, and vendor fee; or
- only the **additional flat fee/administrative amount** charged above the employee's stated monthly salary?

[Only the flat fee/administrative amount should be included.](#)

117. Paid Leave and Paid Breaks

The RFP states that Career Coaches will receive **five (5) days of paid personal leave and 33 paid breaks, including holidays**. Are the costs associated with these paid days already incorporated into the monthly salary amounts listed in the pricing schedule, or should proposers account for these costs separately within their flat-fee reimbursement rates?

[See answers in questions 90 and 92](#)

118. **Commercial References**

Section VII.E requests between one and three references from previous work of a similar nature. May proposers use **commercial/private-sector clients as references** if the work performed is comparable in scope, such as temporary staffing, employer-of-record, payroll administration, and workforce management services?

No. At least one reference must involve a contract funded with federal and/or state funds.

119. **Federal/State-Funded Past Performance**

The RFP states that at least one reference must include a contract dealing with federal and/or state funds. If a proposer has substantial relevant temporary staffing and payroll administration experience but is **unable to provide a reference specifically involving federal or state-funded work**, would SMPDD consider an alternative form of demonstrated experience or past performance? If so, please advise what type of documentation or experience would be acceptable.

At least one reference must involve a contract funded with federal and/or state funds.

120. The RFP lists two different pay periods depending on the section Would you please clarify if participants will be paid bi-weekly or monthly?

See answer in question 11

121. Will \$25.00 cell phone reimbursement be bi-weekly or monthly? Section B (f) of RFP refers to "pay period."

The cell phone stipend is \$50.00 per month and should be disbursed as a \$25.00 reimbursement during each pay period. The reimbursement should be included in the employee's regular payroll processing.

122. We assume some career coaches will be eligible for health insurance contributions under the ACA requirements. Would you prefer those costs be billed separately or built into our markup rate?

No additional mandatory employee benefits are required by SMPDD beyond those specifically identified in the RFP.

123. How many Career Coaches have elected to be enrolled in the incumbent's health insurance coverage that require employer contributions?

No additional mandatory employee benefits are required by SMPDD beyond those specifically identified in the RFP.

124. RFP Section E: Demonstrated Ability and Past Performance: Will you please clarify the two-page limit referenced in the second paragraph? Does it apply to (a) the entirety of Section E including references and the items listed in the first paragraph or (b) only the items listed in the second paragraph (qualifications, experience, expertise)? We read it as the second interpretation as it would be difficult to fit the entire section E in two pages. We understand there is an overall page limit of 20 pages.

The two-page limitation referenced in the second paragraph applies exclusively to the information requested in that paragraph, namely the proposer's qualifications, relevant experience, and demonstrated expertise.

125. Can you confirm whether SMPDD has previously utilized a staffing company to provide payroll services, or whether SMPDD is currently using a staffing company for these services in connection with the RFP dated August 17, 2026?

[See answer in question 14](#)

126. If so, please provide the flat monthly fee or salary amount and the flat-fee reimbursement amount associated with each salary range.

[See answer in question 14](#)

127. Additionally, if SMPDD has previously entered into other payroll service contracts under which employees were compensated on an hourly basis, please provide the applicable flat hourly pay rates and corresponding flat-fee bill rates for those arrangements.

[See answer in question 14](#)

128. Is Insurance required at the time of submission?

[Insurance is not required as part of the proposal submission; however, the successful proposer will be required to provide evidence of the specified insurance coverage before a contract can be awarded.](#)

129. Is there any specific format for pricing?

[See answer in question 31](#)

130. Is it mandatory to subcontract?

[No](#)

131. Is there an incumbent for this contract? If yes, could you provide the incumbent pricing and details?

[See answer in question 14](#)

132. Are there any pain points with the incumbent?

[No](#)

133. What is the budget allocated to this contract?

[See answer in question 7](#)

134. What is the previous spending?

[See answer in question 14](#)

135. Is it a single award contract?

[See answer in question 8](#)

136. Payroll frequency — Section I.A.5 states bi-weekly processing and a bi-weekly base salary; Section VII.B.1.e states monthly. Which governs, and is the \$25 cell-phone reimbursement owed per bi-weekly period or per month?

Career Coaches shall be paid on a bi-weekly payroll schedule. References to monthly payroll processing within the proposal instructions should be considered a clerical inconsistency. The cell phone stipend is \$50.00 per month and should be disbursed as a \$25.00 reimbursement during each pay period.

137. Proposal Rating Instrument — Section IV references an attached instrument that is not in the package. Will SMPDD publish it with the point values or weights assigned to the three Section VIII criteria?

The list of items in Section VIII should be considered the rating instrument.

138. Past performance — for the reference required to involve federal and/or state funds, will SMPDD accept a commercial contract under which the work was funded in whole or in part by federal or state money, where the funding can be documented?

At least one reference must involve a contract funded with federal and/or state funds.

139. Paid leave — can SMPDD provide the five-day personal leave and 33 paid break/holiday schedule now, since paid non-productive time must be priced into the flat fee before award?

Five personal leave days and 33 paid days for breaks and holidays are built into the biweekly salary structure.

140. Program Budget — three tiers break the table's pattern: \$3,542.00, \$4,248.75 (the only descending step) and \$4,420.42. Can you please confirm the intended monthly salary for each tier, or reissue the full table?

Consider this a clerical inconsistency. The salaries listed are correct.

141. Period of performance — Section V anticipates a start no earlier than October 1, 2026 with an end of June 30, 2027. Please confirm the intended contract start date, since a later start shortens the base term.

Section V refers to the payroll services contract only.

142. Suitability determination — what standard and documentation does SMPDD expect the contractor to apply and retain when adjudicating background results forwarded by the high schools, and who decides if a record is ambiguous?

SMPDD will work with the school districts to obtain the results.

143. Volume and distribution — how are the up-to-47 positions distributed across the 21 counties, and is the full count expected at award or phased over the term?

Up to 47 Career Coaches will be onboarded at one time.

144. Please clarify whether the Vendor is responsible for sourcing and screening candidates, or whether the Vendor will only be required to process and place candidates referred by the Agency.

SMPDD will select and send candidates for onboarding.

145. Please clarify whether the Table of Contents and Cover Letter are included in the 20-page maximum page limit for the technical proposal.

Not included.

146. Please confirm whether Vendors are required to submit their Equal Employment Opportunity (EEO) Policy with the proposal and, if so, whether the EEO Policy will count toward the 20-page maximum page limit.

No

147. Please confirm whether commercial references will be accepted instead of government references and whether providing commercial references would affect the Vendor's eligibility or evaluation?

Proposers should submit references in accordance with RFP requirements.

148. Could you please confirm whether **submission via email alone is sufficient**, or whether proposers who submit electronically are also required to submit a **sealed/physical proposal package along with a USB copy**?

Submission via email is sufficient.

149. Additionally, please confirm whether there are any specific requirements for the email submission, such as a required subject line, file naming convention, or maximum attachment size.

No specific requirements.

150. Could you please confirm whether there is currently an **incumbent staffing provider/employer of record** supporting the Career Coach Program?

Yes

151. If so, if the information is available, could you please provide the **name of the incumbent provider**, along with the **current/prior contract expiration date and/or award amount**?

This information will not be provided.

152. Section I.A states that temporary workers will be paid bi-weekly, while Section VII.B.1.e refers to monthly payroll processing. Please confirm the required payroll frequency for Career Coaches.

Bi-weekly payroll is expected.

153. Please confirm whether the Proposer Flat-Fee Reimbursement Monthly Amount represents (a) the total monthly reimbursement inclusive of the Career Coach's stated salary, or (b) the contractor's administrative/employer costs in addition to the stated salary.

Flat fee without the salary.

154. The RFP states that Career Coaches will receive five paid personal leave days and 33 paid breaks, including holidays. Please provide the applicable schedule and confirm whether these costs must be included in the Proposer Flat-Fee Reimbursement Monthly Amount.

Five personal leave days and 33 paid days for breaks and holidays are built into the biweekly salary structure.

155. Will SMPDD prescribe the workers' compensation classification applicable to Career Coaches, or should each proposer determine the appropriate classification based on Attachment A?

Proposer must determine.

156. Please confirm whether the contractor's responsibility is limited to reviewing the fingerprint/background information supplied by the schools, making the suitability determination, and retaining the records, or whether additional background screening is required.

No additional screening.

157. Please describe the anticipated secure method for transmitting fingerprint/background-check information and identify any applicable data-security, confidentiality, retention, or destruction requirements.

SMPDD will handle.

158. Please confirm whether the \$25 cell-phone reimbursement is paid once per eligible employee per payroll period. If payroll is bi-weekly, would an eligible employee ordinarily receive two \$25 reimbursements during a two-pay-period month?

The cell phone stipend is \$50.00 per month and should be disbursed as a \$25.00 reimbursement during each pay period.

159. If an employee's salary changes during the contract term or does not correspond to one of the salary amounts listed in the pricing table, how should the applicable flat-fee reimbursement amount be determined?

The proposer will have to calculate.

160. Please confirm SMPDD's anticipated payment terms following receipt of an accurate monthly invoice and whether the contractor is expected to fund employee payroll and associated employer costs pending reimbursement by SMPDD.

The awarded contractor shall submit bi-weekly detailed invoices identifying employee names and bill rates as required by the RFP. SMPDD's normal payment processing procedures will apply. SMPDD does not provide startup advances, payroll advances, or accelerated reimbursement schedules.

161. Please provide the anticipated number of Career Coaches expected at contract commencement and indicate whether all employees are expected to begin around October 1, 2026, or whether onboarding will occur on a rolling basis.

Proposers should be prepared to support up to 47 employees simultaneously. SMPDD cannot guarantee the actual number of employees that will be utilized during the contract period.

162. Are any anticipated Career Coaches currently employed through an incumbent staffing/payroll provider and expected to transition to the successful proposer? If so, please provide the approximate number and anticipated transition requirements.

Yes. Up to 47.

163. Please provide the anticipated distribution of Career Coaches by county and/or school location, to the extent currently known.

Staffing needs may vary by county and school district. County-specific allocations are subject to change and will be communicated as positions are filled.

164. For future SMPDD programs involving materially different worker classifications, compensation structures, workers' compensation classifications, or compliance requirements, would pricing be separately negotiated when such services are requested?

This RFP is for Career Coach payroll services.

165. Please provide the weighting, point allocation, or Proposal Rating Instrument that will be used to evaluate the stated criteria, if available to proposers.

This information is not available.

166. Please confirm whether SMPDD intends to make a single award under this RFP.

SMPDD anticipates making a single award but reserves the right to make multiple awards if deemed necessary.

167. Please identify the minimum insurance types, limits, endorsements, and other coverage requirements applicable to the successful proposer.

Proposer must determine.

168. Please confirm whether a public-sector staffing, Employer-of-Record/payrolling, or workforce-management engagement funded in whole or in part with state or federal funds will satisfy the reference requirement.

Proposers should submit references in accordance with RFP requirements.

169. Attachment B refers to award and negotiation of a subgrant. Will SMPDD provide a proposed subgrant/contract form, standard terms and conditions, or other contractual requirements for review prior to the proposal deadline?

No

170. Can you tell me if we are allowed to bill SMPDD for the 5 personal days granted to the Career Coaches and the 33 paid breaks including holidays?

Five personal leave days and 33 paid days for breaks and holidays are built into the biweekly salary structure.

END OF DOCUMENT