

QUESTIONS & ANSWERS FOR RFP OUTSOURCED HUMAN RESOURCES SERVICES

Last updated: 3-7-2025

Please be advised all questions are keyed as submitted:

1. Question: Is the contractor responsible for all necessary equipment required to provide the required Human Resources services for the RFP? I.E. Computer, Camera for Video teleconferences and calls, cellular phone etc.
Answer: The Coalition will provide a computer and camera for video teleconferences but not a cellular phone.
2. Question: If equipment is the responsibility of the contractor can the specifications of the equipment required be provided to ensure compatibility with the network configurations? Answer: The Coalition will provide a computer and camera for video teleconferences. However, the Coalition will not provide a cellular phone.
3. Question: Will the Coalition provide essential office equipment for the performance of work at the onsite location (6302 East Martin Luther King Jr. Blvd., Suite 100, Tampa, FL 33619). I.E. Desk, chair, dual monitors, desk phone etc. Answer: Yes, the Coalition will provide all of the above. However, the Coalition will not provide a cellular phone.
4. Question: In Section II, the scope mentions the need for 1 onsite HR professional. In the financials section, the estimate is for 1 to 1.5 FTE's to perform the functions. Could you confirm the number of FTE's required for the scope? Answer: We wrote the estimate to be 1 to 1.5 FTE's because we expected that Respondents might like the flexibility to provide a generalist for the 1.0 FTE on-site functions and supplement it with 0.5 FTE specialist for the legal compliance matters. Respondents can respond with the number of FTE's and labor mix they deem necessary to meet the requirements of the RFP.

5. Question: In Section II, proposed fee format. Does the Coalition desire to have the potential vendor break out the amount of FTE time estimated for each service as a percentage? Answer: We require Respondents to break out the amount of FTE time estimated for each service item in terms of fractional FTE's. Below is an example and is illustrative and not reflective of Coalition requirements for each service, as we are not aware of the efficiency with which a given Respondent can accomplish a given service.

<u>Service</u>	<u>FTE</u>
Recruitment and Talent Management	0.4
Performance Management	0.2
Employee Engagement	0.2
Training and Professional Development	0.2
Legal Compliance	0.2
Total	1.2

6. Question: Does the Coalition desire to have all costs included in the "Contract Year (dollars)" vs. an hourly rate, markup percentage, etc. Answer: The Coalition requires all costs included in each service line item in total dollars for each service line item. Below is an example and is illustrative and not reflective of Coalition requirements for each service, as we are not aware of either the efficiency with which a given Respondent can accomplish a given service or the costs that a given Respondent would incur for a given service.

<u>Service</u>	<u>FTE</u>	<u>May 1, 2025 to April 30, 2026 Contract Year (dollars)</u>
Recruitment and Talent Management	0.4	\$26,112

Performance Management	0.2	\$13,056
Employee Engagement	0.2	\$13,056
Training and Professional Development	0.2	\$13,056
Legal Compliance	0.2	\$18,360
Total	1.2	\$83,360

7. Question: Is there an incumbent contractor currently providing the services outlined in the RFP? Answer: No.

8. Question: If there is not an incumbent contractor providing the services outlined in the RFP, how is the Coalition currently executing these functions? Answer: Currently employed staff are supplying the resources to execute the functions outlined in the RFP. We are utilizing two resources outside of HR to provide assistance on a temporary basis. There is a vacancy in a permanent HR role that is contributing funding to procure the RFP services.