

**Massachusetts School Building Authority**  
**Request for Responses to Provide Recruitment Services**  
**Addendum No. 1: Questions and Answers**  
**MSBA-RFR-Recruitment-2023**  
**April 5, 2023**

1. **Question:** What are your most commonly requested positions?

**Answer:** Project Managers for the Capital Planning department.

2. **Question:** How many workers under each job classification are required on a weekly basis?

**Answer:** Average ten (10) workers per job classification. There are ten (10) job classifications (groupings).

3. **Question:** Are vendors required to bid on all positions/categories?

**Answer:** No.

4. **Question:** How many vendors do you intend to award?

**Answer:** The MSBA will make a decision based on the Responses received. The MSBA may select one or more vendors.

5. **Question:** Who are your current vendors?

**Answer:** The MSBA does not currently work with any vendors for recruitment.

6. **Question:** What are the bill rates and pay rates of your current vendors?

**Answer:** N/A

7. **Question:** What is the estimated contract value?

**Answer:** This information is unknown at this time.

8. **Question:** How much did you spend on these services last year? The last five years?

**Answer:** N/A

9. **Question:** What are any challenges or pain points with the present contract vendors?

**Answer:** N/A

10. **Question:** What improvements would you like to see with vendors on the new contract?

**Answer:** N/A

11. **Question:** Are pay rate/bill rate ranges allowed?

**Answer:** Yes, with range guidelines.

12. **Question:** If multiple vendors are awarded how are job tasks distributed?

**Answer:** Tasks will be distributed based on the type of position the MSBA is looking to fill.

13. **Question:** Why is this solicitation being put out to bid?

**Answer:** The MSBA has a procurement policy in place for the purchase of goods and services.

14. **Question:** In section A of the RFR, MSBA lists skill categories related to this contract. To accurately price our services based on skill sets, could MSBA provide a list of specific job titles and descriptions within each category?

**Answer:** The MSBA does not have this information as it will vary depending on the position that needs to be filled. General categories will include administrative, clerical, professional, management, executive and technical. More information will be provided to the selected vendors.

15. **Question:** Can MSBA provide the total number of positions filled last year by third-party agencies and/or the total amount spent by category last year with third-party agencies?

**Answer:** The MSBA did not previously work with third-party agencies.

16. **Question:** Can MSBA identify its most commonly requested positions or those requiring the highest recruiting volume (based on previous years)?

**Answer:** Project Managers for the Capital Planning department.

17. **Question:** Does MSBA require any of these positions to be remote, hybrid or in-office? If yes, please provide the percentage (headcount) of the business that will be remote, hybrid or in-office.

**Answer:** The MSBA will make this determination based on our business needs and the specific position we are looking to fill.

18. **Question:** Does the MSBA require specific pre-employment screening like background checks or drug screening? If yes, can you provide those requirements?

**Answer:** Yes, CORI and SORI.

19. **Question:** Does MSBA currently have a vendor(s) supporting this work? If yes, how is their performance being measured?

**Answer:** No.

20. **Question:** Do you have seasonal fluctuations in your workforce? If so, when are they? What is your lowest headcount? What is your highest headcount?

**Answer:** Generally, our headcount is 75. There is not a pattern of fluctuations in headcount.

21. **Question:** Will changes and/or exceptions to the Master Service Agreement (MSA) impact the vendor selection process?

**Answer:** There are certain provisions in our MSA that are not negotiable. Please note any exceptions and the MSBA will work with the Respondent to address concerns.

22. **Question:** The RFR states the contract award is anticipated Apr/May timeframe. Will the selected vendors have a negotiation period pre-award or post-award?

**Answer:** Once the MSBA selects a qualified respondent(s) the MSBA will work with the party to enter into a contract.

23. **Question:** What is MSBA's biggest challenge currently when it comes to recruiting and retaining your temporary workers?

**Answer:** External competing employers.

24. **Question:** Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

**Answer:** Yes, this is a new initiative.

25. **Question:** Can you please let us know the previous spending of this contract?

**Answer:** N/A

26. **Question:** Please confirm if we can get the proposals or pricing of the incumbent(s).

**Answer:** N/A

27. **Question:** Are there any pain points or issues with the current vendor(s)?

**Answer:** N/A

28. **Question:** Please confirm the anticipated number of awards.

**Answer:** The MSBA will make a decision based on the Responses received. The MSBA may select one or more vendors.

29. **Question:** What would be the number of awards you intend to give (approximate number)?

**Answer:** The MSBA will make a decision based on the Responses received. The MSBA may select one or more vendors.

30. **Question:** Please provide us with an estimated or NTE budget allocated for this contract.

**Answer:** This information is unknown at this time.

31. **Question:** What is the tentative start date of this engagement?

**Answer:** As soon as possible.

32. **Question:** What is the work location of the proposed candidates?

**Answer:** Boston, MA.

33. **Question:** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

**Answer:** This is a new contract for the MSBA.

34. **Question:** Are there any pain points or issues with the current vendor(s)?

**Answer:** N/A

35. **Question:** Could you please share the previous spending on this contract, if any?

**Answer:** N/A

36. **Question:** Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

**Answer:** There are no mandatory goals but please see the Attachment D.

37. **Question:** How many requisitions were filled in in the previous contract? How many requisitions will be required per year or throughout the contract?

**Answer:** N/A

38. **Question:** If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**Answer:** The MSBA will consider this scenario based upon each situation.

39. **Question:** Can we provide hourly rate ranges for the given positions?

**Answer:** Yes, Respondents can provide hourly rate ranges for the given positions.

40. **Question:** Is it entirely onsite work or can it be done remotely to some extent?

**Answer:** The MSBA will make this determination based on our business needs and the specific position we are looking to fill.

41. **Question:** Do the services need to be delivered onsite or is there a possibility for remote operations and performance?

**Answer:** The MSBA will make this determination based on our business needs and the specific position we are looking to fill.

42. **Question:** Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**Answer:** No, Respondents do not need to provide resumes with their response to the RFR.

43. **Question:** Could you please provide the list of holidays?

**Answer:** Yes. There are twelve (12) paid holidays for MSBA staff: New Years Day, Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

44. **Question:** Are there any mandated Paid Time Off, Vacation, etc.?

**Answer:** The MSBA offers benefits, including paid time off. More information will be given to the selected Respondent(s).

END OF ADDENDUM NO. 1