

ADDENDUM No. 1
RFP-874, REQUEST FOR PROPOSAL
Temporary Staffing Services for the City Of Ann Arbor Field Operations Unit
City of Ann Arbor
NEW Due Date: Tuesday, September 10, 2013

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Temporary Staffing Services for the City of Ann Arbor Field Operations Unit, RFP-874 on which proposals will now be received on or before 10:00 a.m., Tuesday, September 10, 2013.

The information contained herein shall take precedence over the original Request for Proposal and is appended thereto. This Addendum includes 3 pages.

Respondents are to take note in their review of the documents and include these changes as they affect work or details in other areas not specifically referenced here.

1. Changes in the Contract Documents

Changes in the Contract Documents which are outlined below are referenced to a page or in which they appear conspicuously.

Page	Change
Cover Page & 5	Section 1, Proposal Submission The due date has been moved to Tuesday, September 10, 2013 at 10:00 a.m.

10	Section 2, Scope of Work, Introduction and Overview is revised to read:
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INTRODUCTION AND OVERVIEW

The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish term contracts with one or more qualified contractors to provide temporary employment services on an as needed basis to the City of Ann Arbor, Field Operations Unit and other participating units. Exhibit A to this Request for Proposal contains a list of all the position titles and job descriptions. The City reserves the right to add position titles at any time during the contract term as stated below.

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Section 2, Scope of Work, Scope of Services is revised to read:

SCOPE OF SERVICES

GENERAL:

A. The Contractor(s) shall furnish temporary employment services as required by the City of Ann Arbor, Field Operations Unit for the job classifications shown on Attachment A. If, during the contract period, positions not listed on Attachment A are required, the City of Ann Arbor may solicit price quotations from the Contractor(s) and add the positions to the contract.

B. Temporary personnel currently working at the City of Ann Arbor may not be affected. Any new requirements or replacements required by City of Ann Arbor will be obtained under this contract.

C. There is no guarantee of any minimum amount of services that may be requested during the term of the contract.

D. If any cooperative procurement authorized user of the contract job classifications differ from the City of Ann Arbor's job classifications, a modification to incorporate the job classifications shall be made in writing by the City of Ann Arbor.

E. The duration of the Temporary Services contract will be 2 years, with two (2) one year renewals based on mutual agreement and available funding.

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Section 3, Minimum Information Required, is revised to read:

MINIMUM INFORMATION REQUIRED

Submission requirements are stated in Section 1 above. Respondents are reminded to submit the following number of copies of their proposal:

4 printed copies of the Proposal

2 copies of the FEE Proposal in a separate sealed envelope labeled FEE PROPOSAL

The City reserves the right to not consider any proposal which is determined to be unresponsive or deficient in any of the information requested for evaluation.

Respondents should organize Proposals into the following Sections, including all requested information:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Services
- D. Fee Proposal (include in a separate sealed envelope)
- E.. Authorized Negotiator

F. Appendices

The following Section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals.

EVALUATION AND AWARD CRITERIA:

1. **EVALUATION:** Proposals will be evaluated based on the following criteria:

A. **Qualification, Experience, Capacity and Resources (30%):** The Respondent's capacity and resources to perform the services described in the RFP. The Respondent's demonstrated experience and success of the in the placement of temporary personnel. The Respondent's demonstrated experience and success in the recruitment (including screening and testing) and retention of temporary personnel.

B. **Plan, Methodology, Approach and Strategy (30%):** The Respondent's approach for the implementation and operation of the services outlined in the RFP to include but not limited to:

*Quality and feasibility of the personnel recruitment program for the job classifications.