



County of El Paso Purchasing Department
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www.epcounty.com

ADDENDUM 1

To: All Interested Vendors
From: Araceli Hernandez, Formal Bid/Buyer Sr.
Date: July 6, 2020
Subject: RFP 20-030 Professional Employment Services for the West Texas HIDTA

This addendum has been issued to notify vendors of the following information and questions received:

- **Note:** The County of El Paso is not responsible for late deliveries of any kind or any reason. No in-person submittals are allowed.

Due to the County of El Paso Declaration of Local Disaster for the Public Health Emergency regarding COVID-19, The County Courthouse and all County Buildings and Facilities have closed to the public effective Monday, March 23, 2020 until further notice.

While all County buildings are closed to the public, all scheduled bid openings will occur via live video feed at the County YouTube Channel
https://www.youtube.com/channel/UCXwccq_JYs28xwL14oGAVPZg/videos.

During the live broadcast, citizens may call in at telephone (915) 546-2048 ext.4529. Allow for a 10-second delay during the live broadcast.

Questions:

1. What is the anticipated headcount on the number of employees to be payrolled? The RFP mentions "PEO must provide payroll for 15 administrative/clerical (code 8810)". Should we expect this to be the total headcount?

Response: The current total headcount is 15 but it would be no more than 20.

2. Are the previous bidders' responses for the previously awarded proposal a matter of public record? Is it possible to get a copy of these?

Response: Yes, the responses may be obtained through the County Attorney's open records request for RFP 05-007 by clicking on this link: <http://www.epcounty.com/ca/openrecords.htm>.

3. Is it mandatory for the awarded bidder to have a local presence in the County?

Response: Yes.

4. Do we need to have a local business license for the County of El Paso? Is this required at the time of bidding at the award?

Response: Yes the business must be licensed for El Paso County at the time of the award.

5. Does the County of El Paso provide any paid vacation, paid sick day, or paid holidays to temporary employees?

Response: West Texas HIDTA does not have temporary employees.

6. Does the County of El Paso provide any contributions to the cost of medical benefits for the temporary employees?

Response: No.

7. Does the County of El Paso have a holiday schedule for the calendar year? If employees are required to work on holidays are, they paid overtime or straight time?

Response: Yes there is a holiday schedule. All employees are salary not hourly employees. The County does not pay overtime or straight time to full time salary employees.

8. Can you provide us an overview of the types of background, reference, and drug tests that would be required?

Response: The type of background check would be law enforcement security; references would be employment and drug tests would be for current and prior drug use.

9. We wanted to confirm that the selected vendor will not be completing any background checks and the scope of this RFP includes no recruiting?

Response: The selected vendor will not be required to complete any background checks and there would be no recruiting.

10. Is there any preference for any supplier diversity [MBE or DBE]?

Response: No.

11. Can our client references be a combination of public sector and private clients where we have run similar programs?

Response: Yes.

12. Can the worker's compensation and insurance requirements be satisfied upon contract award?

Response: No.

13. Can you confirm that the County of El Paso is looking to award this RFP to one or multiple vendors?

Response: The County of El Paso is seeking to award to one vendor.

14. In regards to: #1. Qualifications for PEO, Item c. financial history of the company covering the last three years, Will audited financials suffice?

Response: Yes, if the audits are conducted by a reputable company.

15. What is meant by "Data Operating Costs" on the Price Sheet?

Response: Data Operating Cost is the cost for the company or firm to process the payroll and related services.

16. What is the FEIN for West Texas HIDTA?

Response: 75-3029033

17. Will drug testing be required?

Response: Only for employees not vendor.

18. Will background checks be required?

Response: Yes

19. What are the parameters on the background checks?

Response: Criminal and business reputation.

20. Please provide current Loss Runs for the last three years.

Response: This information is propriety. The information may obtained through the County Attorney's open records request for RFP 05-007 by clicking on this link: <http://www.epcounty.com/ca/openrecords.htm>.

21. What is your Workers' Compensation Modifier?

Response: Current modifier is .12% as of June 26, 2020.

22. Are you currently using a PEO?

Response: Yes

23. What is required from your PEO during onboarding?

Response: Employee Orientation

24. What are the onboarding instructions to be delivered to each new-hire?

Response: Extensive total coverage of employment.

25. Do you anticipate extending the bid due date?

Response: No.

26. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Response: The County will follow state laws.

27. Was this bid posted to the nationwide free bid notification website at www.MyGovWatch.com/free?

Response: No. This solicitation is posted on the County of El Paso Website and in the El Paso Inc newspaper.

28. Other than your own website, where was this bid posted?

Response: The solicitation was also advertised in the El Paso Inc. Newspaper.