

Number	Questions	Answers
1	I wanted to verify with you that "Work Experience/Subsidized Employment" Employer of Record Services does not fall within the scope of the above referenced RFP for TX Temporary Staffing Services.	The Employer of Record Services for subsidized employment/subsidized work experience is not in scope for this RFP.
2	What client is this supporting in TX?	Equus Workforce Solutions provides services for various workforce development boards in TX .
3	Is this proposal for the work in within the whole State of Texas? Or is it in the Wichita Falls area?	This RFP covers potential temporary staffing needs for projects in various locations in Texas. * Permian Child Care Services (Odessa) * HGAC – Financial Aid Support Center (Houston) * North TX (Wichita Falls, Bowie, Graham, Vernon) * North Central TX (Denton, Plano, McKinney, Greenville, Terrell, Corsicana, Waxahachie, Cleburne, Granbury, Stephenville, and Weatherford) * Dallas One Stop & Dallas Youth (Dallas, Irving, Grand Prairie and Garland) * HGAC Career Centers (Houston, Pearland)
4	What are your top 3 objectives of this RFP initiative and please rank in order of importance?	1. Temporary staff to provide quality work which required a strong understanding of staffing needs. 2. Quick turnaround to fill staffing requests, using recruiting tools to maintain strong and deep talent pipeline. 3. Competitive pricing.
5	What enhancements are you looking to make to your current temporary labor program as a result of this RFP process? How would those enhancements impact your business?	1. Improved candidate pool, including potential to convert temporary employees to permanent staff. 2. Quick turnaround on filling staffing requests. 3. Effective communication and customer service skills from the candidate pool.
6	Are you looking for a Managed Service Provider (MSP) or suppliers underneath an existing MSP? Can you please outline the goal of this initiative so that we can best solution and respond.	No
7	Is there a Vendor Management System (VMS) or MSP included in the program that we should consider as an additional cost in our bill rate or markup? Does your company hold the contract directly with the VMS provider?	No
8	How many suppliers do you currently utilize for temporary labor within the scope of this RFP?	Currently we have 1-2 suppliers depending on the location.
9	Is the incumbent vendor being asked to bid this RFP?	Yes.
10	What is the breakdown of spend by skillset, hours and location? Based on your comment on page 20 of the RFP document referencing Texas, is this initiative for Texas locations only? Please provide the full addresses for your locations in scope.	The breakdown of skillsets required will vary by the roles and locations. We are unable to provide a breakdown of temporary labor spend by skillset or role. This RFP is for TX only. See the response in question 3 as we are unable to provide location addresses as they are subject to change.
11	Is it expected that the chosen supplier will manage your other suppliers under the new program?	No
12	Will the selected supplier be able to transition the current temporary workforce as part of the new program award? If so, do you have any specific requirements we should consider, such as a timeline and/or current supplier agreements preventing transition?	Yes, depending on the length of the assignment, the selected supplier may transition the current temporary workforce. This will be reviewed on a case by case basis regarding timeline and/ or current supplier agreements.
13	Are there any significant changes that you foresee in the near future (0-2 years), such as expansions, acquisitions, construction projects or automation which will affect your company?	Due to the nature of our business as a contracted service provider and subrecipient of federal and state funding, we may have expansions or contractions that require changes in staffing services needs.
14	Do you have affiliates or subsidiaries that would be included in this program?	No
15	Is there executive support to mandate the implementation and usage of the program across all business units?	Yes, there is executive support to ensure procured staffing services are used in our TX locations.
16	What type of solution do you have today and how long has it been in place?	Currently, we have one or more temporary staffing services for different areas of Texas and for differing lengths of time.
17	As we look to solution for your requirements outlined, are there any systems / tools we need to consider in our processes? If so, are there any fees associated with those systems / tools?	No
18	What challenges have you faced in the past regarding your temporary labor program / use of temporary workers?	1. Temporary staff that produce quality work. 2. Quick turnaround to fill staffing requests, using recruiting tools to maintain strong and deep talent pipeline. 3. Pricing.
19	Please provide details about your shifts: * shift days and times * estimated number of temporary workers per shift - Payrates per shift - Peak period pay (if different) (delete if no peak) Applicable to all roles and locations? If no, please advise where different.	The typical schedule is Monday-Friday from 8am-5 pm with an hour lunch but schedules can vary based on needs. The number of temporary staff per shift will vary based on needs. Pay rates are determined by position not by shift. There is no peak period pay. Applicable to all roles and locations.
20	How do shift schedules or other operational factors drive overtime usage? What percentage of hours are overtime?	Overtime is very limited and requires approval by Equus.
21	Are there any peak periods / hiring ramps or scheduled shutdowns that drive significant changes to headcount needs in your business? If so, when do they occur?	Typically there is a ramp up in the spring and summer, usually March through August due to our summer earn and learn program.
22	Will there be onsite management required for your program? If so, at which locations? Are there any locations with onsite support in place today?	No
23	Do you use a scheduling tool when forecasting your temporary staffing needs? If so, what is the tool?	No

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24	Please explain your current requisition process and any challenges you have with the current process.	EWS provides the job description, completes the temporary services requisition form, and provides details for primary timekeeper, location, pay, shift. We currently have challenges with some of our temporary staffing service vendors not posting all our positions on their websites.
25	To ensure a quicker time-to-fill, would you consider our standard background offering of a Social Security Number (SSN) trace and a 7-year county felony and misdemeanor check, including E-Verify? Will you allow temporary associates to start assignments pending results for pre-employment background screenings?	See section 5.2 Volume 1 question 4. Your response should include the types of background checks available. We do not allow temporary staff to start assignments pending the results for the pre-employment background screening.
26	If drug screening is required, we recommend a 6-panel drug screen where permitted, 5-panel no THC oral or a 4-panel no THC instant urinalysis. Will this be acceptable?	See section 5.2 Volume 1 question 4. Your response should include the types of drug screening available.
27	What assets do you give to temporary workers (i.e., security badges, equipment, etc.)?	Dependent on position temporary staff will have a laptop or computer. Some temporary staff will have office keys, badges and cell phones.
28	Please describe your off-boarding process (i.e., how are distributed assets collected)?	The assets are collected by Equus and documented through a property receipt form. If the temporary employee is released, the staffing agency is responsible to make arrangements for the temporary employee to return any company assets.
29	Do any of your light industrial positions require any of the following? * audiograms * chemical exposure (if so, what kind of chemicals)? - working at heights over eight feet - lifting over 50 lbs. without assistance - working in confined spaces (e.g., tanks, trenches, vessels, pits) - use of respirators - operating heavy equipment - cleanrooms - extreme temperature levels - industrial hygiene surveys	No
30	Can we perform a site evaluation at each of your locations?	No
31	Do you use any measurements to evaluate the quality of a temporary worker's performance?	Yes, metrics are in place for each position which includes quality of work. Conduct and attendance is evaluated informally.
32	How often and at what point do you evaluate a temporary worker's performance (e.g., at the start and end of the assignment, every three months, etc.)?	We partner with the temporary staffing service to determine the frequency of evaluation for temporary staff performance.
33	Do you currently offer or award temporary workers a performance or attendance bonus?	No
34	Please describe your current timekeeping process for temporary workers. Do you intend to leverage your existing timekeeping process?	Timekeeping for temporary staff is the responsibility of the temporary staffing services provider.
35	Do you require the ability to allocate time to specific project or task codes? If so, how is this managed today?	Roles are designated to a particular project, as a result, allocation is typically not required. Invoices require designated task code for each temporary worker.
36	If using timeclocks, are timeclocks used to track performance or anything else?	N/A see question 34
37	Our standard workweek is Monday-Sunday. What is your workweek definition?	Saturday-Friday
38	Our standard payment terms are net 30 days with a payment method of check, ACH or wire. This allows us to provide the most competitive price upfront. Are these terms acceptable?	ACH preferred, net 30 days is acceptable.
39	Are Purchase Orders (POs) utilized in the procurement of temporary labor? If so, are you able to issue a blanket PO for the temporary labor program?	No
40	Could we obtain a list of worksites for each location where we will be supplying recruited personnel?	See the response in question 3 as we are unable to provide location addresses as they are subject to change.
41	How many temps were hired in 2024 for all sites?	We are unable to obtain this information
42	What was the spend for all sites in 2024?	We are unable to obtain this information
43	Do you have the estimated spend for 2025?	Due to the nature of our business as a contracted service provider and subrecipient of federal and state funding, we may have expansions or contractions that require changes in staffing services needs and available funds. Our current budget is estimated to be approximately \$250,000 annually.
44	Can we use Equus Recruited as a one of our 3 references?	It is important to maintain an impartial and unbiased evaluation process for all applicants. It's recommended that references are provided from other clients who attest to your organization's performance under such services.
45	Can you please provide the name of the Director of Finance for this RFP that this is to be addressed to?	The paper copy of the proposal should be delivered to the Finance Department at the address listed in Grand Prairie, Texas to the attention of Sheila Howard.
46	The below question seemed a little aligned with payroll services- I just want to make sure I am approaching the question appropriately: <i>"Describe your process for training Equus staff on user administration and training materials/guides available for participants."</i>	The question should read "Describe your process for onboarding temporary staff such as payroll processes, point of contact and disciplinary actions."