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### ADDENDUM THREE

**DATE:** August 23, 2023  
**TO:** All Respondents  
**FROM:** Sheila Brown, Procurement/Contract Administrator  
**RE:** **ADDENDUM #3 Question and Answer #3**

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When is the Anticipated Start Date? **MHA Response: Possibly October 2023**

Are bidders required to have an office in a certain radius? **MHA Response: It would be ideal just in case something happens to an employee that they have to get to in a timely manner.**

What is the anticipated cost of this venture? If this is not a new venture, what was the previous costs for these services? **MHA Response: Please refer to Addendum 2**

How many temporary positions need to be filled? **MHA Response: Please refer to Addendum 1**

How many temporary employees are needed to fill these roles? **MHA Response: Please refer to Addendum 1**

What are the pay rates or does vendor determine pay rates? **MHA Response: MHA determines the payrate, and the payrate varies based upon the experience of the candidate.**

Are vendors required to bid to fill all positions? **MHA Response: No, vendors are not required to fill all positions since the project will be multiple awards.**

Are there specific certifications or state registrations required to bid on this venture? **MHA Response: No**

Are vendors able to acquire state certifications directly following being awarded this contract? **MHA Response: See previous question.**

Do you have specific invoicing requirements? **MHA Response: Invoices must include the following information: Invoice date and number, MHA's contract number, the contract title, the period of time for which services are being invoiced, a detailed description of the work performed for which payment is requested and an itemization of reimbursable expenses, if allowed for this contract.**

What are your payment terms? **MHA Response: Net 30 days**

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What is the anticipated award date for this contract? **MHA Response:** Upon MHA's Board of Commissioner's approval. Possibly the end of September 2023.

Is the vendor required to be registered with the state/city before it can do business? **MHA Response:** See Section 2.15 'Licenses and Insurance' of advertised RFP.

Is there a local preference on this bid? **MHA Response:** No

Is this a new initiative? **MHA Response:** See Addendum 2

If not, who are the current vendors? **MHA Response:** See Addendum 2

What is their current pricing? **MHA Response:** See Addendum 2

Is the vendor required to submit all job titles? **MHA Response:** No, this not required but can be helpful just in case we need to utilize any specialized skill set for a particular project.

What are the historical annual spending volumes in the project? **MHA Response:** See Addendum 2

What is the estimated budget for this project? **MHA Response:** MHA does not anticipate this project being less than \$250,000.00.

**We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.**