



ADDENDUM NO. 3

Ernest N. Morial New Orleans
Public Facility Management, Inc.
900 Convention Center Boulevard
New Orleans, LA 70130

Project Name: **Provide Temporary Staffing Services**
Contract No.: **C-1802**
Date: July 5, 2023
To: All Recorded Holders of Bid Documents

The provisions of this addendum are hereby incorporated into, supplement and become a part of: 1) the Contract Documents, 2) each Bid submitted by each Bidder and 3) any final purchase order or contract executed by the parties. Changes made by Addenda shall take precedence over any conflicting provisions in the original documents. The Bidder shall be responsible to notify the Buyer of any changes caused by this addendum which may affect other items in the Contract Documents and which are not addressed in this Addendum prior to the Submission of a Bid. Any such condition which is not addressed in advance and discovered after the Bids have been received shall be resolved in a manner acceptable to the Buyer without additional cost.

As a Bidder, you must acknowledge receipt and acceptance of this addendum on the Bid Form by inserting this Addendum number and date in the appropriate blank spaces in your final Bid Package. Failure to acknowledge this Addendum as directed may constitute grounds for rejection or disqualification of your Bid.

Item No. 1: Questions and Answers

Q1. Is sub-contracting mandatory?

A1. No.

Q2. Is this a continuous contract?

A2. No. Once the vendor is deemed qualified, the vendor will be placed on the Preferred Vendor list and will be contacted on an as needed basis.

Q3. How many vendors are currently engaged?

A3. Two (2) vendors are currently engaged.

Q4. Please provide the no. of comparable clients/references the Owner is seeking?

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- A4. If possible, please provide at least three (3) comparable clients/references.
- Q5. Could the Owner provide a format in which it seeks the bid to be responded?
- A5. Please see Exhibit No. 2 of the Solicitation documents and provide the items requested. If Proposer has a website or other marketing materials that contain the information requested, those may be submitted.
- Q6. Please provide the previous spending of the Contract?
- A6. \$1,979,995 (June 29, 2022 through June 28, 2023)
- Q7. To offer you competitive pricing, could the Owner share incumbent's cost proposal?
- A7. Pricing is not being sought at this time. All rates will be negotiated at the time of request by Owner.
- Q8. Please describe the issues/problems that the Owner is facing under the current contract?
- A8. No issues.
- Q9. How many temporaries are currently working under this contract?
- A9. The number fluctuates.
- Q10. How many temporaries have been hired by the Owner in the current contract?
- A10. Although the number varies widely depending on the time of year, generally there are between 10-20 temporary staffers on site any given day.
- Q11. What is the overall budget of the contract?
- A11. Temp staffing budgets are done at the department level.
- Q12. Is there any local preference?
- A12. All scoring criteria are set forth in the Solicitation documents.
- Q13. What is the average time the Owner takes to hire temporary candidates?
- A13. Under this solicitation, the Owner does hire temporary candidates; they are employed by the agency. The lead time for providing the temporary staffing services sought will vary, although Owner endeavors to provide as much time as possible.
- Q14. Could the Owner confirm no. of awards it intends?





- A14. There is no set number of vendors being sought. All proposers deemed qualified will be added to the vendor pool.
- Q15. Does the Owner seek copy of Insurance along with the proposal?
- A15. Each qualified Proposer will have five (5) calendar days after notice of award to produce the certificate of insurance.
- Q16. Will the certified D/M/W/ESB firm get any preference over the competitors during the evaluation for an award? If any vendor subcontract with a certified D/M/W/ESB firm, then are they eligible to get the preference for an award?
- A16. There are ten (10) points available for SEB/DBE participation. Those points are available to all proposers who are certified SEB/DBE entities or commit to contracting with SEB/DBE vendor(s) to meet the participation goal.

END OF ADDENDUM NO. 3
Please submit your Bid accordingly

