



CHARLOTTE

## Department of General Services – City Procurement

Addendum # 1	Staff Augmentation and Recruiting Services RFP 269-2025-080
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To: All Prospective Vendors

Date: July 2, 2025

Subject: Addendum # 1 – RFP# 269-2025-080 - Staff Augmentation and Recruiting Services

Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification	Modifications and Questions
1	N/A	N/A	Pre-Proposal conference	<p>Clarification:</p> <p><b>Microsoft Teams</b> <a href="#">Need help?</a> <a href="#">Join the meeting now</a> Meeting ID: 294 529 602 264 1 Passcode: FU3NZ3ZE</p> <hr/> <p><b>Dial in by phone</b> <a href="#">+1 872-256-4172,,213090589#</a> United States, Chicago <a href="#">Find a local number</a> Phone conference ID: 213 090 589# <b>Join on a video conferencing device</b> Tenant key: <a href="mailto:cityofcharlotte@m.webex.com">cityofcharlotte@m.webex.com</a> Video ID: 114 159 726 1 <a href="#">More info</a></p>
2	N/A	N/A	Question	<p><b>Question 2:</b> Who are previous incumbents on this project?</p> <p><b>A2:</b> Please see below list of current encumbered:</p> <ul style="list-style-type: none"><li>• <a href="#">Acara Solutions Inc</a></li><li>• <a href="#">Ado Professional Solutions Inc</a></li><li>• <a href="#">Reblee Inc</a></li><li>• <a href="#">Alliance Of Professionals &amp; Consult</a></li><li>• <a href="#">Apex Systems LLC</a></li><li>• <a href="#">Appleone Inc</a></li><li>• <a href="#">Bucher &amp; Christian Consulting Inc</a></li><li>• <a href="#">Datastaff Inc</a></li><li>• <a href="#">Eliassen Group LLC</a></li></ul>

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				<ul style="list-style-type: none"> <li>• Ettain Group Inc</li> <li>• Goodwill Industries of The Southern</li> <li>• Insight Global Inc</li> <li>• Jennifer Temps</li> <li>• Manpowergroup US Inc</li> <li>• Tad PGS Inc</li> <li>• Randstad North America Inc</li> <li>• Search Solution Group Inc</li> <li>• Servicetec International Inc</li> <li>• Sherpa LLC</li> <li>• Systemtec Inc</li> <li>• Desktop Service Center Inc</li> <li>• Vaco Charlotte LLC</li> <li>• Collabera LLC</li> <li>• Access Services Inc</li> </ul>
3	1	1.1	National Contract	<p><b>Question 3:</b> What was the annual spend for the previous year on this Project?</p> <p><b>A3:</b> The City of Charlotte anticipates spending approximately \$40 Million over the full potential Master Agreement term for Staffing Augmentation and Recruiting Services. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of Staffing Augmentation and Recruiting Services purchased under the Master Agreement through OMNIA Partners is approximately \$150 Million.</p>
4	N/A	N/A	Question	<p><b>Question 4:</b> This is an single award or multiple award contract?</p> <p><b>A4:</b> Contracts maybe awarded to multiple vendors.</p>
5	12	4	Scope of Services	<p><b>Question 5:</b> What are the commonly requested positions?</p> <p><b>A5:</b> These contracts will be used to support staffing needs both Citywide and nationally. As such, the positions requested under this solicitation can vary widely depending on the agency, department, and location. Vendors should be prepared to respond to diverse and evolving staffing needs across multiple disciplines and skill levels.</p>

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6	N/A	N/A	Question	<p><b>Question 6:</b> Under which category out of those specified in the bid, which had maximum requirement of resources?</p> <p><b>A6:</b> The demand for resources can vary over time depending on project priorities and operational needs. No single category consistently accounts for the maximum requirement, as staffing needs are dynamic and influenced by a range of factors across departments and locations. Vendors should be prepared to respond to diverse and evolving staffing needs across multiple disciplines and skill levels.</p>
7	N/A	N/A	Question	<p><b>Question 7:</b> Is it mandatory to bid on all positions?</p> <p><b>A7:</b> No, it is not mandatory to bid on all positions. However, vendors are encouraged to provide a full picture of the services they can offer, whether in part or in whole. This allows for a better assessment of capabilities and ensures alignment with a broad range of potential staffing needs under the contract.</p>
8	N/A	N/A	Question	<p><b>Question 8:</b> How many vendors will be awarded under this contract?</p> <p><b>A8:</b> The number of vendors to be awarded under this contract will be determined at a later stage based on the evaluation of proposals and the overall needs of the program.</p>
9	N/A	N/A	Question	<p><b>Question 9:</b> Can you please specify the total amount spent on each category in the previous contracts?</p> <p><b>A9:</b> This information is not available.</p>
10	19	5	Proposal Content and Format	<p><b>Question 10:</b> What goes in the section "Proposed Solution"? Should this be a document we compose and submit as a pdf?</p> <p><b>A10:</b> Yes, the proposal is composed and design by the vendors. However, formatting and required information to include can be found in section 5 of the RFP document. Submissions are open to all document types. However, ideally proposal should be in a Word or PDF format.</p>
11	6	2.6.3	Proposal Conditions	<p><b>Question 11:</b> What goes in this section? Proposer has elected to (A) upload the designated section(s) of the Proposal as a Trade Secret or PII, or (B) decline to mark any portion of this Proposal as a Trade Secret or PII by declining to upload any designated section.</p> <p><b>A11:</b> In that section, the proposer indicates whether they are submitting any part of their proposal as <b>Trade Secret</b> or <b>Personally Identifiable Information (PII)</b> and uploading it separately or choosing <b>not</b> to designate any part of the proposal as such. This is not a mandatory section,</p>

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12	N/A	N/A	Question	<p><b>Question 12:</b> Please let us know duration of the contract for this opportunity. (Ref. #:269 - 2025 - 080)</p> <p><b>A12:</b> The contract terms will be 3 years, plus 2, 1-year renewals with City approval.</p>
13	N/A	N/A	Question	<p><b>Question 13:</b> Please confirm whether we can submit a bid for either Staff Augmentation Services or Recruitment Services individually, or if it is mandatory to bid on both categories.</p> <p><b>A13:</b> Vendors are encouraged to provide a full picture of the services they can offer, whether in part or in whole. This allows for a better assessment of capabilities and ensures alignment with a broad range of potential staffing needs under the contract.</p>
14	N/A	N/A	Question	<p><b>Question 14:</b> Please let us know the M/WBE participation/percentage goal for all the M/W/SBE.</p> <p><b>A14:</b> There is no goal for this project.</p>
15	N/A	N/A	Question	<p><b>Question 15:</b> Is this a newly initiated project, or is it a continuation of an existing one?</p> <p><b>A15:</b> This is a re-solicitation for continued services.</p>
16	N/A	N/A	Question	<p><b>Question 16:</b> Could you provide details on the previous expenditure associated with this contract?</p> <p><b>A16:</b> This information is not available.</p>
17	N/A	N/A	Question	<p><b>Question 17:</b> Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?</p> <p><b>A17:</b> Vendor must submit a public records request to receive this information.</p>
18	N/A	N/A	Question	<p><b>Questions 18:</b> Is there any preference or priority given to local vendors for this contract?</p> <p><b>A18:</b> No. There is no local vendors preference or priority given.</p>
19	N/A	N/A	Question	<p><b>Questions 19:</b> Please provide incumbents response documents?</p> <p><b>A19:</b> A public records request must be submitted to receive these documents.</p>
20	N/A	N/A	Question	<p><b>Question 20:</b> Is subcontracting mandatory?</p> <p><b>A20:</b> No. Subcontracting is not mandatory.</p>

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21	N/A	N/A	Question	<p><b>Question 21:</b> Can we provide commercial references?</p> <p><b>A21:</b> Vendors should submit references that best demonstrate their ability to meet the City's needs, regardless of whether the work was performed in the public or private sector. References should clearly reflect relevant experience, scope, and capacity to deliver the requested services effectively.</p>
22	N/A	N/A	Question	<p><b>Question 22:</b> Can we review the OMNIA Administrative Fee, Reporting &amp; Payment? As a recruiting vendor, I'm unsure of why we need to pay OMNIA for staffing augmentation &amp; recruiting services?</p> <p><b>A22:</b> The OMNIA Administrative Fee, Reporting &amp; Payment requirements will be reviewed during the Pre-Proposal meeting.</p>
23	N/A	N/A	Question	<p><b>Question 23:</b> I need to get a better understanding of who sets the Administrative Fee % in Exhibit B, Section 11. I did some research and it indicates 3%. Is that a firm %? Given this extra fee, do we compensate for this in our fee range? Is the administrative agreement also # 269-2025-085.</p> <p><b>A23:</b> Attachment I will be reviewed in whole during the Pre-Proposal Meeting.</p>

In the event additional changes or clarifications to this RFP are warranted, all Vendors are responsible for monitoring the Procurement Portal for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a proposal from your company.

Sincerely,

Christina Hollonquest  
Procurement Officer