



CHARLOTTE

Department of General Services – City Procurement

Addendum # 2	Staff Augmentation and Recruiting Services RFP 269-2025-080
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To: All Prospective Vendors

Date: August 5, 2025

Subject: Addendum # 2 – 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	Question	<p>Question 1: Could you please confirm whether we can submit the Environmental Purchasing Responses Questionnaire and the Company Background Response Questionnaire as part of our technical proposal in a Word document, or are we required to use the provided Excel files only?</p> <p>A1: A1: The questionnaires must be uploaded as a separate document in the designated drop zone.</p>
2	N/A	N/A	Question	<p>Question 2: Are you requesting actual resumes for the positions listed in the pricing sheet, or will sample resumes suffice?</p> <p>A2: Vendors are permitted to submit sample resumes as a part of their proposed solutions.</p>
3	N/A	N/A	Question	<p>Question 3: What is the DBE (Disadvantaged Business Enterprise) participation goal percentage for this solicitation.</p> <p>A3: There is no DBE goal for this project.</p>
4	N/A	N/A	Question	<p>Question 4: As we are not an OMNIA Partners member, are we still required to complete the 'OMNIA Partners Response for National Cooperative Contract'?</p> <p>A4: The City of Charlotte has chosen to partner with OMNIA Partners for this solicitation, the OMNIA Partners Exhibits are part of the requirements of the solicitation and responses to the solicitation are evaluated in whole based on the requirements of the solicitation.</p>

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				Offerors will be evaluated on their ability to meet the requirements of the solicitation, including the national cooperative contract requirements.
5	N/A	N/A	Question	<p>Question 5: If required, do we need to complete the entire 'OMNIA Partners Response for National Cooperative Contract', including all internal documents and attachments</p> <p>A5: Vendors interested in a potential national contract MUST complete all required OMNIA documents. National presence is not required.</p>
6	N/A	N/A	Question	<p>Question 6: What is the budgeted spend and does this spend include the renewals?</p> <p>A6: 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> <p>The estimated spend includes initial term and optional renewals.</p>
7	N/A	N/A	Question	<p>Question 7: Do you have a breakdown by positions for spend in each area?</p> <p>A7: This information is unavailable.</p>
8	N/A	N/A	Question	<p>Question 8: Are there any other fees in the contract other than the 3% fee for OMNIA?</p> <p>A8: No. There are no additional fees.</p>
9	N/A	N/A	Question	<p>Question 9: If govt mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover the higher costs?</p> <p>A9: Price adjustments are reviewed on an annual basis and are granted/denied at the decision of the City.</p>
10	N/A	N/A	Question	<p>Question 10: Is this solicitation limited to staffing support only, or are additional services also expected as part of the contract?</p> <p>A10: The City may request candidates for a variety of positions across different areas, including but not limited to Technology, Administrative and Clerical, Human Resources, Finance, Animal Care and Control and other Specialist roles.</p>

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				Appendix 1, found attached to the RFP document, provides a sample of positions that may be requested, but it does not fully represent all possible requests.
11	N/A	N/A	Question	<p>Question 11: Can we choose to bid on the job titles listed in the Attachment A pricing sheet?</p> <p>A11: Yes. Vendor are encouraged to provide pricing for services/offering provided by their company.</p>
12	N/A	N/A	Question	<p>Question 12: Can vendors select the place of performance, or must it align strictly with what is indicated at the bottom of Attachment A – Price Sheet?</p> <p>A12: Vendors are encouraged to submit proposals for the state(s) in which they are able to provide services. A national presence is not a requirement.</p>
13	N/A	N/A	Question	<p>Question 13: Are there specific equipment requirements associated with the scope of work?</p> <p>A13: If specific equipment is required from the vendor, those requirements will be communicated at the time of the request.</p>
14	N/A	N/A	Question	<p>Question 14: Is there a preferred list of DBE (Disadvantaged Business Enterprise) vendors or subcontractors?</p> <p>A14: No. There is no DBE goal for this project.</p>
15	N/A	N/A	Question	<p>Question 15: Are resumes of key personnel required with the proposal submission?</p> <p>A15: While resumes of key personnel are not required, vendors are strongly encouraged to submit a proposal that is both comprehensive and professionally prepared.</p>
16	N/A	N/A	Question	<p>Question 16: If equipment is to be supplied by the vendor, could you please provide a detailed list of what is needed?</p> <p>A16: If specific equipment is required from the vendor, those requirements will be communicated at the time of the request.</p>
17	N/A	N/A	Question	<p>Question 17: Will the City award prefer vendors who has multiple capabilities (e.g., IT, Admin, HR) or would it select vendors who are strong in a particular category?</p> <p>A17: The City will award contracts to the vendors that best meet its needs. Vendors with multiple capabilities may be considered; however, those with strong expertise in a particular category will also be fully considered</p>

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18	N/A	N/A	Question	<p>Questions 18: Will each City department have autonomy in selecting vendors, or will decisions be centralized?</p> <p>A18: An evaluation team comprised of representatives from multiple City departments will review proposals and make award decisions. Vendor selection will be a centralized process based on the collective evaluation of this team.</p>
19	N/A	N/A	Question	<p>Questions 19: Could the City provide an estimated annual volume of positions by category (e.g., Technology, Admin, Finance)?</p> <p>A19: This information is not available.</p>
20	N/A	N/A	Question	<p>Question 20: How many profiles are permitted for each RFR?</p> <p>A20: Vendors should be prepared to provide qualified candidates for review. The department may request multiple candidates or ask the vendor to present available options based on current availability.</p>
21	N/A	N/A	Question	<p>Question 21: What is the average contract duration for IT roles (e.g., 6 months, 1 year)?</p> <p>A21: The duration of assignments will vary based on the specific needs of each department.</p>
22	N/A	N/A	Question	<p>Question 22: What is the City's expected "no-fee" temp-to-perm conversion period?</p> <p>A22: Vendors are encouraged to propose "no-fee" temp-to-perm conversion period with their proposals.</p>
23	N/A	N/A	Question	<p>Question 23: Could you please confirm if this current RFP is different from RFP #269-2024-103 issued earlier? Additionally, if a vendor was awarded the previous contract under RFP 269-2024-103, are they still required to submit a response to this new RFP?</p> <p>A23: Yes, the current RFP is distinct from RFP #269-2024-103. This solicitation specifically covers temporary and temp-to-perm employment services. Each RFP is unique to the scope and requirements outlined in its documentation. Therefore, vendors awarded under RFP #269-2024-103 must still submit a separate response to be considered for this new opportunity.</p>
24	N/A	N/A	Question	<p>Question 24: Section 5.1.6 of the RFP states, "Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and</p>

Item #	Page #	Section #	Specification	Modifications and Questions
				<p>reported to OMNIA Partners.” Are vendors required to have a national presence to participate in this RFP?</p> <p>A24: While Section 5.1.6 of the RFP requests information regarding national presence and related capabilities, having a national presence is not a requirement to participate in this RFP. Although this information is considered as part of the overall evaluation, vendors without a national footprint are still encouraged to respond. All proposals will be evaluated based on the totality of the criteria outlined in the RFP.</p>
25	N/A	N/A	Question	<p>Question 25: What are the top 5 most utilized skill sets?</p> <p>A25: The top five most utilized skill sets may vary by department, but generally include: Information Technology, Administrative Support and Customer Service.</p>
26	N/A	N/A	Question	<p>Question 26: Is the incumbent in good standing?</p> <p>A26: This information is not available.</p>
27	N/A	N/A	Question	<p>Question 27: Does the vendor need to be a national supplier, or does this only support Charlotte? If so, what states specifically?</p> <p>A27: Vendors are not required to be national suppliers to participate in this RFP. While Section 5.1.6 requests details about national presence and related capabilities, this is not a mandatory requirement, but rather one element of the evaluation criteria. Some resulting contracts may have a national scope through partnerships such as with OMNIA Partners, which can extend the use of the contract beyond Charlotte.</p> <p>That said, this RFP does support the needs of the City of Charlotte, and vendors who can meet local or regional needs are still encouraged to respond. If the awarded contract is made available nationally through cooperative purchasing, participating agencies across various states may choose to utilize it, though no specific states are guaranteed.</p>
28	N/A	N/A	Question	<p>Question 28: What background and drug testing is required?</p> <p>A28: Please see section 4.6 of the RFP document.</p>

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29	N/A	N/A	Question	<p>Question 29: Since this RFP is issued by the City of Charlotte, North Carolina, could you please clarify whether submission of a New Jersey Business Registration Certificate is still required if we are only proposing to provide services within North Carolina and not in New Jersey?</p> <p>A29: No. The vendor would only need to complete the documents included within the Exhibit B - Omnia Partners Administration Agreement.</p>
30	N/A	N/A	Question	<p>Question 30: Can the Government please clarify if the proposed solution must address the requirements of section 3 (Procurement Process) or section 4 (SCOPE OF SERVICES FOR STAFF AUGMENTATION AND RECRUITING SERVICES)?</p> <p>A30: The City can confirm that vendors are expected to provide solutions to section 4 – Scope of Service of the RFP.</p>
31	N/A	N/A	Modification	<p>Modification: The Environmental Purchasing Questionnaire has been removed as a required items in Bonfire. While the questionnaire is still available for download, it is not required for submission.</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