

REQUEST FOR PROPOSAL (RFP)

Temporary Staffing Services

Date: April 29, 2024
Proposal Due On: May 24, 2024

Return Proposal To: Maine Community College System
Attn: Jody MacDonald
Proposal for Temporary Staffing Services
323 State Street
Augusta, ME 04330

Telephone: 207-629-4037
Email: jmacdonald@mccs.me.edu

Background Information

The Maine Community College System (hereinafter “MCCS”) located at 323 State Street, Augusta Maine 04330 is accepting formal proposals from vendors to provide qualified cost-effective temporary staffing personnel as needed.

MCCS’s mission is to provide associate degree, diploma and certificate programs directed at the educational, career and technical needs of the State’s citizens and the workforce needs of the State’s employers. The primary goals of the System are to create an educated, skilled, and adaptable labor force that is responsive to the changing needs of the economy of the State and to promote local, regional, and statewide economic development. (Public Law, Chapter 431)

Intent and General Information

MCCS seeks the services of a vendor with expertise in expeditiously sourcing, screening, and providing top quality candidates to fill temporary staffing needs. In response to this RFP, please provide the following:

- Bidder qualifications and services.
- Identify which person or persons in your firm will be responsible for services provided to MCCS including their qualifications and length of service in their current position.
- Describe the recruitment and selection processes your firm uses to maintain an ample pool of qualified temporary staff that is workplace ready including professional appearance, reliability, punctuality, and attendance.
- Describe the testing, screening, and interviewing processes your company uses to assess the job specific skill levels of temporary staff.
- Provide proposed hourly rates for the listed positions below that include:
 - Recruiting costs
 - Employee wages
 - Unemployment Insurance
 - Workers’ Compensations Costs
 - Federal and State Taxes
 - Administrative and Personnel Costs
 - Job descriptions for the following temporary staffing are provided in Attachment A.
 - Human Resources Assistant
 - Accountant
 - Administrative Specialist
 - Facilities Maintenance Specialist
- Provide Emergency, holiday, and weekend rates
- The selected bidder must follow all job-related requirements such as:
 - All employees must complete a background check
 - All employees must be screened by MCCS
- Description and summary of buyout fees if applicable.

- Provide any other relevant information concerning your company or your proposed services that you believe may be helpful to the College in evaluating your proposal.

Expected Contract Term

The Maine Community College System expects to enter into a contract with the successful vendor for a one-year period, with two consecutive options to renew for additional one-year terms.

RFP Timeline

The deadline for submission of proposals in response to this RFP is May 31, 2024, by 5:00PM. Proposals received after this date will not be considered. Faxed or emailed proposals will not be accepted. The bid will be awarded no later than two weeks after the proposal response due date.

After all proposals have been received and evaluated, M CCS may elect to ask qualifying bidders to meet and present a formal proposal.

RFP Clarification

M CCS reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in the rejection of a vendor's proposal.

M CCS reserves the right to revise, add, or delete any section and/or specifications provided prior to awarding any contract; in addition, M CCS reserves the right to reject any and all proposals.

The terms and conditions, including pricing, of the final agreement resulting from this RFP process shall be available to any M CCS entity for the procurement of goods and services from the selected vendor(s).

The University of Maine System and Maine Maritime Academy, both public higher education institutions in the state, shall be permitted to piggyback off the M CCS's contract if they should so desire. The Contractor agrees to further provide the products and services, with all the same terms and conditions applicable to these additional entities.

Materials to be Submitted

- Two copies of proposal, including original.
- Proposed cost. M CCS is tax exempt; no sales tax is to be included in the bid price.
- The proposal should address the above M CCS Expectations and include three references.

RFP Evaluation Criteria

The following general criteria will be utilized in evaluating proposals from interested parties. The College is not limited to these criteria when making a final determination and award. The criteria are:

- Proposed price. (60%)
- Proposal quality, detail, and organization's ability to meet RFP requirements (as outlined in general information) (40%)

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively “MCCS”). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys’ fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine’s Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS’ recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor’s terms prevailing over MCCS’ standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

ATTACHMENT A

Human Resources Assistant:

Under general supervision, assist with the day-to-day operations of HR functions and duties. Provide clerical and administrative support to the Human Resources department. Process documentation and prepare reports related to personnel activities such as recruitment, training, etc. Coordinate HR projects such as meetings and training. Respond to employee requests regarding human resources issues, rules, and regulations. Assist in payroll preparation by providing relevant data. Coordinate communication with candidates and schedule interviews. Associate degree in human resources or related field as well as proven experience in human resources including familiarity with Human Resource Information Systems, basic knowledge of labor laws, excellent organizations, and communication skills.

Accountant:

Under general supervision, applies accounting principles and techniques. Allocates payments to proper accounts and follows department policies, procedures, and regulations. Perform general ledger duties including the reconciliation of accounts and the preparation of various accounts receivable data. Perform other accounting project tasks as assigned. Associate degree in accounting, Business or related field required as well as two years of related accounting experience. Ability to stand or sit for extended periods of time.

Administrative Specialist:

Under general supervision, performs a variety of complex clerical tasks in support of a specific program or department. Individual will make independent judgments in prioritizing work and selecting the most appropriate course of action within established operating procedures, guidelines, and priorities. High School diploma/GED required. Knowledge and experience with standard office practices, procedures, and equipment essential. Ability to deal courteously, tactfully, and effectively with members of the college community, officials from other agencies and organizations, and the public. Strong customer service skills are essential.

Facilities Maintenance Specialist:

Duties require knowledge of maintenance and monitoring of plumbing, heating and electrical systems and fixtures, knowledge of cleaning methods, materials and equipment used in custodial work and knowledge of precautions necessary to safeguard property and equipment. Ability to understand and follow basic oral and written directions, and to understand and adhere to college policies, procedures, equipment specifications, established work schedules and safety and health guidelines in the performance of job duties. Sufficient physical strength to perform a variety of manual tasks in the care, cleaning and maintenance of buildings and equipment is essential in performing the duties of this job. Ability to lift fifty pounds, climb, crouch, crawl, bend or stoop, ability to push, pull or drag objects, and ability to stand or sit for extended periods of time.