

Addendum 1
To RFP 25-1060 – Temporary Staffing Services
Questions and Answers
Issued on March 12, 2025

RFI #	Question/RFI	Answer/Clarification
1.	Who is the current temporary staffing contract holder/agency?	None at this time.
2.	Why is Corporation going out to bid? Are there any quality issues or other concerns?	Corporation wants to establish a long-term contract.
3.	Are there any additional certifications that may be needed prior to employee start?	No additional certifications are needed.
4.	What has Corporation spent on temporary staffing services in the last three (3) years?	Corporation does not have this information readily available, but Corporation’s temporary staffing usage has been consistent with the projections listed in the RFP.
5.	Can Corporation confirm if the insurance requirements shall remain the same over the next few years?	Yes, insurance requirements shall remain the same for the duration of the contract.
6.	On Section 3 – Bid Form there are lines to enter Contractor CSLB and DIR numbers. Does Corporation expect professional staffing companies to be registered with these agencies?	Bidders may disregard those fields or complete them as “N/A” if they are not registered with the CSLB or DIR.
7.	Can Corporation please provide the name(s) of the vendor(s) that were awarded the RFP for Temporary Staffing Services in 2024?	People Ready, Inc.
8.	What compliance checks were required for the previous RFP in 2024?	A copy of the previous RFP may be requested by e-mailing Robin Wied at: robin.wied@visitsandiego.com
9.	Can Corporation provide the markup range for the cleaning service worker?	Corporation does not provide pricing information. It is up to Contractor to establish and provide Corporation with mark-up costs based off requirements per City of San Diego Living Wage Rates (Municipal Code §22.4220(a)) per effective dates.
10.	Can Corporation confirm the budget for this RFP?	Corporation has funding for this project to cover the anticipated costs.

11.	Are there any incumbents?	No.
12.	What is the required minimum supervisor-to-worker ratio for each shift?	That is dependent on the size of the event being staffed. Corporation shall have supervisors overseeing the temporary staff's work. However, Corporation requests that Contractor representative(s) stay onsite to support the needs of temporary staff.
13.	<p>Corporation states that the Contractor shall assist in the transition process for converted employees into full-time employment with Corporation. Can Corporation please provide further clarification on the following:</p> <p>a. How shall Corporation notify temporary associates of an opportunity to convert?</p> <p>b. Shall Corporation provide an onboarding training module to assist in the process?</p> <p>c. How many hours does the onboarding process take?</p>	After the event, Corporation shall send a list to Contractor of those temporary staff Corporation is interested in converting. Corporation shall own the onboarding process. Contractor shall not need to assist with that outside of providing contact information for the temporary staff.
14.	Can Contractor supervisory staff wear Staffing Company branded shirts and name tags for easy identification by the temporary associates and convention staff?	<p>Contractor shall not wear agency branded shirts, but Contractor may wear agency name tags.</p> <p>For select events, Corporation shall provide temporary staff with a complimentary Event t-shirt. For all other events, temporary staff shall provide their uniform. The uniform shall be a black shirt (no graphics or logos), black pants (no leggings or jeans), and dark-colored walking shoes (closed-toe only).</p>
15.	What is the minimum required personal protective equipment (PPE) for temporary staff assigned to this role?	Corporation shall provide temporary staff with all necessary PPE for that specific event. PPE shall be dependent on the zone and task the temporary staff is assigned to.
16.	The Scope requires Contractor to conduct background checks on all temporary staff. Can Corporation please provide details on the criteria or guidelines that shall determine eligibility of temporary staff if the background check reveals adverse information?	Corporation shall provide eligibility criteria of background checks to awarded Contractor(s).

17.	Insurance requirements list the following entities: San Diego Convention Center Corporation, Inc.; City of San Diego; and San Diego Unified Port District. Does the awarded Contractor need to reach out to each entity and provide Contractor insurance information to comply with the additional insured requirement?	The awarded Contractor will need to provide Corporation with a Certificate of Insurance meeting all insurance requirements outlined in Section 1, Subsection 19 of the RFP – Insurance Requirements, and list the City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured. Contractor will only need to provide a Certificate of Insurance to Corporation.
18.	What is the goal of the RFP initiative?	The goal is to establish a long-term staffing contract.
19.	What changes is Corporation looking to make to current the contingent labor program as a result of this RFP process?	The goal is to create a long-term staffing contract and when possible, see the same temporary staff supporting the events taking place at the San Diego Convention Center.
20.	What result shall make Corporation feel that this RFP process was successful?	Contractor adherence to the RFP process and establishing a long-term staffing contract.
21.	How many suppliers does Corporation currently utilize for temporary labor within the scope of this RFP?	None.
22.	How many agencies shall be selected as a result of this RFP process?	Corporation intends to award contract to one (1) or two (2) Contractors.
23.	What challenges has Corporation faced in the past regarding the temporary labor program/use of temporary employees?	Billing and payment issues, organization and timely communication by agency, and scheduling of temporary staff.
24.	What is the breakdown of spend by skill set and location?	Corporation does not have this information readily available, but Corporation’s temporary staffing usage has been consistent with the projections listed in the RFP.
25.	Shall the training that was requested for temporary staff (wage theft prevention, heat stress, PPE, bloodborne pathogens, etc) be provided by Corporation, or is Contractor expected to provide that training?	The desire is to have temporary staff trained by Contractor on these items.

26.	<p>Do any of Corporation positions require any of the following? If so, which positions?</p> <ul style="list-style-type: none"> • Exposure to bodily fluids. • Chemical exposure. If so, what kind of chemicals? • Working at heights over eight feet. Lifting over 50 lbs. without assistance. • Working in confined spaces. (e.g., tanks, trenches, vessels, pits) • Use of respirators. • Operating heavy equipment. 	No.
27.	<p>Are Purchase Orders utilized in the procurement of contingent labor? If so, is Corporation able to issue a blanket Purchase Order for the contingent labor program?</p>	Corporation will issue a Contract to the awarded Contractor(s) as outlined in Exhibit A – Sample Contract.
28.	<p>Please explain Corporation expectations of the timekeeping process. Does Corporation expect that the supplier provides a web-based timekeeping system or does Corporation intend to leverage an existing internal time management process?</p>	Timekeeping shall be owned by Contractor. Method of timekeeping can be determined by Contractor. Corporation requests accurate digital time sheets to be shared daily and invoicing sent after the event.
29.	<p>Contractor standard reports include spend, overtime, hours, headcount, turnover, and fill rate. Are there any additional reports you Corporation is requesting?</p>	No.
30.	<p>Is there shift differential pay for work outside of normal business hours?</p>	No.
31.	<p>Can Corporation please provide an estimate of how many Cleaning Service workers Corporation plans to convert annually (or provide historical conversion rates)?</p>	Approximately, 20 conversions.
32.	<p>Shall any associates under this scope of work be requested to drive a vehicle as part of Contractor job responsibilities? If not, can Corporation please clarify the request for Business Automobile Liability Insurance?</p>	No. Corporation shall remove this requirement from the contract.
33.	<p>Shall the awarded Contractor (onsite supervisor) be provided an onsite office/room during the events outlined within the RFP.</p>	Contractor shall be provided with space to work while onsite for the duration of the event.

<p>34.</p>	<p>Per the provided Bid Form, the additional PTO is listed as an additional wage rather than an additional accrual. This method is typically applied to employees working one day or less. Would Corporation prefer that this additional PTO be applied as an additional wage rather than an accrual, as suggested by the Bid Form, regardless of whether employees work more than one day?</p> <p>(*Reference Living Wage Ordinance: §22.4220 Payment of Living Wage and Provision of Benefits - (c): Covered employers must provide to each covered employee a minimum of eighty hours per year of compensated leave. Compensated leave must vest as accrued, in accordance with applicable state law and covered employer policies. Part-time employees must accrue compensated leave at a rate proportional to full-time employees. A covered employee, working under a service contract to provide services for the City of one day or less, must be paid additional wages in an amount equal to the proportional rate of compensated leave, in lieu of receipt of compensated leave.)</p>	<p>Bidders are to complete the Bid Form as is, but may list clarifications about their bid under the Exclusions and Clarifications section of the Bid Form.</p>
<p>35.</p>	<p>Who shall be responsible for running background checks (assuming that the Contractor would facilitate)? Would Corporation clarify what criteria or factors would disqualify candidates from being eligible for hire?</p>	<p>Contractor shall be responsible. Corporation shall provide eligibility criteria to those awarded the contract.</p>
<p>36.</p>	<p>How many vendors are being considered for the contract? Shall multiple contracts be awarded, or is the expectation to select a single vendor?</p>	<p>Please reference RFI #22.</p>
<p>37.</p>	<p>What tips or insights can you provide for an incoming vendor who is eager to secure this contract and meet Corporation expectations?</p>	<p>If chosen for a short-listed interview, Contractor should do research on Corporation and hospitality industry and come prepared with a detailed but succinct presentation. Review Corporation scope and how Contractor would be best fit for these services.</p>
<p>38.</p>	<p>Shall temporary staff be required to use any specific chemicals or cleaning agents during the clean-up process?</p>	<p>No.</p>

39.	Would the awarded Contractor have access to a designated computer work area or any necessary technology for managing tasks and communication?	Contractor shall be provided a space to work and the means to utilize their own technology for managing tasks.
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RFP documents, exhibits, and addenda are available for download at:

<https://www.visitsandiego.com/procurement/2208053-rfp-25-1060-temporary-staffing-services-2>