

## QUESTIONS AND ANSWERS

### PROJECT # 08-45

#### Temporary Personnel Agency Services

Date: September 8, 2008

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – Request for Proposals (RFP) for Temporary Personnel Agency Services (Project # 08-45)

The following written questions regarding subject RFP were received in the Procurement Operations Office prior to the deadline for submitting written inquiries of September 5, 2008 at 5:00 p.m. (local time).

#### **Question # 1:**

What was the total number of IT contract jobs the IT Department needed last year?

#### **HCC Answer:**

The approximate number of contract jobs used in the IT Department is between 5 and 10.

#### **Question # 2:**

What was HCC's total spend in 2006? Do you have a percentage breakdown between Administrative, IT, and Accounting?

#### **HCC Answer:**

HCC's total spend for temporary personnel services was approximately \$81,278. A percentage breakdown between Administrative, IT and Accounting is not available at this time. (Please refer to the attached spreadsheet).

#### **Question # 3:**

What was HCC's total spend in 2007? Do you have a percentage breakdown between Administrative, IT, and Accounting?

#### **HCC Answer:**

See answer to Question # 2.

**Question # 4:**

What do you estimate HCC's spend for 2008? Do you have a percentage breakdown between Administrative, IT, and Accounting?

**HCC Answer:**

See answer to Question # 2.

**Question # 5:**

On the pay rate sheet, will you accept a pay rate range for positions?

**HCC Answer:**

No.

**Question # 6:**

Do you know how many requisitions were generated so far in 2008? Do you have a breakdown between Administrative, IT, and Accounting.

**HCC Answer:**

No. See answer to Question # 2.

**Question # 7:**

Do you know how many requisitions were generated in 2007? Do you have a breakdown between Administrative, IT, and Accounting?

**HCC Answer:**

No. See answer to Question # 2.

**Question # 8:**

Do you know the average length of assignment for the requisitions?

**HCC Answer:**

Anywhere from 2 weeks to 6 months.

**Question # 9:**

Will HCC consider alternate contract language proposed by a responding vendor?

**HCC Answer:**

Yes.

1	Time Periods:	01/01/06-12/31/06	01/01/07-12/31/07	01/01/08-08/31/08	Total Amount
2	Expenditures:	81,278.00	822,849.00	548,750.00	1,452,877.00

**NOTE:** A breakdown of the total amount is as follows:

Information Technology	1,114,712.00
Administrative	256,165.00
Accounting	82,000.00