

TEMP07
Questions & Answers

1	Q	If the State requires a background check on an applicant, how is this additional cost handled?
	A	The background check shall be a pass thru cost and an invoice for the background check must be attached to contractor's invoice being submitted to the Auditor's Office. The first initial and last name of temp and date of background check must appear on invoice.
2	Q	Will the process used by the Division for developing data for consideration by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped to determine Fair Market Price be similar to that used in determining TEMP04A?
	A	See no reason to require a change. That was done by an average of all bids received – such average included the WVARF fee.
3	Q	(Page 2 - Maximum hours for Temporary Services) How do Contractors/agencies know a worker's anniversary date?
	A	When a contractor is being selected for a temporary worker position, the temporary agency must ask that person about any past history of temporary work with WV state agencies. For contractors that are sent to multiple temporary worker positions, the temporary agency is expected to update their own records to be in compliance with this provision.
4	Q	(Page 3 – One-Week Notice of Temporary Replacement) When a temporary worker for a non WVARF placement is pulled or quits, does the agency have to go back to WVARF to fill the position or get a waiver? If a WVARF temp worker is pulled or quits can WVARF replace the worker?
	A	If a temporary worker from a non-WVARF placement fails to meet the needs and is pulled, the WV state agency should go back to WVARF and request a temporary worker – but, since this is a second change at this job (WVARF would have already given a waiver) the time limit may be restricted to 24 hours, instead of the 48 hours at the initial request. If the temporary worker sent by WVARF does not "fit" the position for any reason , it is the WV State agency decision to go back to WVARF or not. Each person selected by WVARF (or their designee) for a temporary worker position should be screened and credentials checked to verify the individual meets or exceeds all requirements.
5	Q	(Page 5 – Agency Order Procedures (Specific)) Will WVARF be able to continue the use of its two forms (Temporary Services Contact Sheet and Temporary Services Change Notice) in order to effectively communicate with State agencies?
	A	WVARF forms are at the discretion of WVARF. However, at the discretion of the WV state agency, they will be permitted to simply write "see attached" if the state agency has completed the Temporary worker

TEMP07
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		request form and the same information appears on that form as on the form from WVARF.
6	Q	(Page 6 – Agency Order Procedures (Specific)) Comment: The use of the “Temporary Worker Request Form” can prove beneficial if the agency does not try to significantly rewrite the “specific job classification” requirements for which the individual is being placed.
	A	The requirements of the specific job classification cannot be rewritten by the agency, but they do have the authority to add specific details that are required for the position. This contract is for the benefit of the WV state agencies and to provide them with the temporary workers they require.
7	Q	(Page 7 – Removing a Temporary Worker) Comment: It is suggested that this section include wording that seeks the temp agency to lead in the removal of an employee from a work site through on site counseling and guidance before the worker is notified by the agency that the person is to leave the work site. Of course, it is understood that if the worker is a threat to himself or other workers, the agency staff should deal with the situation immediately.
	A	At the discretion of the agency, this MAY be done. BUT, removal of any worker from a worksite is ALWAYS at the discretion of the WV state agency. We do not wish to use this contract as a “training center” for temporary workers. Temporary workers supplied should be ready for work when they arrive at the state agency.
8	Q	Are you able to send out an electronic version of the RFQ?
	A	PDF version is available.
9	Q	Can you please explain how the “Vendor Preference Certificate” factors into the final decision? We are unclear on what the 2.5% preference means.
	A	The Preference applies when you compare a West Virginia vendor to a non-resident vendor or when you compare two non-resident vendors that meet all the requirements. The out-of-state vendor will have their total bid increased by the approved vendor preference percentage. NOT used between or among West Virginia Vendors. Please NOTE there are two classifications for Vendor Preference and both are for 2.5% giving the approved instate vendor 5.0% if they meet both sets of criteria.
10	Q	Do the state agencies have standard “payment terms” for paying invoices? If not, on average how long does it take the state agencies to send payments?
	A	Net 30
11	Q	If a background check is required for a position, what type of background check will need to be performed? Will we be able to bill the state back

TEMP07
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		for the cost of background checks?
	A	Agency will advise the type of background type needed. See #1.
12	Q	Will the staffing agencies be required to submit financial statements for the past 3 years in order to prove that they were in business?
	A	No, please submit either company's business license or Workers Compensation Certificates for last three years.
13	Q	In addition to price, what other factors will go into the decision process?
	A	Lowest price.
14	Q	Do we need to send any explanations for what our "overhead" expenses cover?
	A	Yes, Must submit a complete break down.