RFP 26-28-26101
Temporary Staffing Services

Addendum No. 02
Release Date: July 16, 2026

THE FOLLOWING ITEMS ARE MADE AND HEREBY BECOME A PART OF THIS SOLICITATION AS PREPARED BY PROCUREMENT:

QUESTIONS & ANSWERS

Q1: In section 3.01 - General Overview, the previous two-year dollar amount for IT is listed at $0.00 - however, when I review the job descriptions in the solicitation, there seems to be a large amount of IT related positions. Are you expecting an increase in IT spend for the next 2 years or will the dollar amount spend remain at $0.00?

R1: All positions referenced in Exhibit H are for review of Job description requirements. No projections can be made at this time. It is unknown if any of the positions will increase or decrease.

Q2: Is this a new contract or renewal of an existing contract?

R2: Renewal. Current contract expires September 20, 2026. Initial contract term will be for an initial three-year term, with renewal options of up to two years at the sole discretion of JAA.

Q3: If there is an existing contract, could you please share the names of the current vendors and their pricing?

R3: I-Tech Resources (see attachment Exhibit A)

Q4: In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

R4: No. **Respondent may propose on providing one, multiple or all category of positions.**

Q5: What is the estimated budget for this contract?

R5: No projections can be made at this time. It is unknown if any of the positions will increase or decrease. Staffing needs on an "as needed" basis.

Q6: Is it mandatory to subcontract? I would like to clarify our inquiry. Health Advocates Network, Inc. (DBA Staff Today) typically operates as a prime contractor under a pure staffing model.
We were inquiring whether this solicitation includes a mandatory subcontracting goal, specifically if there is a requirement to utilize a certain percentage of Small Business Enterprises (SBE), Disadvantaged Business Enterprises (DBE), or Minority/Women-owned Business Enterprises (M/WBE) to be considered responsive.

R6: **A 10% SBE participation goal has been established for RFP No. 26-20-46104.** Firm(s) are encouraged (changed to **required**)
propose participation by SBE or Jacksonville Small Emerging Business ("JSEBs") to perform functions of work
required in this RFP. Proposed SBE/JSEB firms must be currently certified to participate. A list of certified firms
is available at https://jaxseb.coj.net/. Additional assistance can be obtained by calling Yetunde Oyewole at (904)
741-3172 or email, yetunde.oyewole@flyjacksonville.com
SBE 10% Goal is mandatory.

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Q7: Could you please provide information on the daily duration of shifts required for the necessary professions? For example, the number of hours per day?
R7: 8 hours per day.

Q8: Can JAA provide an estimated annual volume of temporary staffing requests by labor category (Administrative, IT, Finance, and Skilled Craft)?
R8: No projections can be made at this time.

Q9: Is this solicitation open to all qualified firms, including MBE firms, or is it restricted (set aside) for Small Business Enterprises (SBEs)?
R9: Refer to R6.

Q10: The RFP references a 10% SBE participation goal. Is this participation mandatory for responsiveness, or is it an evaluation preference? If the goal cannot be met, are good-faith efforts or alternative documentation acceptable?
R10: SBE 10% Goal is mandatory. Primes are allowed to submit Good Faith Efforts however JAA will determine if Good Faith Efforts are sufficient or not.

Q11: Is this solicitation a new requirement or a recompete of an existing contract? If available, could JAA provide the estimated annual spend or anticipated contract value?
R11: Refer to R2 and R5.

Q12: Who is the current incumbent contractor providing these temporary staffing services?
R12: Refer to R3.

Q13: Do CSR resumes count toward the 10-page technical proposal limit, or may they be included in an appendix?
R13: Yes.

Q14: Can JAA provide the list of anticipated job titles within each staffing category?
R14: Refer to R1.

Q15: Exhibit H lists hourly pay rates for different positions. Are these rates fixed, or can they be adjusted? Also, should we provide one markup percentage for all labor categories, or can we propose different markup percentages for each labor category?

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R15: Pay rates are fixed and governed under a union contract. You can propose different mark up percentages for each labor category.

Q16: Current vendor(s) staffing contract (s) and All amendments and renewals RFP response Proposal Submissions
R16: I-Tech Resources, (see attachment Exhibit A)

Q17: Number of temporaries utilized annually.
R17: Refer to Article III 3.01 General Overview

Q18: Average Length of assignment.
R18: Refer to R17

Q19: What are the badge training fees , parking fees and uniform fees?

1. Under Section 3.06 Performance Standards – Please clarify:

a. Late Response Violation - If CSR acknowledges a written service request – what is considered "did not respond" within 3 days? Are you requesting n update at the minimum?

b. Security Badge Violation – What is the "fair" notification timeline after selection? Example – vendor receives notice a 4:00 pm that the candidate is selected – and the candidate MUST be badged by the close following day. That is challenging in many cases that a candidate can be contacted, confirm and attend a badge training within 24 hrs. Notification.

R19: Refer to Section 3.06 for clarification re: a. and b. Refer to Exhibit F for Access Control fee, The annual parking fee is $60/year. There is no uniform or fee at this time.

Q20: Is this solicitation a new contract opportunity or a re-bid of an existing temporary staffing contract? If it is a re-bid, can JAA identify the incumbent vendor(s) and the categories they currently support?
R20: Refer to R3.

Q21: Can JAA provide the anticipated annual spend and estimated total contract value for this engagement?
R21: Refer to R5.

Q22: Approximately how many staffing requests does JAA anticipate issuing annually under this contract?
R22: It is unknown if any of the positions will increase or decrease. Staffing needs on an "as needed" basis.

Q23: Can JAA provide the current number of active temporary workers by category, including Administrative, IT, Finance/Accounting, Skilled Craft Facilities Maintenance, Grounds/Building Maintenance, and Custodial?
R23: Refer to R22

Q24: The RFP provides historical two-year expenditure by category. Does JAA expect future usage to remain generally consistent with historical spend, or does JAA anticipate any significant increase or decrease during the new contract term?
R24: Refer to R22

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Q25: What are the primary work locations or geographic areas where temporary staffing services may be required?
R25: Refer to Article III 3.01 General Overview.

Q26: What is the anticipated average assignment duration for temporary personnel under this contract?
R26: Unknown.

Q27: What are the standard or typical working hours, shifts, weekend needs, or after-hours schedules expected for the requested positions?
R27: The standards shifts are 7a-3p, 3p-11p or 11p-7a. We have a 24/7 operation

Q28: Does JAA anticipate primarily full-time, part-time, short-term, or as-needed assignments for the listed categories?
R28: Refer to R22.

Q29: May proposers submit for selected position categories only, or is JAA seeking vendors capable of supporting all listed categories?
R29: Refer to R4.

Q30: The RFP states that JAA intends to establish a contract with no more than two companies. Will JAA award by position category, by overall ranking, or to up to two vendors for all categories?
R30: JAA desires to establish a contract with no more than two (2) companies to provide staffing services for all categories.

Q31: If a proposer submits pricing for all categories, will JAA evaluate and award each category separately based on lowest markup, or make an overall award based on total proposal score?
R31: Price points will be awarded based on lowest mark-up percentage for each position category for the initial contract, years 1-3. Overall award will be based on total proposal score to include the price points.

Q32: If multiple vendors are awarded, how will staffing requests and assignments be distributed among awarded vendors?
R32: JAA Human Resources Department will manage requests and assignments among awarded vendors.

Q33: Will JAA provide standard pay rates or target pay ranges for each position, or should awarded vendors propose candidates based on market pay rates and apply the awarded markup percentage?
R33: Yes. JAA will provide standard pay rates or target pay ranges for each position.

Q34: Are vendors required to meet any minimum wage, pay range, benefit, or compensation requirements for temporary personnel?
R34: Yes. In accordance with JAA requirements, State of Florida and Federal governance laws.

Q35: Can JAA provide current or historical bill rates and/or markups for the positions included in this RFP?

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R35: See attachment Exhibit A.

Q36: Are there any additional positions or related disciplines that may be added during the contract term?
R36: Refer to R22.

Q37: The RFP requires qualified resumes or applications within three business days after a written recruitment request. Does this requirement apply to all positions, including skilled craft, safety-sensitive, hard-to-fill, and SIDA-badged roles?
R37: Yes.

Q38: The RFP requires two dedicated Certifying Officials. May these Certifying Officials be located at the vendor's staffed Florida/Southeast Georgia office, or must they be physically located in Jacksonville?
R38: No.

Q39: Which anticipated temporary positions are expected to require Airport Operations Area access, and will any roles require AOA driving privileges?
R39: Depends on the position and level of access.

Q40: The RFP states that AOA access requires $5,000,000 Business Automobile Liability. Does this requirement apply only when vendor employees operate vehicles in the AOA, or to any position requiring AOA access?
R40: If the temp employee will be operating JAA vehicles/equipment in the AOA then they will be required to have $5 million in auto liability and the JAA listed as an additional insured on the policy.

Q41: If vendor employees will not operate vehicles in the AOA, is the $1,000,000 non-AOA Business Automobile Liability limit sufficient?
R41: Yes.

Q42: Are JAA's stated insurance limits fixed minimum requirements, or may limits be modified based on the final scope of assigned positions?
R42: The insurance limits can be subject to adjustment depending on the scope of work.

Q43: Should a sample Certificate of Insurance be submitted with the proposal, or is it required only after notice of award?
R43: Provide a sample certificate with proposal.

Q44: If a proposer seeks a Cyber Liability waiver, should that request be submitted with the proposal or only after notice of award?
R44: After notice of award.

Q45: The RFP states that JAA may hire a temporary employee after 160 hours with no conversion fee. Are the 160 hours cumulative across all assignments worked by that employee under the contract, or specific to the current assignment?
R45: Specific to the current assignment.

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Q46: What timekeeping method does JAA prefer: vendor timesheets, manual approvals, electronic timekeeping, or use of a specific JAA system/platform?

R46: JAA prefers that the vendor maintain its own record of employee timesheets, while JAA simultaneously keeps an internal record for comparison, validation, and approval. This dual-tracking approach ensures accuracy, transparency, and alignment between vendor-reported hours and JAA's operational needs

Q47: Is ACH enrollment required only after award, or must any ACH documentation be submitted with the proposal?

R47: See 1.09 E. required after award.

Q48: Would any penalty, payment delay, or administrative hold apply if ACH setup is delayed due to banking verification or supplier registration processing after award?

R48: No.

Q49: Must the prime contractor pay SBE/JSEB subcontractors within 20 calendar days after receiving payment from JAA?

R49: Yes.

Q50: Should the 10-page proposal narrative respond to the evaluation criteria listed in Section 1.10, or does JAA require another format?

R50: Yes.

Q51: Should proposers organize the response by evaluation criteria title, such as Corporate Overview, Management Plan, Price, References, Small Business Commitment, and Local Preference, regardless of section numbering?

R51: Yes.

Q52: Section 1.10 lists Section 4 followed by Section 6, while Section 1.11 and Article IV use different numbering. What is the correct section numbering, and will JAA issue a corrected Proposal Form?

R52: Section 5 was omitted from the Solicitation. See Revised Proposal Form Exhibit B

Q53: If no corrected Proposal Form is issued, should proposers complete Article IV exactly as provided and address the evaluation criteria by title in the narrative?

R53: See Revised Proposal Form Exhibit B.

Q54: Are resumes, pricing forms, required exhibits/forms, SBE/JSEB forms, licenses, insurance evidence, and addendum acknowledgements excluded from the 10-page limit?

R54: No.

Q55: Can JAA extend the 10-page limit, or should proposers strictly comply with the current page limitation?

R55: No.

Q56: Is the "No Proposal Form" required only for firms not submitting a proposal, and should firms submitting a proposal exclude it from their response?

R56: Yes.

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Q57: Should proposers include reference contact information in the proposal even though completed Exhibit D Reference Questionnaires must be submitted directly by the references to JAA?
R57: No.

Q58: Should the proposal be uploaded in DemandStar as one combined PDF, or as separate files for the technical response, pricing, forms, resumes, SBE/JSEB documents, and attachments?
R58: Refer to Exhibit G for REGISTERING AND NAVIGATING DEMANDSTAR

Q59: If a proposer has a staffed Florida office outside JAA's Normal Market Area but uses a local subcontractor within the Normal Market Area, will the proposer be eligible for the three Local Preference points?
R59: Yes.

Q60: If Local Preference is claimed through a local subcontractor, should Exhibit C, Local Business Verification Form, be completed by the subcontractor, the prime proposer, or both?
R60: Prime Contractor.

Q61: If the local subcontractor is also the certified SBE/JSEB subcontractor, may the same firm support both the Local Preference points and the 10% SBE/JSEB participation goal?
R61: Yes.

Q62: Does the 10% SBE/JSEB goal require an actual certified SBE/JSEB subcontractor commitment at proposal submission, or will documented good-faith efforts be accepted?
R62: JAA will determine if Good Faith Efforts are sufficient or not.

Q63: Must the SBE/JSEB subcontractor perform work during the contract term, or is a participation commitment sufficient for proposal evaluation?
R63: No. The SBE/JSEB needs to be utilized in meeting the goal during the contract.

Q64: What types of work may count toward the SBE/JSEB goal for this staffing contract, such as recruiting support, onboarding support, background coordination, administrative support, or uniform/logistics support?
R64: Prime Contractor has the flexibility to determine types of work as long as SBE/JSEB is performing a useful function towards goal credit.

Q65: Should SBE Forms 2 and 3 be completed and signed by the proposed SBE/JSEB subcontractor?
R65: **Form 2 – SBE/JSEB signs; Form 3 – Prime and SBE/JSEB signs.**

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Q66: Are SBE Forms 1–4 required with the proposal submission, or are some forms required only after award?

R66: Yes.

Q67: Should the narrative include a separate response to Mandatory Respondent Criteria, or is completing Article IV and attaching supporting documents sufficient?

R67: Yes.

End of Addendum

The Queston-and-Answer Period closes at 5:00 PM local time on July 9,2026

Responses must be submitted into Demandstar.com by 2:00 PM local time on Monday, July 27,2026