

ADDENDUM (2) 7/2/2026

1. Please confirm the expected format of the bid response. Are bidders only required to submit the completed Bid Form and required schedules/forms, or should we also include a separate staffing approach/technical narrative? **See Page 2 Form of BID.**
2. Please confirm if Schedule 6 - Sample Contract needs to be signed and submitted with the bid, or if it is only for review and will be signed after award. **Only for review and will be signed after award.**
3. Please confirm if resumes for temporary employees are required with the bid, or if resumes will only be requested after receiving award when the District asks for staff. **No, resumes are not required.**
4. For the required references, please confirm whether federal government staffing references will be accepted, provided the references involve similar temporary staffing services, including administrative, clerical, customer service, or comparable support positions. **Reference section E References of IFB on page 19.**
5. Please confirm the complete list of forms and schedules that must be submitted with the bid. Are bidders required to submit all forms and Schedules 1 through 9 included in the bid packet, or only the forms/schedules that are applicable to the bidder? **See Page 2 Form of BID**
6. Schedule 4 requires a statement from insurers. Please confirm whether a current Certificate of Insurance or broker/insurer letter will be acceptable with the bid, with final insurance certificates to be provided after award. **See Page 2 Form of BID Reference Section (c)**
7. The IFB states that bids must be delivered in person, by certified U.S. mail, or by overnight delivery service. Please confirm whether electronic submission through the PublicPurchase portal or via email will be accepted, or if a sealed hard-copy bid submission is mandatory. **See page 2 number 4 Submission of BID.**
8. Please confirm whether the hourly bid rate should include all costs, including payroll taxes, insurance, background checks, supervision, overhead, profit, and timekeeping platform costs. **Yes, the amount you will charge the District.**
9. The bid packet includes a job description titled "Limited Tenure." Please confirm the official position title or job classification that bidders should reference in their bid response and pricing submission. **The job description provided is the job title and description that should be referenced.**

10. Please confirm the expected work location for temporary employees. Will all services be performed onsite at BCAD's office located at 411 N. Frio, San Antonio, Texas, or will remote/hybrid work arrangements be permitted for any portion of the assignment? **Services will be performed onsite only at BCAD's office located at 411 N. Frio San Antonio Texas 78207.**

Could you please confirm whether vendors should submit responses directly within the Bid Form and Schedules included in the ITB, or submit a separate proposal with the completed Bid Form attached? **See Page 2 Form of BID. It's an IFB**

12. Besides the completed Bid Form and required schedules, are there any additional documents or technical narratives required for a complete proposal submission? **See Page 2 Form of BID.**
13. For Schedule 3 – Criteria, may vendors submit detailed responses as a separate attachment and reference them in the Bid Form? **Yes, as Schedule 3**
14. Should vendors submit the entire ITB document, or only the completed Bid Form, required schedules, and supporting attachments? **See Page 2 Form of BID. IFB**
15. Are there any page limits or formatting requirements for supplemental attachments? **No.**
16. The Bid Form requests a single hourly rate. Should this rate be based on the Limited Tenure Customer Information Associate position, or another position? **Refences page 18 B. Contractor's Responsibilities**
17. Does the requested hourly rate represent the vendor's fully burdened hourly bill rate, inclusive of employee wages, payroll taxes, benefits, insurance, background checks, overhead, and profit? **Yes, the amount you will charge the District .**
18. Should all costs associate with providing the services, including recruiting, onboarding, background checks, and the required timekeeping platform, be included in the proposed hourly billing rate? **Yes, the amount you will charge the District .**
19. Is the District requesting only the hourly billing rate, or should vendors also provide a markup percentage or pricing methodology. **Provide the amount you will charge the district.**
20. How will the Minimum Hourly Rate Paid to Employees be evaluated in relation to the proposed hourly billing rate? **Refences page 4 Basis of Selection.**
21. Are price adjustments permitted during the initial contract term or renewal periods due to changes in statutory costs or labor market conditions? **No.**
22. Should a separate overtime billing rate be proposed, or should overtime follow the same pricing methodology as regular hours? **No overtime rate is required.**

23. If additional temporary positions are requested during the contract term, how will pricing for those positions be established? **No additional will be requested.**
24. What is the typical assignment duration for each temporary employee? **It's based on the District's needs.**
25. Will all temporary employees be required to work onsite, or will hybrid/remote assignments be considered? **Services will be performed onsite only at BCAD's office located at 411 N. Frio San Antonio Texas 78207.**
26. Are there any additional pre-employment screening requirements beyond the criminal background check specified in the IFB? **Refences page 18 B. Contractor's Responsibilities**
27. Will BCAD provide workstations, equipment, and system access for temporary employees? **Yes.**
28. Are there any preferred requirements or reporting formats for the vendor-provided timekeeping system? **No.**
29. Who will be responsible for approving contractor timesheets, and what is the preferred invoicing frequency? **HR will approve timesheets, no preference on invoice frequency.**
30. Is there an expected turnaround time and minimum number of qualified candidates to be submitted for each staffing request? **Refences page 18 B. Contractor's Responsibilities**
31. Are there any ongoing reporting or performance metric requirements during the contract term? **No.**
32. Can the District confirm that the insurance requirements included in the Sample Contract are final? **Reference page 20 under I. Insurance**