

Questions and Answers for RFQ 2024-02 Recruiting and Staffing Services

Q: Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

A: Yes, this is a new initiative. While Florida Housing has used staffing services on occasion in the past, this is the first time a competitive solicitation has been issued with the intent to enter into multi-year agreements with qualified firms.

Q: Can you please let us know the previous spending of this contract?

A: N/A.

Q: Please confirm if we can get the proposals or pricing of the incumbent(s).

A: N/A.

Q: Are there any pain points or issues with the current vendor(s)?

A: N/A.

Q: Please confirm the anticipated number of awards.

A: Florida Housing does not have a set number of anticipated awards.

Q: Please provide us with an estimated NTE budget allocated for this contract.

A: The resulting contract will be used on an as-needed basis, and Florida Housing has not established an estimated NTE budget at this time.

Q: What is the tentative start date of this engagement?

A: April 2024.

Q: What is the work location of the proposed candidates?

A: 227 N. Bronough Street, Tallahassee, FL 32301

Q: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

A: No, there is not a mandatory subcontracting requirement.

Q: How many positions were used in the previous contract?

A: N/A.

Q: How many positions will be required per year or throughout the contract term?

A: The resulting contract will be used on an as-needed basis.

Q: Can we provide hourly rate ranges for the given positions?

A: Florida Housing will provide the salary range for the open positions.

Q: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

A: Employees will be expected to work onsite.

Q: Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

A: Pursuant to Section Six, Item C.2., of the RFQ, Respondents are required to “Provide resumes and note any pertinent qualifications and/or certifications for any key individuals who would work with Florida Housing if awarded a contract under this solicitation.”

Q: Could you please provide the list of holidays?

A: Florida Housing observes the following paid holidays: New Years Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day and the following Friday; Christmas Eve; and Christmas Day.

Q: Are there any mandated Paid Time Off, Vacation, etc.?

A: Florida Housing offers vacation, sick, and personal leave time to employees. It is not mandatory to use any accrued leave; however, each January, employees who have more than 480 hours of vacation leave will have the hours over 480 removed from their balances and are be paid for those hours. Personal leave is granted on January 1 of each calendar year and must be used by December 31.

Q: Is the onsite visit for every requirement assessment mandatory or vendor will be provided with the opportunity to meet through virtual meetings who are not local to Florida?

A: There is no onsite visit specified by the RFQ; however, employees will be expected to work onsite.

Q: What will be the volume of requirement that vendors can expect from the resulting contract?

A: Please see Section Four, Scope of Work.

Q: Is there a diversity goal established for this bid?

A: No.

Q: Is there any preference for local vendors or local office?

A: No. However, qualified candidates proposed by awarded contractors must be willing to relocate to the Tallahassee, Florida area, if necessary.

Q: How will job requests be shared among multiple awarded vendors?

A: While the preference is to use Contractors on a rotational basis, Florida Housing recognizes that some firms specialize in certain industries, e.g., information technology, legal services, etc. If the position is not a good fit for a particular vendor, Florida Housing will work with another from the pool of providers.

Q: Will all job requests be shared among all awarded vendors simultaneously?

A: Per Section Four, Item B., Florida Housing will only engage one Contractor per position at a time.

Q: Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

A: No.

Q: Can you share details from where we can get old RFQ details?

A: N/A.

Q: Can you please tell us where we can see the records for the old contract?

A: Florida Housing's contracts may be found online [here](#).

Q: Can you please share the email id/details where we can raise the public record request for old RFQ?

A: There is not a previous RFQ for these services. Public records requests may be sent to Corporation.Clerk@floridahousing.org.

Q: To be responsive, is it mandatory to have experience with advocacy, banking, communications, construction management, finance, Florida law, information technology, legislative affairs, procurement, and/or public policy?

A: No, this experience does not affect the responsiveness of the vendor's proposal. However, not being able to provide candidates who do have one or more of these types of experience does put the vendor at risk of being considered non-responsible.

Q: Is it mandatory to provide references of public agencies? Please confirm.

A: Florida Housing is not requesting vendor references as a part of this RFQ.

Q: Would you be accepting references from large commercial entities?

A: Florida Housing is not requesting vendor references as a part of this RFQ.

Q: How many positions are required under this contract?

A: None.

Q: How many positions are currently open?

A: As of 1/30/2024, Florida Housing has two open positions:

1. Senior Compliance Analyst
2. Full Stack Developer

Florida Housing anticipates re-advertising four more positions in the second quarter of 2024:

1. Data Warehouse Developer
2. Senior Data Warehouse Developer
3. Software Engineer (Senior preferred)
4. Data Management Administrator

Q: How many positions are currently used in a single day? Please give rough estimate

A: Florida Housing currently employs approximately 135 people.

Q: Is this direct hire or temporary hiring?

A: Direct hire.

Q: What job titles is the agency looking for?

A: Job titles will vary. Per Section Four of the RFQ, Florida Housing will provide the Contractor with relevant position data for each position being sought under the resulting contract.

Q: What would be the estimated hours for given positions?

A: Most positions will be full-time, i.e., 40 hours per week.

Q: Please confirm minimum guaranteed hours per week for these positions.

A: Most positions filled will be full-time, i.e., 40 hours per week. Part-time openings will be discussed with the awarded Contractor(s) on a case-by-case basis.

Q: What is weekend and holiday shift work rate policy such as 1.5-time standard hourly rate? Please confirm.

A: Florida Housing is closed on weekends and the holidays listed above. Non-exempt positions may be eligible for overtime in accordance with Federal law.

Q: Can you please share shift timings?

A: Florida Housing's business hours are from 8:00 a.m. – 5:00 p.m., Eastern Time; however, depending on the business unit, there may be some flexibility or requirements for work outside of those hours.

Q: What is average response time to provide resume of qualified resources?

A: Please see Section Four of the RFQ.

Q: Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

A: No. Please submit the information requested in Section Six of the RFQ.

Q: To be responsive, is it mandatory to provide Business Registration Certificate (BRC) with the proposal response? Please confirm.

A: Please submit the information requested in Section Six of the RFQ.

Q: Do we need to provide hourly bill rate or markup percentage?

A: Please see Section Six, Item F, of the RFQ.

Q: We are a Virginia-based large business MBE firm certified by NMSDC, are we qualified to bid as an MBE?

A: Please see Section Six, Item H, of the RFQ.

Q: Will bidder be responsible for providing qualified staff and managing payroll of professionals or the Department will manage the projects? Please confirm.

A: No. Florida Housing will be directly hiring from the pool of qualified candidates provided by the Contractor.

Q: It is our understanding that the vendors need to submit their proposal at <https://www.floridahousing.org/legal/procurements/RFQ-2024-02-document-upload> mentioned on page #3 of the RFQ document. Is that correct?

A: Yes.

Q: What was the number of Information Technology employees hired by your organization each year for the past 3 years?

A: 2021 – Two
2022 – Three
2023 – Seven

Q: What is the expected number of Information Technology employees to be hired in 2024?

A: Four to six.

Q: Are there any planned efforts in the next 1-3 years that would require an increase in the number of Information Technology employees in your organization and what is that expected increase, if so?

A: Florida Housing plans for continued growth in our Data Management Unit which will add several positions, and our IT Services unit plans to expand their security capabilities.

Q: Will there be primary, secondary, and tertiary level of classification among the awarded vendors?

A: Florida Housing does not anticipate creating a tiered list, no.

Q: Will the agency share requisitions first with the lowest bidder?

A: Per Section Four, Item B., Florida Housing will only engage one Contractor per position at a time.

Q: Could you please provide a list of all possible job titles required under this contract?

A: The following is a list of current job titles being used at Florida Housing.

- Accountant
- Accounting Administrator
- Assistant Comptroller
- Assistant General Counsel
- Business Analyst
- Business Intelligence Developer
- Chief Financial Officer
- Chief Information Officer
- Compliance Administrator
- Compliance Analyst
- Compliance Systems Manager
- Comptroller
- Construction Administrator
- Contract Administrator
- Customer Service Analyst
- Data Management Director
- Data Management Specialist
- Data Manager
- Data Quality Control Specialist
- Data Validation Specialist
- Data Warehouse Developer
- Deputy Inspector General
- Development Finance Administrator
- Director of IT Security
- Document Imaging Analyst
- Enterprise Solutions Administrator
- External Affairs and Policy Manager
- Facility Manager
- Federal Loan Programs Administrator
- Federal Loan Programs Director
- Federal Loan Programs Manager
- Finance Director
- Financial Manager
- Full Stack Developer
- General Counsel
- Homebuyer Loan Programs Business Development Manager
- Homebuyer Loan Programs Director
- Homebuyer Loan Programs Manager
- Homeownership Programs Manager
- Information Technology Infrastructure Administrator
- Inspector General
- Internal Auditor/Investigator
- Investigations Director
- IT Services Senior Analyst
- Legal Assistant
- Legislative Coordinator
- Managing Director of Asset Management and Guarantee Program
- Managing Director of Development Finance
- Managing Director of External Affairs
- Managing Director of Homeownership Programs
- Managing Director of Multifamily Programs
- Managing Director of Operations
- Managing Director of Policy and Special Programs
- Managing Director of Strategic Initiatives
- Microsoft Infrastructure Engineer
- Mortgage Pipeline Manager
- Multifamily Allocations Director
- Multifamily Loans/Bonds Director
- Multifamily Programs Administrator
- Multifamily Programs Allocations Manager

- Multifamily Programs Analyst
- Multifamily Programs Coordinator
- Multifamily Programs Cost Certification Manager
- Multifamily Programs Credit Underwriting Coordinator
- Multifamily Programs Credit Underwriting Manager
- Multifamily Programs Loan Closing Coordinator
- Multifamily Programs Loan Closing Manager
- Multifamily Programs Manager
- Multifamily Programs Rule & Special Projects Administrator
- Multifamily Tax Credits Director
- Paralegal/Corporation Clerk
- Policy Administrator
- Policy Coordinator
- Policy Director
- Policy Manager
- Press Secretary
- Program Accounting Manager
- Project Management Administrator
- Quality Assurance Administrator
- Quality Assurance Manager
- Records and Information Manager
- Records Management Analyst
- Records Management Clerk
- Senior Accountant
- Senior Accounting Analyst
- Senior Compliance Analyst
- Senior Customer Service Analyst
- Senior Database Manager
- Senior Federal Loan Programs Analyst
- Senior Help Desk Support Analyst
- Senior Homebuyer Loan Programs Analyst
- Senior Human Resource Analyst
- Senior Microsoft Support Analyst
- Senior Microsoft Technologies Engineer
- Senior Multimedia Design Analyst
- Senior Operations Analyst
- Senior Program Accountant
- Senior Systems Engineer
- SHIP Compliance Monitoring Administrator
- Software Developer
- Special Assets Attorney
- Special Assets Director
- Special Assets Manager
- Special Assets Manager/ Closing Coordinator
- Special Programs Director
- Special Programs Manager
- Systems Auditor

Q: Could you please provide the pay scale ranges for the categories required under this contract, as that will help us to evaluate our markup percentage for pricing?

A: Per Section Four, Item C, Florida Housing will provide the salary range for the open positions with the Contractor during the initial meeting.

Q: Will you accept different pricing percentages over the candidates' annual salaries for the required categories separately?

A: Not for the purposes of this RFQ, no. Contract fees are subject to negotiation with the successful respondent(s).

Q: Is it mandatory to provide the same pricing percentage over the candidate's annual salaries for all the required job categories or domains?

A: For the purposes of this RFQ, yes.

Q: Does the awarded staffing firm need to conduct background check for the placed candidate? Please confirm.

A: Yes. Please see Section Four, Item B.6., of the RFQ.

Q: Can the due date for proposals to the RFP be extended, since questions will be posted one week prior to the due date?

A: No.

Q: How is satisfactory performance being measured? Is there a formal rubric or standards of evaluation that the Florida Housing Finance Corporation uses? If yes, what are they?

A: Florida Housing has not yet developed a formal rubric for this initiative.

Q: What specific recruiting and staffing challenges has Florida Housing faced?

A: The following are some of the specific recruiting and staffing challenges that Florida Housing is currently facing:

- Locating talent for onsite work only;
- Limited talent pool due to a highly competitive job market;
- Lack of experience in those who apply, e.g., one Code Camp is considered experience, but not sufficient experience to meet our requirements;
- Many candidates were qualified but required sponsorship for a H-1B Visa;
- Candidates do not meet the skill, educational, or work experience requirements;
- “Spam” candidates – area of expertise for which we are not recruiting; and
- Salary requirements for candidates well above advertised rates.

Q: Is there a portal or specific platform used by Florida Housing to announce or list the needed positions?

A: No. Florida Housing will reach out to the Contractor directly.

Q: Can the meetings described in Section Four be done remotely?

A: Yes.