1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission ("PDC") is issuing this Addendum to the Request for Qualifications named above (the "RFQ") to respond to questions and requests for clarifications PDC received regarding the RFQ (see Section 3.0 below) and to change the date proposals are due at PDC (see section 4.0 below).

2.0 GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFQ and is to be read in conjunction with the RFQ. Unless specifically changed by this Addendum, all other requirements and terms of the RFQ remain unchanged. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

3.0 QUESTIONS OF THE RFQ

1. What are the frequent position needs for PDC?
   
   **PDC Response:** Administrative Support, Office Administration, Accounting (all types), Human Resources and Project Support.

2. “Do you drug test and background check all of your employees and contractors or just by position?”
   
   **PDC Response:** By position.

3. “Is this a re-compete of existing contracts? If so can you tell me who the incumbents are?”
   
   **PDC Response:** PDC usually rebids this category of Flexible Service Contracts once every three (3) years. The incumbents are: Brooks Staffing, Express Services Inc, Northwest Staffing Resource, Galt Foundation, DePaul Industries, Boly Welch Inc, Appleone Employment Services, Staffing Solutions LLC and SOS Staffing Services.
4. “Is there a high likelihood that there will be multiple contract awards?”
   **PDC Response:** Yes, although the exact number has not been determined at this time.

5. “...clarify and confirm that this contract is for no more than 100,000 for the first year.”
   **PDC Response:** The initial contract term is three (3) years for $100,000. The contract may be increased upon mutual written agreement.

6. “Can you clarify the point values being assigned for Experience and Qualifications, and for Fee Schedule?”
   **PDC Response:** We realize there are typos on page 9 of the RFQ. The maximum points given for each of the scored criteria is as follows:
   - Experience and Qualifications: 40 points
   - Fee Schedule: 35 points
   - Promotion of M/W/ESBs in Subcontracting: 20 points
   - Sustainability of Proposal: 5 points

7. “Section 5.2.4 requests to proposer to "..document experience and ability of staff to provide services as outlined in the RFQ...". Would you prefer this documented experience to be in the form of a list of positions or clients or both?”
   **PDC Response:** We are looking for the experience and ability of the Firm itself, not clients or positions the Firm has provided.

8. “Can you please clarify what pricing info is needed. Do you want to see a complete rate breakdown that shows all of our costs, margins etc?”
   **PDC Response:** Exhibit D has created confusion in what the RFQ was asking for. Please replace Exhibit D with the revised attached Exhibit D.

4.0 **CHANGES TO THE RFQ**

1. The date proposals are due at PDC, as listed on the cover page and in Section 1.3 of the RFQ, is hereby changed to “**July 31, 2012 by 2:00 PM (Pacific)**.”

2. Exhibit D of the RFQ is hereby replaced with the Exhibit D attached to this Addendum.

**END OF THIS ADDENDUM**
1. **Hourly Rates.** Propose the Mark-up Percentage Rates and Fees as listed in the RFQ Section 5.3.1 of this RFQ. Proposers who do not complete this EXHIBIT D must provide pricing information in a format similar to that listed in this document.

<table>
<thead>
<tr>
<th><strong>MARK-UP PERCENTAGE RATES AND FEES</strong></th>
<th><strong>Proposer’s Response</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight time billing rate formula including administrative fees (mark-up percentage) (example: rate of pay plus mark-up percentage)</td>
<td></td>
</tr>
<tr>
<td>Overtime billing rate formula including administrative fee (example: temporary employee rate of pay times 1.5 plus mark-up percentage)</td>
<td></td>
</tr>
<tr>
<td>Straight time billing rate including administrative fees for PDC referred placement (mark up percentage)</td>
<td></td>
</tr>
<tr>
<td>Overtime billing rate formula including administrative fee for PDC referred placement (mark up percentage) (example: temporary employee rate of pay times 1.5 plus mark-up percentage)</td>
<td></td>
</tr>
</tbody>
</table>
| Buy-out fee for employees recruited and placed at PDC from Contractor’s agency hired by the Commission as regular employees at intervals below or other intervals as established by the Contractor  
  • 0 – 30 days on assignment  
  • 31 – 60 days on assignment  
  • 61 – 90 days on assignment  
  • 90+ days on assignment | |
| Any buy-out fee for employees referred to contractor by PDC | |
| Any other anticipated fees | |

2. **Benefits provided**

<table>
<thead>
<tr>
<th><strong>Outline of any benefits provided to Contractor’s Temporary Personnel Employees, including PDC referred (payroll only) employees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health, Dental and Vision Insurance</strong></td>
</tr>
<tr>
<td><strong>Life Insurance</strong></td>
</tr>
<tr>
<td><strong>Sick Pay</strong></td>
</tr>
<tr>
<td><strong>Vacation Pay</strong></td>
</tr>
<tr>
<td><strong>Holiday Pay</strong></td>
</tr>
<tr>
<td><strong>Any other Temporary Employee Benefits</strong></td>
</tr>
</tbody>
</table>
3. **Billing Increment.** Propose the following: (a) how Contracted hourly personnel expenses are to be billed, including proposed billing increments (e.g., quarter-of-an-hour, tenth-of-an-hour, etc); and (b) business rules applicable to tracking and billing personnel time.

Billing Increment:
Billing Rules (if any):

4. **Electronic Payments.** Indicate whether or not your firm accepts payment for services with:

- Credit card (Yes ☐ | No ☐)
- Electronic funds transfer (Yes ☐ | No ☐)
- Another electronic method (if so, indicate this method _____________________)

Proposers may attach additional sheets to this EXHIBIT D if they wish to provide additional pricing information.