



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division Addendum II to Request for Proposals No. 3635 Supplemental Staffing Services

Addendum Date: March 7, 2025

Buyer: Heather Whitehead

Closing Date: March 13, 2025 @ 2PM

Total Page(s): Two (2) Pages

The following is for clarification:

- Question 1. Can you confirm whether Knox County is seeking direct staffing agencies for this contract, or if an MSP-led model is also being considered?
MSP (Managed Service Provider): A third-party organization that manages contingent workforce solutions, including staffing suppliers, compliance, invoicing, and performance tracking, on behalf of a client.
- Answer 1. Staffing agency
- Question 2. What are the anticipated start dates for contracted personnel under this agreement?
Answer 2. Please see Question/Answer No. 2 from [Addendum I](#).
- Question 3. Will contracted staff be required to use Knox County Schools' (KCS) provided equipment, or can they use their own?
Answer 3. KCS equipment and materials will be available for use. We are not committing to purchase additional materials at request.
- Question 4. Is there a required orientation or training for contracted personnel before placement?
Answer 4. Please see Question/Answer No. 40 from [Addendum I](#).
- Question 5. Can you clarify the specific background check and drug screening requirements for different staffing roles?
Answer 5. Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and Local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
Background Check Requirements for all roles: Please see Section 3.13 of RFP No. 3635.
Drug Screening Requirements: Anyone who has contact with students is required to have a fingerprinting and drug screening. Any awarded vendor will use a fingerprinting/drug screening service determined by KCS and results will be provided to KCS.
KCS will not be responsible for the costs associated with any screenings required for compliance.



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- Question 6. Will KCS cover the costs of mandatory background checks, or is this the vendor's responsibility?
Answer 6. No, the cost of background checks will be the vendor's responsibility. However, no background checks need to be completed in advance of the submission of a proposal. The Criminal History Background Check Affidavit (Attachment D) must be executed to verify that a proposer will comply *if* awarded.
- Question 7. What is the expected payment cycle for vendors? Will there be any provisions for expedited payment terms?
Answer 7. Knox County prefers a monthly billing cycle. Please see Sections 3.24 & 3.25 of RFP No. 3635 for information related to invoicing procedures.
- Question 8. Can you confirm if vendors are expected to provide timekeeping documentation for personnel in addition to invoices?
Answer 8. Yes, A timecard approved by the supervisor of the work location is required.
- Question 9. Please confirm whether bidders are required to submit CVs for the proposed supplemental staff as part of the proposal submission.
Answer 9. Please see Question/Answer No. 22 from [Addendum I](#).
- Question 10. Do you currently utilize a central VMS or similar platform, or is communication managed solely via email and chat?
VMS (Vendor Management System): A technology platform used to streamline the procurement, management, and tracking of contingent workforce engagements, including job requisitions, timekeeping, invoicing, and reporting.
Answer 10. Email is our preference of communication
- Question 11. Have you considered implementing a VMS or a VMS Lite solution?
Answer 11. No
- Question 12. Do you have an internal timekeeping system for integration, or should we utilize our own?
Answer 12. Vendors will use our system.

End of Addendum II.

Please acknowledge Addendum II in your response.

Heather Whitehead, CPPB
Knox County Procurement