

Department of City Development of the  
City of Milwaukee

Request for Proposal #57951  
Temporary Services for Payroll Processing of  
City's Summer Youth Internship Program

Addendum #1  
January 12, 2022

**THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.**

The following is added to the Scope of Services of the RFP:

- **Verifying and tracking vaccination status** - all persons placed with the City of Milwaukee under the contract will need to comply with the City's COVID-19 vaccination mandate policy. The selected Agency must have a mechanism for verifying and tracking vaccination.

The following are Questions & Answers received for this RFP:

**Question 1:** Regarding attachment K, would we need to fill out this attachment or would it be our SBE?

**Answer 1:** Attachment K is filled out by the Prime contractor, not the subcontractor. The additional number of points available in the evaluation of the proposals for the Socially Responsible Contractor preference is available to the prime contractor only.

**Question 2:** How many employees currently work under (or will be anticipated to work under) this contract?

**Answer 2:** Under the 2021 Summer Youth Internship Program (SYIP) there were 139 total temporary works (1 Program Coordinator, 0 Team Leaders, and 138 high school Student interns).

**Question 3:** Who are the present vendors?

**Answer 3:** The Contactor for the 2021 SYIP was Manpower Group US Inc.

**Question 4:** How many vendors will be awarded as a result of this solicitation?

**Answer 4:** One.

**Question 5:** What are the current rates?

**Answer 5:** Program Coordinator \$31.02 per hour; and Intern working in office \$15.37 per hour.

**Question 6:** What were the rates at the time of award?

**Answer 6:** Program Coordinator \$27.72 per hour; Team Leader \$19.71 per hour; Intern working out in the field \$11.90 per hour; Intern working in office \$11.55 per hour.

**Question 7:** How much was spent (dollar value) on this service last year?

**Answer 7:** \$223,302.06

**Question 8:** How much is intended to be spent (dollar value) once the contract is awarded?

**Answer 8:** This amount will be determined by the pricing of the proposals and the # of interns hired.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED January 12, 2022) FOR REQUEST FOR PROPOSAL #57951, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR REQUEST FOR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME