



**CareerSource Pinellas
Human Resources Consulting – RFP 24-0327
Questions and Answers as of April 10, 2024**

COMPONENT 1: BENEFIT ANALYSIS

1. Number of full-time employees in each organization?

- A. CareerSource Pinellas has almost 60 full-time employees and CareerSource Tampa Bay has 127 full-time employees.

2. Number of part-time employees in each organization?

- A. CareerSource Pinellas has zero part-time employees and CareerSource Tampa Bay has 3 part-time employees.

3. What is the annual benefit renewal date and are they the same for each organization?

- A. Each organization's current renewal date is January 1.

4. Will there be access to alternative funding strategies?

- A. We are looking to the proposer for recommendations on benefit structure and funding strategies.

5. Is the goal to have the new benefit structure in place by 7/1?

- A. The goal is to have the optimal benefit structure in place as soon as practical.

6. Is it possible to share the current benefit structure for Career Source Tampa Bay and Career Source Pinellas? YES – we both have benefit guides we can share that outline our health and welfare offerings.

- A. CareerSource Pinellas provides a set benefit stipend for its employees to purchase benefits (e.g. medical, dental, vision coverage offered by the company). CareerSource Tampa Bay shares in the cost of an employee's benefits. The employer contribution varies based on benefit plan and coverage tier (employee only, employee+spouse, etc.). In addition, CareerSource Pinellas and CareerSource Tampa Bay offers a 401(k) plan and employer paid life insurance, long-term disability, short-term disability, and AD & D.

7. Is the Service Component 1, Benefits Analysis intended to be on a project basis or ongoing partnership?

- A. The intent is for this to be a project basis, but it does not preclude the successful proposer from bidding to become the benefits broker in the future.



- 8. If submitting the response in hard copy, how many copies should be included?**
- A. Please include 10 copies if submitting physical copies.
- 9. In Section C.I. Reply Format (page 5) the RFP states “PDF submissions will be considered non-responsive.”. In Section C.IV. Reply Submission, RFP states “If emailing a Response, it must be submitted as a single pdf document, inclusive of all attachments and be submitted to: rfp@careersourcepinellas.com.”. Please clarify which format is to be used for proposal submittal by email.**
- A. If submitting by email, submit one pdf document.
- 10. The RFP mentions travel. Is travel required for any stages other than the final report presentation? Specifically, are in-person stakeholder interviews required or are virtual interviews acceptable? Are all stakeholders located in the Tampa area?**
- A. Stakeholder meetings can be done remotely. All stakeholders are located in Tampa and Clearwater, FL.
- 11. If travel is required for the interviews, will all stakeholders be available for interviews when we are on-site, or should we plan for multiple trips?**
- A. If travel is required, every attempt will be made to have all stakeholders available.
- 12. How many key stakeholders will we need to interview?**
- A. There are probably 6-10 key stakeholders comprised of leadership, HR and Finance from both organizations.
- 13. Please confirm that all company data required to fulfill the scope of work i.e. employee data, policies, info regarding benefit providers and benefit brokers, etc. will be provided to us.**
- A. All information and data will be made available.
- 14. The proposal mentions price should include the cost of report production. Are reports to be submitted electronically or are paper reports required? If paper, how many reports are required?**
- A. Reports may be submitted electronically (preferred) or in hard copy. If hard copy, 10 copies would be sufficient.
- 15. Could you provide us with an estimated timeline for the project's completion?**
- A. The goal is to have the benefit analysis/review as well as the Final Report with Findings, Best Practices and Recommendations/Options completed in May 2024.



16. Are you looking for ongoing support such as implementation or would you be transferring the analysis to your internal HR team to implement?

A. Please consider both options as alternatives in your proposal.

17. Please provide a De-identified census of employees for both Career Source Pinellas and Career Source Tampa Bay

A. Information will be supplied at the start of the project to the successful proposer.

18. Please provide an employee benefit guide for both Career Source Pinellas and Career Source Tampa Bay

A. Information will be supplied at the start of the project to the successful proposer.

19. Please provide the most recent renewals with a premium component breakdown

A. Information will be supplied at the start of the project to the successful proposer.

20. Please provide the most recent level-funded cap report from Cigna

A. Information will be supplied at the start of the project to the successful proposer.

21. Who is the current payroll/benefit admin provider?

A. The current payroll/benefit providers shouldn't impact the benefit analysis.

22. Please provide sample employee communication

A. We don't understand what you are asking for.

23. How should we address the soon to be merged Career Source Pinellas and Career Source Tampa Bay?

A. The working name is CareerSource Hillsborough Pinellas

24. What is the primary objective of this RFP process?

A. Please refer to the RFP.



COMPONENT 2: ORGANIZATION STRUCTURE REVIEW

1. Number of full-time employees in each organization?

A. See answer to 1. Above.

2. Number of part-time employees in each organization?

A. See answer to 2. Above.

3. Has a compensation study ever been done at either organization? If yes, when?

A. CareerSource Pinellas had a compensation study done in the summer of 2022. CareerSource Tampa Bay is finalizing their 2023 compensation study.

4. Are there current job descriptions for both organizations?

A. Yes, there are job descriptions for every job classification.

5. Can we get an estimate on how many job descriptions there are for each organization?

A. CSTB – Approximately 51. CSP – Approximately 15.

6. Please describe both organizations' current job classification process. What type of leveling/career pathing is currently defined?

A. CSTB: For our existing job descriptions, we periodically use a third-party provider to complete a wage band analysis and to benchmark the positions within our wage bands. For new position descriptions we complete an analysis of skills, attributes, and abilities; use other workforce board job descriptions; and industry job descriptions to complete the job description and do a comparative analysis. We currently do not have career pathing delineations.