



STATE OF MAINE REQUEST FOR PROPOSALS AMENDMENT

RFP NUMBER AND TITLE:	RFP# 201411867 Recruiting and Temporary Staffing Services for a Director of Program Management Position
RFP AMENDMENT NUMBER:	1
AMENDMENT DATE:	December 19, 2014
PROPOSAL DUE DATE:	January 7, 2015, 2:00 p.m.
RFP ISSUED BY:	Maine Charter School Commission
PROPOSALS DUE TO:	Division of Purchases Burton M. Cross Building, 4th Floor 111 Sewall Street 9 State House Station Augusta, ME 04333-0009
DESCRIPTION OF CHANGES TO RFP (if any): The purpose of this Amendment 1 is to provide answers to questions from interested offerors related to the acquisition of recruiting and temporary staffing services as described in Pages 7 & 8.	
REVISED LANGUAGE IN RFP (if any): None.	
Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.	

Provided below are the answers to the questions that were received from interested vendors on or before December 18, 2014.

Question #	Question	Answer
1	Please indicate the number of hours per year the selected candidate will work.	As stated in the RFP, the Commission expects the selected candidate will work up to forty (40) hours per week. This position is considered full-time; however, there may be weeks when the individual will work less than forty hours per week.
2	Please indicate if there is a present contract, the contractor, and the cost multiplier.	There is no present contract.
3	List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials Required.	Please see RFP Document # 201411867 Pages 4-12.
4	Names of countries that will be eligible to participate in this tender.	The Commission encourages all qualified vendors to submit proposals. There are no restrictions on the location of vendors eligible to submit proposals.
5	Information about the Tendering Procedure and Guidelines.	Please see RFP Document #201411867 Pages 4-16
6	Estimated Budget for this Purchase.	The Commission is seeking the most competitive pricing for temporary payroll services described in the RFP.
7	Any Extension of Bidding Deadline?	As stated on Pages 1 and 7 of the RFP # 201411867, Proposals are due on January 7, 2015, by 2:00 p.m.
8	Any Addendum or Pre Bid meeting minutes?	This document is Amendment 1 to RFP # 201411867.
9	Do we need to be on your statewide blanket in order to submit a resume for this requirement; as we are not an approved Maine State yet? Or this position is open for all vendors.	All qualified bidders are eligible to submit bids. Bidders are not required to be registered as a Maine vendor to submit a bid.
10	Will the Commission pay for holiday or vacation time?	No, the Commission will not pay for holiday, sick leave or vacation time.