



**COUNTY OF KERN
EMPLOYERS' TRAINING RESOURCE
RFP – PROVISION OF A THIRD-PARTY HUMAN RESOURCE & PAYROLL SERVICES,
INCLUDING SERVING AS THE EMPLOYER OF RECORD
QUESTIONS SENT BY EMAIL – May 5, 2025**

Question:

My colleagues and I have had several questions internally about whether sending hard copies via mail and through a flash drive is still needed, or whether these instructions have carried over from previous RFPs, and sending via email would be fine. Colleagues have expressed concern about the application package not arriving by mail in time, and security concerns with using a flash drive, so I wanted to check with you.

Answer:

Unfortunately, we do need a flash drive. After speaking with Management, we will only accept the proposals and Threshold documents through email (pandom@kerncounty.com) and the proposals are still due by 3 p.m. on May 15, 2025. However, as the required audit/financial statements can be rather large documents, we do ask that these be sent in hard copy to: Michelle Pando, Employers' Training Resource, 1600 E Belle Terrace, Bakersfield, CA 93307. Proposers may use a courier service such as Federal Express, DHL or any overnight courier service agency to ensure timely delivery.

Question:

Please could you confirm that the following is accurate:

- Sent via email
 - Proposal and threshold documents
- Sent via mail
 - Flash drive with proposal and threshold documents
 - 1 hard copy of Financial statement/audit

Answer:

Yes, that is correct. My email address is pandom@kerncounty.com. Please remember that all documents are due by May 15th at 3 p.m. PST.