

CHATHAM AREA TRANSIT AUTHORITY RFP 2019-06, ADDENDUM NO. 2

DATE: May 6, 2019
ORIGINAL RFP NUMBER: 2019-06
PROJECT: ON-CALL TEMPORARY STAFFING SERVICES

This Addendum forms a part of the Request for Proposals RFP 2019-06 dated, April 3, 2019.

Questions posed during initial Q&A Period and CAT's Responses:

Question 1: *How many workers are required?*

Response: The number of temporary staff will fluctuate depending upon the needs of CAT. The selected vendor(s) are expected to have a ready pool of qualified workers available to CAT within 12 hours notice. CAT typically utilizes two (2) temporary workers that provide Tier 1 services and two (2) temporary workers that provide Tier 2 services each week.

Question 2: *Who is the incumbent?*

Response: CAT does not release information related to internal contract matters.

Question 3: *How much was the award?*

Response: CAT does not release information related to internal contract matters.

Question 4: *How many awards will be given?*

Response: A vendor for the Tier 1 position will be selected and a vendor for the Tier 2 position will be selected. CAT reserves the right to fill the Tier 1 and Tier 2 positions with separate vendors or the same vendor.

Question 5: *Can you provide me with a list of positions that you will need temporary staffing for?*

Response: See Response to Question 1.

Question 6: *How many vendors will be awarded for this contract?*

Response: Please see Response to Question 4.

Question 7: *What is the estimated budget?*

Response: CAT does not provide any internal budget information during the RFP process.

Question 8: *What will be annually budget for this RFP?*

Response: CAT does not provide any internal budget information during the RFP process.

Question 9: *In Cost Proposal, do we need to propose the Clerical positions for Tier 2 and provide the hourly rates for the same? Please clarify.*

Response: You must provide the hourly rate for temporary employees that are prepared to fulfil the duties stated in the Scope of Services.

Question 10: *How many vendors government going to select for this RFP?*

Response: See Response to Question 4.

Question 11: *Is it mandatory to have a DBE subcontractor?*

Response: No.

Question 12: *The Vendor must be properly and legally licensed to transact business in the Chatham County Savannah, Georgia, is this mandatory?*

Response: Yes. The vendor must be licensed to conduct business in the State of Georgia. However, there are no specific county or city licensure requirements for this procurement.

Question 13: *How may Temporary Staff are you looking to hire for Tier 1 and Tier 2, during the 5 year contract?*

Response: See Response to Question 1.

Question 14: *Will 1 vendor be awarded the contract or will there be multiple vendors?*

Response: See Response to Question 4.

Question 15: *Is the Vendor required to come on-site for any meetings etc? If so how often?*

Response: The vendor may be required to come on-site from time to time. The frequency of these meetings is not currently known and will depend on the needs of CAT and the relationship between CAT and the selected vendor(s).

Questions 16: *What is typically the duration of these assignments, that the temporary staff is hired for?*

Response: See Response to Question 1.

Question 17: *Will CAT be doing in-person interviews prior to onboarding the person, or does the vendor get to select the person and onboard them?*

Response: CAT will not conduct individual interviews for needed temporary positions. However, CAT reserves the right reject the temporary staffer sent to CAT by the selected vendor(s). It is expected that the selected vendor(s) will have a ready pool of qualified temporary staff available to CAT.

Question 18: *On page 15 of the RFP, Section I.B.2.c., it states “The Vendor must be properly and legally licensed to transact business in the Chatham County Savannah, Georgia.” Does a license to do business in the state of Georgia suffice or will the vendor be required to obtain a County-specific business license?*

Response: A license to conduct business in the state of Georgia is sufficient. There is no county specific business license needed for this procurement.

Questions 19: *Page 15 of the RFP, Section I.B.1., it states “The Vendor must be able to provide staff to Savannah, Georgia office within twelve (12) hours’ notice.”*

- *12 hours be the standard turn-around time for the Vendor to provide on-call temporary staffing or the exception?*

Response: 12 hours will be the standard turn-around time for the selected vendor(s) to have staff present at locations in Savannah, Georgia.

Question 20: *Page 14 of the RFP, Section I.A.3., states “Vendor will check the criminal, work records, and references of temporary employees before their referral to Chatham Area Transit Authority.” Is there a specific background check organization that CAT requires Vendors use or is the Vendor permitted to use the verification entity of their choice?*

Response: The selected vendor(s) are permitted to use the verification entity of their choice. However, the selected vendor(s) must be able to document that the chosen verification entity reviewed the state and federal criminal background history, work history, and references of any temporary employees sent to CAT.

Question 21: *In regards to providing staff within 12 hours’ notice, will a Contracting Officer’s Representative be required to meet the referred temporary candidate prior to their working at a CAT facility?*

Response: It is expected that a representative from the selected vendor(s) will have met, interviewed, and verified the required information of Paragraph I.(A)(3) prior to any temporary employee working at a CAT facility. CAT expects the selected vendor(s) to have a ready pool of qualified temporary workers available to meet the needs of CAT.

Question 22: *Will the vendor be expected to provide any equipment/materials (e.g. computers, telephones, printers, office supplies, cleaning products, uniforms, etc.) or will CAT be responsible for providing such items?*

Response: The selected vendor(s) will not be expected to provide any equipment/materials.

Question 23: *Based off of page 12-13 of the RFP, must the Vendor be certified as a Disadvantaged Business Enterprise (DBE) by the proposal submission deadline or by the contract award date in order to receive the 10 percent criteria during the evaluation process?*

Response: A vendor must be certified as a DBE by the submission deadline in order to receive the appropriate credit in the evaluation process.

Question 24: *Is there an estimated number of temporary employees that CAT expects for this contract?*

Response: See Response to Question 1.

Question 25: *Is there an incumbent for this contract? If so:*

- *What is the name of the incumbent?*
- *What is the contract number?*
- *What were the pricing rates of the existing contract?*
- *How many positions did the incumbent fill?*
- *Are they eligible to submit a proposal offer for this solicitation?*

Response: CAT does not release information related to internal contract matters.

Question 26: *Please provide a description of “Tier 1 – general temporary labor” and “Tier 2 – specialized temporary labor”.*

Response: A description of Tier 1 services is found in Paragraph II of the Scope of Services and a description of Tier 2 Services is found in Paragraph III of the Scope of Services. Both paragraphs can be found on page 17 of the RFP.

Question 27: *Are there pricing form to be used in submitting our proposal? If so please provide.*

Response: CAT does not require specific pricing forms.

Question 28: *Please provide the anticipated number of positions (for Tier 1 and Tier 2), as well as position titles and job description.*

Response: See Response to Question 1.

Question 29: *Please provide the anticipated start date for this contract.*

Response: July 15, 2019.

Question 30: *Are there currently vendors providing this service? If so will the current temporary staff be available for hire under the new contract?*

Response: CAT does not release information related to internal contract matters.

END OF ADDENDUM NO. 2