

CHATHAM AREA TRANSIT AUTHORITY RFP 2025-01, ADDENDUM NO. 1

DATE: October 23, 2024
ORIGINAL RFP NUMBER: 2025-01
PROJECT: RFP ON CALL TEMPORARY SERVICES

This Addendum forms a part of the Request for Proposals 2025-01 dated, September 19, 2024. In response to received questions and updated schedule of events.

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

Question 1: Is it mandatory to utilize the following minority owned financial institutions, in order to be responsive, if unable to utilize the mentioned will affect our scoring?

Response: No, the banks mentioned are DBE certified.

Question 2: Is it mandatory to provide audited financial statements?

Response: It is a requirement; an acceptable option would be the tax returns.

Question 3: Is it mandatory to provide staff to Savannah, Georgia offices within twelve (12) hours' notice? Do you mean resumes within 12 hours?

Response: Yes, resumes of available candidates within the timeframe.

Question 4: Do we have to provide COI along with the submission based on only these requirements "Evidence of current Commercial General/Professional Liability insurance providing insurance for bodily injury, property damage, personal injury and advertising injury, with limits of not less than \$1,000,000"?

Response: Yes, and in addition need to include workers compensation insurance.

Question 5: Can you please share the positions falling under each Tier?

Response: Tier 1, would be considered support staff and labor. Tier 2, is considered for admin and specialized positions.

Question 6: If we are able to bid on Tier 2 only, will it affect our evaluation? If we are able to bid on Tier 2 only, will it affect our evaluation?

Response: No, as we might be issuing more than one award for each tier.

Question 7: Can we provide government and Commercial references?

Response: Yes, both are acceptable, a minimum of one government reference is required.

Question 8: Are we required to provide specific hourly rates or rate ranges for each Tier ?
Additionally, should we select job titles ourselves based on the descriptions provided for each tier.

Response: yes, hourly rate (ranges) per job titles

Question 9: If we are utilizing a subcontractor, should we include the subcontractor's details under the firm's Disadvantaged Business Enterprise (DBE) status in Attachment F?

Response: The subcontractor should be included as DBE only if it has the certification, if the subcontractor doesn't then add another information sheet attachment F.

Question 10: Is it a single award contract?

Response: We expect to issue more than one award based on the tiers.

Question 11: Please confirm the anticipated number of awards.

Response: At least two awards.

Question 12: What is the estimated budget?

Response: As this is an on call service, it will be on as needed basis.

Question 13: Will there be any local preference?

Response: CAT does not have local preference on contracts.

Question 14: Is this a new contract or are there any incumbents?

Response: This would be a new contract.

Question 15: Could you please share the previous spending on this contract if any?

Response: As this is a new contract I cannot specify spending.

Question 16: Will the proposal be awarded to the lowest bidders?

Response: This being a RFP its not always the lowest bidder, there are several evaluation criteria.

Question 17: Is a local office required?

Response: Not necessarily.

Question 18: Are wet ink signatures or electronic signatures allowed?

Response: As we require both wet ink signatures and electronic in the proposals.

Question 19: Is there a tentative budget assigned for the resultant contract? If yes, could that information be disclosed, please?

Response: There is not a tentative budget assigned as this is an on call contract.

Question 20: If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?

Response: If it exceeds the approval authority of the CEO, the request will be presented to the Board of Directors, per procurement policy.

Question 21: Is there any incumbent to this solicitation? If yes, could you please provide the information?

Response: Please see question 14.

Question 22: Could CAT provide a list of different Job categories/Labor Categories for this contract?

Response: Please see open positions in our website. <https://catchacat.org/about-cat/cat-careers>

Question 23: How many firms is the CAT looking to award?

Response: Please see question 11.

Question 24: On page 13 of the RFP, 'Disadvantaged Business Enterprise 10%', could CAT please confirm whether vendors are required to meet the 10% as a mandatory requirement?

Response: Is not mandatory, however on the evaluation is taken into consideration for 10% of the points of the evaluation.

Question 25: Could CAT please confirm if the utilization of minority-owned financial institutions is mandatory?

Response: Please see response to question 1.

Question 26: Does CAT accept remote/offshore/onsite resources to work on this engagement?

Response: Not at the moment.

Question 27: Are references for ongoing contracts allowed?

Response: Yes, these references are allowed.

Question 28: Are commercial references allowed?

Response: Yes commercial references are allowed, however at least one governmental reference is required.

Question 29: Could CAT please confirm what should be included in the price proposal? Also, is there any format for the price proposal? If yes, please elaborate.

Response: The proposal should include tiered prices, based also on positions to be filled.

Question 30: Are firms required to pay Holidays, PTO, Sick Leaves, Health Benefits, etc., to the resources placed?

Response: Holidays will be subject to CAT holiday policy and it applied differently to different positions and also to full time only.

Question 31: Is CAT looking for firms to recruit for the positions or for firms to provide in-house personnel to perform the services?

Response: There will be positions that will be temporary only, if there is a need for temp to hire CAT will notify the vendor.

Question 32: Is CAT looking for staffing services?

Response: Yes

Question 33: Could CAT please confirm if the vendor needs to provide acknowledgment for “GENERAL SPECIFICATIONS APPLICABLE TO TIER 1 AND TIER 2 VENDORS” or If the vendor needs to explain these things?

Response: The jobs for each tier are to be listed.

Question 34: Under “Qualifications of Proposers,” point 2(c) states, “The Vendor must be properly and legally licensed to transact business in the Chatham County Savannah, Georgia.” Could CAT please confirm if this is a mandatory criterion? Also, please confirm whether we can satisfy this requirement through a subcontractor.

Response: Posses a business license to work in Chatham County, it can be satisfied with a subcontractor.

Question 35: Under “Qualifications of Proposers,” point 2(c) states, “The Vendor must be properly and legally licensed to transact business in the Chatham County

Savannah, Georgia.” Could CAT please confirm if the firm is not licensed to transact business in Chatham County Savannah, Georgia, Will this lead to disqualification for us?

Response: The vendor or subcontractor should be licensed to transact business in Chatham County.

Question 36: Under “Attachment A- Scope of Services,” point B (3) states, “The Vendor shall identify in the Technical Proposal whether the following courses and training programs listed below are routinely taught or provided to its employees selected for assignments as temporary help for Chatham Area Transit Authority.” Could CAT please confirm if the vendor needs to provide a statement for these courses and training or if we need to provide an explanation for these courses and training?

Response: Vendor needs to provide statement of courses and certification of completion.

Question 37: Could CAT please confirm if the vendor has to submit a separate technical proposal along with the responses for the list of materials mentioned in “Attachment E – Offeror’s Checklist” to be responsive? If yes, please provide the submittals/format for the technical proposal.

Response: The vendor can submit the technical proposal as part of the original proposal.

Question 38: Is there a specific format for the proposal response (font size, font type, spacing, etc.)?

Response: Preferred font (Times New Roman 12).

Question 39: If a separate technical proposal is required, should the vendor provide a response based on the points mentioned under the “Evaluation Criteria” and “Additional Response Requirements” on page 13?

Response: A separate technical proposal is not required.

Question 40: Are the vendors allowed to subcontract at the Task Order Level?

Response: As long as the vendors are included in the initial proposal.

Question 41: Could the CAT kindly provide information regarding the anticipated form in which work orders will be released, specifying whether it will be through email, portal, or any other designated method?

Response: The Task or Work orders will be requested via email from procurement.

Question 42: Could the CAT please confirm if the firm has a license to do business in Georgia and is eligible to participate in this opportunity?

Response: As long as the firm has license to do business in Chatham County.

Question 43: If vendors are unable to meet the established goal, can they present a Good Faith Effort? If so, how should vendors present it?

Response: Good faith efforts if it refers to DBE it could be presented, however it would not be considered for DBE points if the firm does not have the DBE certification.

Question 44: Could CAT please confirm whether submitting an audited version of the financial statements is a mandatory criterion, or if it is acceptable to provide unaudited financial statements for the past three years?

Response: Audited financial statements can be replaced by tax returns.

Question 45: Is this a newly initiated project, or is it a continuation of an existing one?

Response: This is a new contract/project.

Question 46: If it is ongoing, kindly provide the names of the current service providers/incumbent vendors.

Response: Please see response to question 45

Question 47: Could you provide details on the previous expenditure associated with this contract?

Response: This is considered a new contract.

Question 48: Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

Response: We do not have a current contract vendor.

Question 49: Are there any specific challenges or issues currently being faced with the existing vendors?

Response: We do not have a current contract vendor.

Question 50: Can you clarify the expected number of awards for this solicitation?

Response: Please see response to question 11

Question 51: Is there any preference or priority given to local vendors for this contract?

Response: Please see response to question 13.

Question 52: What are the estimated funds that are estimated to be allocated for this contract?

Response: This contracts will be on a need basis.

Question 53: What is the tentative start date of this engagement?

Response: Expect to start at least 30 days after awarding the contracts.

Question 54: What is the work location of the proposed candidates?

Response: Could be on one of our two locations in Savannah GA.

Question 55: Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Response: This is a new contract.

Question 56: Are there any pain points or issues with the current vendor(s)?

Response: Not applicable.

Question 57: Could you please share the previous spending on this contract, if any?

Response: Not applicable.

Question 58: Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Response: Please ensure that the subcontracting is included in the proposal.

Question 59: How many positions were used in the previous contract (approximate)?

Response: Around seven long term.

Question 60: How many positions will be required per year or throughout the contract term?

Response: At this moment it will be covering open positions as needed.

Question 61: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

Response: This depends on the position to be filled.

Question 62: Can we provide hourly rate ranges in the price proposal?

Response: Yes, hourly rate ranges based on experience.

Question 63: Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Response: Currently is entirely onsite work.

Question 64: Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Response: No at the time of proposal submission. Resumes will be provided based on the work order.

Question 65: Could you please provide the list of holidays?

Response: New years day, Martin Luther King Jr's birthday, Memorial Day, Juneteenth National Independence, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Post Thanksgiving Day, Christmas Eve, Christmas Day and New Years Eve.

Question 66: Are there any mandated Paid Time Off, Vacation, etc.?

Response: Each employer will provide their staff Paid time off or Vacations as their policy Indicates.

Question 67: How many vendors will be awarded?

Response: Please see question 11 response.

Question 68: What is the budget of this RFP?

Response: There is not a specified budget for the RFP as is an On Call basis RFP.

Question 69: Do we need business registration in GA to bid on this RFP?

Response: Yes, and to operate in Chatham County.

Question 70: Are financial audited reports a part of Evaluation Criteria?

Response: Yes, they can be substituted by tax returns. Not submitting that information disqualify the proposal.

Question 71: Could you inform us of the past or current incumbents involved in similar positions?

Response: Currently we do not have a contract.

Question 72: As an MBE-certified firm, are we eligible to participate in this RFP?

Response: Yes, DBE, MBE, WMBE and other minorities are encouraged to participate.

Question 73: What is the anticipated spend in staffing within our lines of business which include accounting & finance, administrative & customer service, IT / technology, Marketing & Legal?

Response: We do not have a specified budget for these lines of business as it is divided in different departments.

Question 74: Do you have a rough estimate?

Response: Not currently this being an On Call Contract.

Question 75: Does the bill rate need to remain exactly the same within each of the lines of business that we support?

Response: No but include a range based on the experience of the candidate.

Question 76: Is this a new thing for CAT?

Response: No, however CAT understands the need to fill open vacancies.

2025-01 Updated Schedule of Events

<u>EVENT</u>	<u>DATE</u>
RFP Issued and advertised	September 19, 2024
Vendor Inquiry Deadline	October 11, 2024
RFP Submission Deadline	November 22, 2024, 2:00 p.m. EST
Evaluation Committee's Recommendation To Board of Directors	January 28, 2025
Notification of Award to Proposer	January 28, 2025

END OF ADDENDUM NO. 1