



NORTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY

Note: If faxed, return addendum to NCTRCA at (817) 640-6315

ADDENDUM # 2

DATE: July 30, 2008

TO: All Respondents

PROPOSAL NO.: CA-08-01

SUBJECT: PERSONNEL MANAGEMENT SERVICES

OPENING DATE: August 18, 2008 at 11:00 AM

Addendum #2 is being issued to: Answer questions received from prospective respondents during the pre-proposal meeting held Monday, July 21, 2008 at 11:00 am

Question 1:

How many employees?

Response 1:

Five to six staff to support Agency Director

Question 2:

Is taxes part of the mark-up?

Response 2:

Taxes, benefits, etc. are not part of the markup and a proposer can present as robust a proposal as it deems necessary. The board will review them accordingly.

Question 3:

How often are site visits, and is there a company car available?

Response 3:

Site visits vary and will depend on the amount of Disadvantaged Business Enterprise (DBE) certification applications. Staff conducting site visits use personal vehicles, and it is the responsibility of the selected personal management firm to provide coverage as it deems necessary.

Question 4:

Are there expense reports for mileage?

Response 4:

Yes, the rate for mileage is calculated by the federal rate which is .585/mile. This is a direct cost reimbursable without mark-up.

Question 5:

Is the Agency seeking to award to a single firm?

Response 5:

Yes.

Question 6:

Is there a size limitation in regards to the personnel management firm?

Response 6:

No, however, there is a level of experience requirement.

Question 7:

Will the Agency submit quarterly filing for payroll taxes etc. pertaining to the Agency Director?

Response 7:

No, the selected firm is responsible for payroll and administrative services for the Director. However, the Director is an employee of the Board. Mark-up is on benefits only and not salary.

Question 8:

How does Agency get around co-employment?

Response 8:

After consulting with legal representatives, they were unable to locate a legal statute to support co-employment. If you wish to provide this information, it will be given consideration.

Question 9:

Are vacations and holidays paid days?

Response 9:

Yes, it is the selected firm's responsibility to track. The Agency will inform of paid holidays which are as follows: New Year's Day, Dr. Martin Luther King Holiday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, A Personal Holiday. Proposers can define vacation in proposal. The Agency will be billed for vacation days at regular salary pay; however the RFP specifically states no overtime, if overtime is granted, without approval from the Board, it will be the financial responsibility of the personnel management firm.

Question 10:

For instance, if the budget for staffing is \$400,000, is 25% of this number required for bonding?

Response 10:

The 25% was part of a response identified in a City of Dallas RFB to a proposer's question identified in Addendum 1. The RFP specifically states that a \$100,000 payment bond and a \$100,000 performance bond will be required of the selected. The budget will be discussed with the selected firm. It needs to be clear that the RFP is not asking for a price proposal; but is requesting the mark-up rate and is identified in the RFP as the **% of the gross wages of employees**.

Question 11:

How many certifications does the Agency handle per week?

Response 11:

The Agency typically process 150 or more re-certifications per month and 100 to 150 new certifications.

Question 12:

Are site visits required for recertification?

Response 12:

No, unless the recertification is processing a DBE firm in which major issues/concerns have been identified.

Question 13:

Are all staffed required to be at this location?

Response 13:

Yes, all staff must be located at NCTRCA (624 Six Flags Drive, Suite 100 ♦ Arlington, TX)

Question 14:

What was the Agency's annual expenditure for staffing service over the last two years?

Response 14:

Expense ranged from \$200,000 to \$400,000.

Question 15:

What does the Agency consider fully staffed?

Response 15:

Director plus 5 to 6 staff members.

Question 16:

Are the current employees aware of the on-going process for personnel management?

Response 16:

Yes.

Question 17:

How many staff members are there presently?

Response 17:

At present, there are three staff members not including the Agency Director.

Question 18:

What is the turnover rate for Agency Personnel?

Response 18:

At this time, a response to this question can not be provided.

Question 19:

Are site visits for DBE certifications a new requirement?

Response 19:

No.

Question 20:

Under specification number five, obligations of service provider, in particular the bullet that refers to on-going training, how was this maintained and regulated in the past?

Response 20:

With the assistance from the Agency Director, the selected firm will be responsible for ensuring all staff is trained which includes customer service, DBE/MBE/WBE specific, especially pertaining to 49 CFR updates. Also Board members have relationships with people who have experience in this industry and could be utilized to provide training services. Any upfront costs will be negotiated with the Board.

Question 21:

Can a copy of the MBE/WBE certification manual be requested?

Response 21:

Yes.

Question 22:

Is the RFP due August 18th, 2008 or August 15th, 2008?

Response 22:

The RFP is due on August 15th by 2:00 pm and proposals will be opened by the Board on August 18th, 2008 at 11:00 am. All proposals must be submitted sealed to the attention of John Kelly with the RFP name and number identified on the envelope.

Question 23:

Is there a limitation on the size of the proposal?

Response 23:

No, please submit as detailed a proposal as possible to include all information identified in the RFP and submit one original plus 10 copies.

Question 24:

Does the Agency anticipate future growth with regards to employment?

Response 24:

Yes.

Question 25:

In Addendum #1 markups for the incumbent are mentioned as 1.5% and 1.36%. You mean 50% and 36% or a multiplier of 1.5 and 1.36, correct?

Response 25:

Multiplier of 1.5 and 1.36

Question 26:

What has the turnover been with these positions?

Response 26:

As stated, the staff turnover has been at a minimum. The Agency has experienced a turnover of 1 to 2 positions for a limited period of time. The staff stays until they find another position with a participating member entity that offers better benefits.

Question 27:

Can you provide a checklist of what needs to be included in the proposal?

Response 27:

The checklist is the RFP, if you are an interested proposer, please respond accordingly.

Question 28:

In what format do you want the proposal?

Response 28:

One original and ten copies in typed format are required.

Question 29:

Who is the incumbent?

Response 29:

All-Temps 1.

Question 30:

Why isn't the incumbent being renewed?

Response 30:

The Agency wishes to explore all available options.

Question 31:

When did the incumbent get into the interim period when their markup went from 1.5% to 1.36% (according to Addendum #1)?

Response 31:

Although the contract allotted 1.5%, the incumbent has chosen to charge 1.36%.

NCTRCA RFP Pre-Proposal Meeting**Monday, July 21, 2008 at 11:00 am**

	Name	Company	Contact #	E-mail
1	Ann Morales	EuroStaff	(972) 255-3300	amorales@eurosoft-inc.com
2	Ron Hay	All Temps 1	(214) 426-2700	Rhay@alltemps1.com
3	Sou Lam	Ad-A-Staff, Inc.	(817) 469-6234	sou@adastaff.com
4	Randall Bryant	Kathy L. Nealy & Associates	374-2878	Kathy_Nealy@msn.com
5	Torrey Woodhouse	July Bourne	(469) 365-9292	torrey@julybourne.com
6	Angela Lee	July Bourne	(972) 800-5134	
7	Charles Fernandez	CCI-Staffing	(817) 268-5815	Cfernandez@cci-staffing.com
8	Leighton Waters	Contract Consultants	(817) 268-5600	
9	Trudy Laird	Gonzales Labor Systems	(817) 261-5005	tlaird@glstemp.com
10	Annie Partee	Dallas ISD	(972) 925-4143	AHolmes@dallasisd.org
11	Leffie Crawford	Dallas County	(214) 653-6018	LTCrawford@dallascounty.org
12	V. Gail Scott	City of Fort Worth	(817) 392-6104	gail.scott@fortworthgov.org
13	John Lopez	DCCCD	(972) 860-7917	jlopez@dcccd.edu
14	Avis F. Chaisson	City of Fort Worth	(817) 392-6104	avis.chaisson@fortworthgov.org
15	Monique Pegues	The 'T'	(817) 215-8730	mpegues@the-T.com

The NCTRCA Board Member Representatives are identified by numbers 10, 11, 12, 13 and 15.

Monique Pegues
E-mail: mpegues@the-T.com
NCTRCA Chair
Phone: (817) 640-0606
Facsimile: (817) 640-6315

IN THE SUBMISSION OF YOUR PROPOSAL, **PROPOSER SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM.** PROPOSER MAY ACKNOWLEDGE RECEIPT IN THEIR PROPOSAL OR BY RETURNING A SIGNED COPY OF THIS ADDENDUM NO. 2.

Proposer Signature

Printed Name

Date

Company Name

Company Address

Company Phone No.

Company Fax No.