



NORTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY

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

ADDENDUM # 4

DATE: September 8, 2008

TO: All Respondents

PROPOSAL NO.: CA-08-01

SUBJECT: PERSONNEL MANAGEMENT SERVICES

Addendum #4 is being issued to:

- 1. Clarify that as identified in Addendum #2, question #31, the multiplier should not have included a percent sign; an example of a 1.5 multiplier is as follows:
\$10.00 x 1.5 = \$15.00**
- 2. Inform prospective respondents of modifications made to the text of the original RFP. In particular, to state the Director will not be an employee of the NCTRCA but of the selected personnel management firm.**

Original: (Section 1.0 Background, page 3)

If you are interested in being considered for this proposed contract, please submit one (1) original and ten (10) copies of your sealed proposals which will be received at the office of the NCTRCA located at 624 Six Flags Drive, Suite 100, Arlington, TX 76011 until 2:00 p.m. on Friday, August 15, 2008. On the outside of the envelope, proposers should note the RFP name and number as indicated above and specify to the attention of John Kelly. Proposals will be opened at a public opening at the NCTRCA Office, 624 Six Flags Drive, Suite 100, Arlington, TX 76011, on Monday, August 18, 2008 at 11:00 a.m.

Modified:

If you are interested in being considered for this proposed contract, please submit one (1) original and ten (10) copies of your sealed proposals which will be received at the office of the NCTRCA located at 624 Six Flags Drive, Suite 100, Arlington, TX 76011 until 2:00 p.m. on Friday, September 12, 2008. On the outside of the envelope, proposers should note the RFP name and number as indicated above and specify to the attention of John Kelly. Proposals will be opened at a public opening at the NCTRCA Office, 624 Six Flags Drive, Suite 100, Arlington, TX 76011, on Monday, September 15, 2008 at 11:00 a.m.

Original: (Section 1.0 Background, page 3)

Due to limited staff size and functions, the Board decided to outsource various employment of agency personnel, and related functions, to a company providing personnel management services.

Modified:

Due to limited staff size and functions, the Board decided to outsource all employment of agency personnel, and related functions, to a company providing personnel management services.

Original: (Section 1.0 Background, page 3)

The day-to-day operations of the NCTRCA are the responsibility of the Director, who is guided by the Board. Other employees look to the Director for direction on daily activities, but are to remain employees of the service provider.

Modified:

The day-to-day operations of the NCTRCA are the responsibility of the Director, who is guided by the Board to execute the Agency's mission which is to provide assistance through education and counseling throughout the certification process in order to build a certified vendor pool for the member entities.

Original: (Section 4.0 Job Descriptions, page 4)

4.0 JOB DESCRIPTIONS

Prospective employees that would possibly be assigned by the service provider include Senior Certification Specialists, Certification Specialists, Assistant Certification Specialists, and Administrative Assistant. The Director is to remain an employee of the Board; therefore there would be no additional cost for this position. However functions related to the administration of this position such as payroll, insurance, etc. would be provided by the service provider at the agreed upon negotiated contract cost. Job Descriptions for these positions are included as ATTACHMENT A.

Modified:

Prospective employees that would be possibly assigned by the service provider include Agency Director, Senior Certification Specialists, Certification Specialists, Assistant Certification Specialists, and Administrative Assistant. Job Descriptions for these positions are included as **ATTACHMENT A.**

Original: (Section 5.0 Obligation of Service Provider, page 4-5)

- At the request of NCTRCA or Board, the service provider will remove any of its employees assigned to the agency. The NCTRCA will not be capricious in its exercise of this right, but will not be required to provide any reason for said requests. The service provider has the sole discretion to employ and terminate its employees.

Modified:

- At the request of NCTRCA or Board, the service provider will remove any of its employees assigned to the agency. The NCTRCA will not be capricious in its exercise of this right, but will not be required to provide any reason for said requests. The service provider has the sole discretion to employ and terminate its employees unless a removal has been requested.
 - Ensure that nepotism does not occur at the Agency.
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Original: (Section 14.0, page 8)

14.0 EXISTING EMPLOYEES

- The hiring/firing of the Director is the sole responsibility of the Board as the Director is an employee of the Board. However, the Board may consult and request periodic feedback as it relates to the function, performance, and assessment of the Director.
- The Director will recommend which, if any or all, of the employees currently assigned to the NCTRCA, they retain. The service provider shall accept a recommendation from the Director unless a compelling and substantiated reason to reject is warranted.
- The service provider will take necessary steps to hire existing, recommended employees unless there is significant reason for their non-employment.

Modified:

- The Board may consult and request periodic feedback as it relates to the function, performance, and assessment of the Director.
 - The service provider will take necessary steps to hire existing, employees unless there is compelling and substantiated reason for their non-employment.
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Original: (Attachment A – Job Descriptions, page 13)

N/A

Modified:

Agency Director
Job Description

Functional Statement

The Agency Director is responsible to the Board of Directors of the North Central Texas Regional Certification Agency (NCTRCA) for administration of the Agency in accordance with the goals, policies and procedures established by the Board.

Duties and Responsibilities

- Responsible for developing and implementing with Board approval, the certification of firms as minority and woman owned business enterprises in accordance with the Agency's Policy and Procedures Manuel and disadvantaged business enterprises in accordance with CFR 49 part 23.
- Responsible for preparing and spending, with Board approval, NCTRCA'S annual operating budget including researching and recommending major purchases: equipment, leasing, etc.
- Responsible for setting up and administering personnel procedures, with Board approval, to be incorporated by the employee leasing firm in its employee handbook for NCTRCA staff. Includes hiring and firing authority, setting staff salaries (except its own, which is set by the Board) and doing periodic performance evaluations.
- Responsible for establishing and implementing office procedures designed to maximize the efficiency of NCTRCA staff time in the certification process.
- Responsible for representing the Agency In the community, before government organizations, vendors, the media and other interested parties with Board approval.
- Responsible for preparing periodic reports for the Board on work activity of the staff, NCTRCA finances and any other issues that might be of interest to the member entitles.

- Responsible or approving each certification Issued by NCTRCA as well as each denial action. Serving in the Informal appeal process denied vendors to ensure due process.
- Responsible for supervising Agency staff and running day to day operation.
- Perform other duties assigned by the Board.

The Agency Director is expected to handle all requests by any Board as expeditious as practical. If the Agency Director will be unable to do so, agree upon a completion date prior to beginning the work, and then meet the deadline. Any established deadline, on any subject, will be met.

If the Agency Director has any contact with an elected official, or an upper-echelon management person of one of the entities, and the Agency is discussed, the Agency Director should notify the Board Member of that entity immediately. If the contact is made after normal working hours, the Board Member shall be notified early the next workday.

The Agency Director shall be furnished, by legal staff, with a copy of what documents are available under the Open Records law. If a request comes in, and it falls within the clear parameters of the Open Records Law, copies will be sent to the requesting party as soon as possible.

The Agency Director shall develop "output" measures for the entire agency with relation to certification goals. Each Monthly Report will contain a comparison of the "actual" figures measured against the goal. The goals will be set for each calendar year and be submitted for approval wit annual Budget.

This document may be added to, by addenda, on an annual basis.

THE AGENCY DIRECTOR'S ABILITY TO PERFORM WITHIN THESE
PARAMETERS SHALL BE PARAMOUNT WHEN EVALUATING THE AGENCY
DIRECTOR'S OVERALL PERFORMANCE.

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. 4.

Proposer Signature

Printed Name

Date

Company Name

Company Address

Company Phone No.

Company Fax No.