



NORTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY

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

ADDENDUM # 1

DATE: July 22, 2008

TO: All Respondents

PROPOSAL NO.: CA-08-01

SUBJECT: PERSONNEL MANAGEMENT SERVICES

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

Addendum #1 is being issued to: Answer questions received from prospective respondents as follows:

Statement from Will Cephus of All-Temps dated 7/16/08:

Gail as we discussed the Director Position as listed on page 8 paragraph 14.0 states the Director would be an employee of the board and therefore hired and fired by the Board. The board under that description would be responsible for the salary, benefits, payroll taxes and all cost associated with the employee.

The co-employment statute which makes it illegal for one entity to pay an employee hired and managed by another entity due to conflict of interest, employee civil rights and etc. The reporting of payroll taxes and income to the IRS, Social Security Administration and state of Texas would be the board's responsibility. You can keep that in the RFP as written which would mean the board would have to insure they have setup a payroll system for that employee. This would include tracking and approving the timesheet, acquiring a medical and life insurance plan for the benefits needed for the position. None of those areas would be covered by the contractor. If that is what the board wishes we will respond to the RFP as written.

Currently, the Director is an employee of the contract agent in this case All Temps 1 Personnel just as the staff is as well. Let me know the board's position as we prepare our response to the RFP.

Response to Will Cephus of All-Temps dated 7/18/08:

Will, would you like to pose your below statements in the form of a question so that it can be addressed at the pre-proposal and/or addendum?

Question from Trudy Laird of Gonzales Labor Systems 7/11/08:

What is the staffing usage on a monthly basis? (dollar amount)

Answer to Trudy Laird of Gonzales Labor Systems dated 7/18/08:

The monthly staffing usage varies; during the last 6-months the range has been \$17K to \$25K inclusive of benefits.

Question from Trudy Laird of Gonzales Labor Systems 7/11/08:

Are more positions temp-to-full time rather than temporary?

Answer to Trudy Laird of Gonzales Labor Systems dated 7/18/08:

Yes.

Question from Trudy Laird of Gonzales Labor Systems 7/11/08:

What is the current mark up percentage/bill rate you are being charged?

Answer to Trudy Laird of Gonzales Labor Systems dated 7/18/08:

The rate of the incumbent is 1.5%; negotiations with the incumbent during the interim basis, the rate is 1.36%

Question from Trudy Laird of Gonzales Labor Systems 7/11/08:

What is the current wage scale?

Answer to Trudy Laird of Gonzales Labor Systems dated 7/18/08:

The current wage scale of each assigned contracted service employee is different based on job description.

Statement by Trudy Laird of Gonzales Labor Systems 7/11/08:

It's is our understanding all questions asked/answered will be distributed among bidders. We thank you in advance for the information.

Response to Trudy Laird of Gonzales Labor Systems 7/18/08:

The understanding is correct.

Question from Sou Lam of Ad-A-Staff dated 7/7/08:

Thanks for getting the RFP to me, as I greatly appreciate it! How about, would I go inquiring about bid tabulation for this RFP?

Answer to Sou Lam of Ad-A-Staff dated 7/13/08:

Hello Mr. Lam,

Since this is not a bid, but a Request for Proposal, the NCTRCA Board will review all proposals and conduct a ranking. All of the top ranked proposers (number not identified at this time) may or may not be interviewed. The Board will select and proceed with its negotiation. Thank you.

Question from Torrey Woodhouse of July Bourne dated 7/10/08:

What about the concern of having benefits for the candidates? This wasn't required by other bids in which we've participated.

Answer to Torrey Woodhouse of July Bourne dated 7/10/08:

I am Gail Scott, an NCTRCA Board Member and will be responding to your questions as follows:

Hello Mr. Woodhouse,

As stated in the RFP, the selected firm will have to provide benefits such as medical, dental and vision to its employees assigned to work at the NCTRCA. The shared cost of these benefits for assigned employees will be negotiated with the selected provider. It is stated that there may be an associated cost to the service provider's employees based on the contract agreement.

Again, this is a standard for the NCTRCA and I am unable to speak for the requirements of other bids.

If you should have additional questions, please contact Ms. Monique Pegues at mpegues@the-T.com or Mr. Anthony Coleman at acoleman@cityofirving.org. Thank you.

Question from Torrey Woodhouse of July Bourne dated 7/8/08:

Section 8 of the RFP mentions the service provider being required to provide benefits. With that said, is the \$100,000 bond (section 16), the \$1,000,000 errors and omissions, the \$1,000,000 umbrella coverage, and benefits going to be required for just 6 positions?

Answer to Torrey Woodhouse of July Bourne dated 7/9/08:

Good Afternoon Mr. Woodhouse,

I am Gail Scott, an NCTRCA Board Member and will be responding to your questions as Follows: The bond, errors and omissions and umbrella coverage requirements identified in the RFP are the Agency's standard no matter the number of positions.

Question from Torrey Woodhouse of July Bourne dated 7/8/08:

Section 12 mentions being in the personnel management field for 5+ years and 3+ years experience as a lead experience.

Answer to Torrey Woodhouse of July Bourne dated 7/9/08:

The first two points identified in Section 12 reads as follows:

- Proposers submitting proposals must have been in the business of personnel management for at least five years prior to date of submission.
- The principal(s) in the company must have at least three years lead experience in the field of personnel management.

All proposers need to respond to the RFP as written. If a proposer wants to provide qualifying statements to the RFP, it may do so and the committee will consider all responses.

Also, even though the City of Dallas and DISD had very similar **insurance requirements** in their Request for Bids (RFBs), the City of Dallas requested that each bidder was required to post a Performance & Payment Bond in the aggregate amount of **25** % of the annual value of the contract, and the cost of such bond must be absorbed by the bidder. The NCTRCA is making the same request.

If you should have additional questions, please contact Ms. Monique Pegues at mpegues@the-T.com or Mr. Anthony Coleman at acoleman@cityofirving.org. Thank you.

All other aspects of the Request for Proposal remain as is.

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. 1.

Proposer Signature

Printed Name

Date

Company Name

Company Address

Company Phone No.

Company Fax No.