

November 13, 2020

**To:** Prospective Proposers  
**From:** Contracts Administrator  
**Subject:** Question and Answer for RFP S20156

**The following page(s) contain responses to questions submitted by prospective Proposers. Do not submit the attached “Q&A” document in your proposal.**

### QUESTIONS & ANSWERS

The following questions have been submitted by prospective proposers. VTA has provided responses to the following questions to assist proposers in the preparation of their proposal. Some questions may have resulted in material changes to the instructions or technical aspects of the RFP. If so, those changes will be documented herein.

1. What is the anticipated annual and total spend for this contract?

*Answer: The anticipated annual spend for this contract is \$100,000, and the total spend for this contract is \$500,000.*

2. Are respondents required to bid on all positions in order to be deemed responsive?

*Answer: No, responded/proposer was requested to provide estimated markup percentage (%) for Year 1 to Year 5. See Form 4: Cost Proposal Form*

3. Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to the VTA?

*Answer: Yes, VTA conducts its own background checks and drug screens at its own cost.*

4. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the VTA?

*Answer: No*

5. With respect to Affordable Care Act (ACA) costs, would the VTA prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed markup percentages?

*Answer: No, just provide a bill rate to VTA.*

6. As an incumbent, and if we have candidates that are still on assignment when the new contract begins (if awarded the contract), will we need to adjust our pricing on the existing temporary associates to meet the new contract terms?

*Answer: No, the pricing cannot change during the life of a contract.*

7. What is the anticipated contract value?

*Answer: The anticipated contract value for the entire five-year term is \$500,000.*

8. Are vendors expected to propose pricing on all job categories?

*Answer: Please see answer for question #2.*

9. Is this a three (3) year contract, with two (2) 1-year options or a five (5) year contract?

*Answer: Please see Page #7, Section I of the RFP.*

10. Does VTA plan on engaging the same number of suppliers with this RFP?

*Answer: Please see Page #7, Section I of the RFP.*

11. How many new contract awards will be made?

*Answer: Please see Page #7, Section I of the RFP.*

12. What will be the acceptable mark-up rates?

*Answer: Generally speaking, not to exceed 60% has been the norm.*

13. What is the average monthly headcount for temporary employees?

*Answer: When counting temporary employees across the four current agencies VTA currently utilizes, the average monthly headcount is 11.*

14. What is the contract budget for each approved staffing agencies?

*Answer: Current Contract Value are as follows:*

- *Josephines Professional Staffing Inc. - \$575,000*
- *Abacus Service Corporation - \$500,000*
- *AppleOne Employment Services - \$500,000*
- *Robert Half International Inc. - \$500,000*

15. What we have is a reviewed financial statement including a statement of financial position, income and balance sheets as supporting documentation. The reviewer based upon procedures were performed to determine the accounting system, internal controls and procedures to fully comply with accounting and financing requirements established in AASHTO and Caltrans, Is this acceptable in lieu of the audit?

*Answer: Yes*

16. Do you require a detailed direct labor, materials, fringe benefits and the general overhead computations to be submitted in this proposal?

*Answer: Yes*

17. Who is the current incumbent on this contract?

*Answer: Currently there are four (4) contractors: Josephines Professional Staffing Inc., Abacus Service Corporation, Appleone Employment Services, and Robert Half International Inc.*

18. What is the budget allocated to this contract?

*Answer: The budget allocated to this contract for the five-year term is \$500,000.*

19. How many temps are currently working on the existing contract and will they all be transitioned to the new vendors?

*Answer: Old contracts are honored. Incumbents are not affected. The RFP list will be used for new contracts.*

20. Abacus was awarded in 2015 for 5 years term to provide Temporary Personnel Services. And the original proposal we won through them around 2014 was titled the same, Temporary Personnel Services. As per the Pre-Proposal meeting yesterday, we would like to know that are we incumbent on this contract. Please clarify.

*Answer: Yes, Abacus is one on the incumbent providing Temporary Personnel Services for VTA.*

21. It was clarified during the pre-proposal meeting that this contract does not have any MWBE or DBE goals. However, will there be a preference given to the vendors who subcontract with MWBE/DBE firms?

*Answer: Yes*

22. Can we use subcontractors directly during the task order process?

*Answer: Yes*

23. What has been the average annual spend on this contract?

*Answer: The average annual spend on this contract varies greatly considering each agency provides us a different number of qualified candidates whom are selected, but the average annual spend should be expected to be \$100,000.*

24. What are the primary roles that VTA generally seek?

*Answer: Buyers, Accountant Assistants, Administrative Assistants, Executive Assistants, Janitors.*

25. Is this proposal a re-compete of an ongoing contract? If yes, then please share the details of the incumbents.

*Answer: No, this RFP is to establish a new master contract providing Temporary Personnel Services.*

26. How many temporary resources are currently engaged in the current contract? Please also provide the bifurcation of the resources supplied by each incumbent.

*Answer: Across the four current contracts VTA currently has, there are nine temporary employees either currently working or getting ready to start an assignment with VTA. We have an Accountant Assistant, Assistant Real Estate Agent, two Executive Secretaries, two Janitors, and an Office Specialist II working as temporary employees with VTA. We also have contracts being finalized as of 11/10/2020 for an Associate Real Estate Agent and a third temporary Janitor to work for VTA as temporary employees.*

27. When was the existing contract got started, and what is the annual monetary spent value of the current contract since inception?

*Answer:*

<i>Contractor Name</i>	<i>Execution Date</i>	<i>Contract Value</i>	<i>Current Spend Usage</i>
<i>Josephine's Professional Staffing, Inc.</i>	<i>1/8/2019</i>	<i>\$575,000</i>	<i>\$529,530</i>
<i>Abacus Service Corporation</i>	<i>1/23/2019</i>	<i>\$500,000</i>	<i>\$260,266</i>
<i>AppleOne Employment Services</i>	<i>8/19/2019</i>	<i>\$500,000</i>	<i>\$305,921</i>
<i>Robert Half International Inc</i>	<i>8/7/2019</i>	<i>\$500,000</i>	<i>\$324,661</i>

28. Is there any defined Not-To-Exceed (NTE) budget of this bid for the base term?

*Answer: Yes*

29. How many vendors does the authority intend to award?

*Answer: Please see RFP page #7, Section I.*

30. *The Proposer shall demonstrate three to five years of successful experience in placing temporary personnel.* My question is, our team has over 50+ years of experience in the staffing industry, however our business name is new, as we have transitioned to a new franchise model. Can we still qualify as meeting the minimum qualifications as specified in this section? Our Franchise has been in business since October 2019. Our parent company has been in business since 1997.

*Answer: Just establish the link between your new company and the previous one and you can use the experience from your previous business structure.*

31. The subject RFP, Page 8, Section II, Item A2 requires audited financials. Audited financials are not required by any government or public sector agencies in the provision of temporary staffing services. Furthermore, audited financials are extremely expensive and cost prohibitive for small, minority owned businesses and creates an impediment to submitting a

proposal to VTA for temporary staffing services. Please remove and/or waive the audited financial statement requirement from the RFP. Standard financials are fine; however, audited financial restrain competition and obstruct MBE participation in this procurement.

*Answer: Non-audited financial statements prepared by a CPA and final tax statements prepared by a CPA are acceptable.*

32. Please confirm that prime contractors must comply with VTA 's SBE, MBE, and DBE subcontracting goals. Please confirm that failure to comply with VTA mandatory goals are subject to contract denial or cancellation.

*Answer: Yes*

33. Please amend the RFP to allow small businesses to bill VTA weekly rather than monthly. Covid has devastated numerous small business, particularly, small Black-owned businesses. VTA will help SBEs tremendously through promptly paying MSBEs for services.

*Answer: Please see question #49 answer.*

34. How much did VTA spend on temporary staffing during the period January 1, 2019 and March 15, 2020?

*Answer: From January 1, 2019 through March 15, 2020, VTA spent \$778,691.93 on temporary staffing.*

35. **This question constitutes a California Public Request Requests:** Provide the name of the current vendors providing temporary staffing to VTA? When was each vendor awarded contracts? How much revenue has each current vendor received during their current contracts term? What's the current mark-up for staffing services from each vendor having VTA contracts? How many VTA current temporary help vendors are Black-owned, small businesses? Please provide a copy of the proposal submitted to VTA that resulted in the issuance of contracts to current vendors.

*Answer: Please see answer to question #28 above.*

36. Page 20 - Form 4. Cost Proposal Form, do we only need to fill in the %, not the actual rates?

*Answer: Yes*

37. Page 8 - II. Proposer's Minimum Qualifications - Are we required to submit any of those financial statements along with the proposal or will we need to submit if we are awarded the contract?

*Answer: The Financial Statements need to be provided with the proposal.*

38. Are the services in this RFP continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?

*Answer: Yes, VTA will go through the same process of conducting a new RFP for a new Master Agreement before or when contracts reaches term expiration date.*

39. How many temporary employees have been converted to permanent hires of VTA in the last 3 years?

*Answer: Approximately 5.*

40. Is there a limit as to how many days a temporary employee may work on an assignment?

*Answer: Generally, the temporary assignments end within 360 days but there is no upper limit.*

41. When does VTA anticipate having answers to the proposer's requests for clarification available? If there are not 15 business days between the receipt of the answers and the due date of the bid, will VTA agree to extend the due date so there are 15 business days?

**Answer:** Yes, an Addendum will be issued to notify prospective proposers for any changes to the RFP.

*Answer: Yes, an addendum will be issued to inform prospective proposers of such changes.*

42. **Page 3 - ABOUT RFP S20156:** "VTA seeks Proposals from qualified firms to provide Temporary Personnel Services ("Services"). Individual work assignments will be presented to one or more of the qualified firms. Staffing services will be requested on an "as-needed" basis."

- What is the anticipated budget/spend for 2021 for temporary staffing? What was the actual spend in 2018 and 2019?

**Answer:**

*Answer: Although the actual expenditures in 2018 and 2019 were over \$100,000, VTA is now limited to a budget of \$100,000 for temporary staffing per vendor for 2021.*

- What is the anticipated volume of needs for 2021 in each staffing category/skill set? What was the volume of needs in 2018 and 2019?

*Answer: The only way to anticipate what the volume of needs for 2021 will be is to base it on the needs from 2018 or 2019, but it could still differ greatly for 2021 as it did between 2018 and 2019.*

*In 2019, VTA had assignments for the following temporary employees: four Accountant Assistants, three Accountant I's, three Accountant III's, an Associate HR Analyst, a Board Assistant, a Construction Contracts Administrator I, an Environmental Planner I, an Executive Secretary, five Janitors, two Management Analysts, two Office Specialist II's, one Senior Accountant, and a Vault Room Worker.*

*In 2018, VTA had assignments for the following temporary employees: three Accountant Assistants, an Accountant III, an Executive Secretary, a Management Analyst, and a Paralegal.*

- What is the anticipated length of a typical assignment?

*Answer: 3-6 months*

43. **Page 6 - SUBMISSION OF PROPOSALS:** “All Proposals must be submitted to the Designated Point of Contact no later than the date and time stated in Table 1. The Proposer must submit one(1) printed copies and one (1) copy of the Proposal in an electronic format in the form of a flash drive. The package must bear the Proposer’s name and address, and be clearly labeled as follows:”

- Would VTA accept an emailed submission of the proposal instead of a printed copy and flash drive due to vendors working remotely without access to printers and copiers?

*Answer: Please see RFP page #6, Section F. Submission of Proposals.*

44. **Page 7 Section I – Contract Type:** “It is anticipated that VTA will award multiple professional service contracts (“Contract”) to an on-call list on an as-needed basis.”

- How many awardees do you anticipate for this contract and how will orders be distributed among them?

*Answer: Please see Page #7, Section I of the RFP.*

- The RFP requires bidders to establish markup rates. This would not meet the definition of Time and Materials or Fixed Price compensation. Would you explain exactly how pricing will be determined for this Contract? Is it, as indicated on page 15, VIII 3. “VTA RESPONSIBILITIES” that VTA will determine the hourly base pay rates for each placement” and billing per hour will be determined by multiplying the pay rate by a multiplier calculated by adding the markup provided in our proposal to 1 (e.g. a markup of 80% would yield a multiplier of 1.80).

*Answer: VTA determines the amount paid per classification and provides it to the vendor and they add their mark-up to it to determine the bill rate for the assignment.*

45. **Page 9, Section III A. 4 Local Preference:** There are a limited number of MWBE local firms. If a bidder wanted to try to help the VTA achieve its MWBE objective, it could lose local preference points by indicating some of the business will be fulfilled by a non-local MWBE firm.

- Would the VTA agree to not reduce local points for any % of the contract to be fulfilled by a M/WBE firm to incentive bidders to subcontract a portion of the business to help achieve VTA’s objectives without hurting its point score?

*Answer: No.*

46. **Page 13 Section IV B. 2.:** The provided link for a list of certified CUCP DBE firms does not lead to a list of vendors. Can you repost the proper link?

**Answer:** <https://dot.ca.gov/programs/business-and-economic-opportunity/dbe-search>

47. **Page 14 Section VIII – 2.:** “Minimum Qualification Review: Proposer must screen and test all personnel referred to VTA for temporary assignments, pursuant to VTA’s test criteria and pre-employment standards, before placement is made.”

- Can VTA provide the test criteria and pre-employment standards for each position?

**Answer:** *We will provide that information during the contracting process for each transaction.*

48. **Page 14 Section VIII – 3.:** “Recruitment Search, Advertising, Networking, Screening: Proposer will identify three to five candidates from his or her own network, within one business day of the request, to be interviewed by a VTA hiring manager. Proposer will pay for any necessary advertising and marketing to procure finalists. Proposer will ensure availability and interests of candidates, and review credentials of each applicant based on resume, referral sources, and telephone interviews. Proposer will require that all candidates disclose all misdemeanor and felony convictions at and beyond the age of 18 and shall ensure that candidates are fingerprinted, at VTA’s cost, prior to their start date with VTA.”

- For some harder to fill roles, 3-5 candidates provided in one business day is not industry standard nor necessary to fill the position. Will VTA agree to a varying time frame and candidate quantity depending upon the position?

**Answer:** *Yes, within reason.*

- What is your typical timeframe between request for staff and start date, given the need for fingerprinting?

**Answer:** *1.5 to 2 weeks.*

- Based on the Fair Chance Act, California employers are prohibited from asking applicants about criminal convictions or conducting a criminal background check, prior to a conditional offer of employment being made. As the staffing provider and employer of the temporary worker, it is our responsibility to evaluate criminal background check results and then make a determination on their suitability for the job. Will this comply with VTA’s criteria in this section?

**Answer:** *No, we conduct our own criminal background check and drug testing process to determine compliance with VTA’s Policies and Procedures.*

- Is it VTA’s intent that once it determines it wants to start a candidate it would look for the staffing agency to ask the candidate to disclose all misdemeanor and felony convictions at and beyond the age of 18 before they are sent for fingerprinting?

**Answer:** *Felonies need to be disclosed regardless of timeframe and misdemeanors must be disclosed within the past 10 years.*



49. **Page 15 VIII – 5. Timecards:** “Proposer must submit timecards to VTA on a weekly basis for approval. Proposer must provide computerized billings on a monthly basis. A copy of the approved timecards must be submitted with the monthly billing.”

- Temporary Employees time is approved weekly and the temporaries are paid weekly. It would inflate finance costs to have to pay temporaries weekly but only be able to bill monthly. To offer the lowest pricing to VTA, would VTA agree to weekly billing, which is industry standard, rather than monthly billing?

*Answer: Invoices can be billed on a weekly basis and payment can be setup NET 15 days.*

50. **Page 15 VIII – 6. Termination of Candidate’s Employment:** “VTA will conduct fingerprint security clearances for selected temporary employees. Should the selected candidate be ineligible due to an undisclosed criminal conviction, the Proposer will provide a replacement candidate at no additional charge to VTA. If VTA experiences performance issues with the selected candidate and terminates the temporary employee, the Proposer will provide a replacement employee to VTA, also at no additional charge.”

- We are unclear how this situation would occur. Section 3 says that the candidates will be fingerprinted prior to their start date with VTA. Does this mean that VTA will allow the candidates to begin to work PRIOR to the results of the fingerprinting coming in?

*Answer: Yes.*

- Is it the intent that VTA will terminate a temporary employee due to:
  - i. the results of the fingerprint clearance revealing an undisclosed criminal conviction or,
  - ii. as per the Fair Chance Act, based on an individualized assessment of the conviction’s relationship to the job duties?

*Answer: We compare review criminal reports received and determine eligibility based on our Background Checks Policy. We consider the reported criminal violations, the context, and the duties and responsibilities of the role for which the contract employee is being considered.*

51. **Page 15 VIII – 7 Status Reports:** Would VTA explain what it means by EEO statistics of placements? As is industry standard, our firm does not record the race, age or other potentially discriminatory information in our system. So we would be unable to provide information as to the race or age of all applicants for the position versus the selected candidate. Will this be a problem?

*Answer: This information is required to establish that your firm is being fair to all applicants.*

52. **Page 15 – VIII. VTA Responsibilities – 3.:** “VTA will determine the hourly base pay rates for each placement.”

- Will VTA accept submissions at higher pay rates for VTA’s consideration, if the pay rate provided by VTA is not practical for the role/timing?

*Answer: In this case it is best to establish a pay range (not exceed xxx) during the contracting process.*

53. **Page 20: Form 4.:** The RFP is looking for multi-year markup pricing. However, at this point in time it is impossible to predict if a change in Administration in Washington or locally over the 5 years will require changes to benefit costs (such as increased sick leave or the implementation of required paid vacation). Rather than bid high markup increases to cover such potential increases which may or may not materialize, would VTA instead agree that it would allow vendors to adjust the proposal supplied markups over the life of the contract proportionately due to an increase in or imposition of any City, State or Federally mandated employee benefit or payroll tax, including but not limited to Workers' Compensation, FICA, Disability and Unemployment Insurance charges, mandated health insurance premiums, mandated sick leave, and/or any other revised or instituted statutory payroll cost, tax or penalty paid by bidder?

*Answer: Yes, that is fine.*

54. **Page 24, Form 8. Local Firm Certification:** “The Proposer hereby certifies that it is \_\_\_ / is not \_\_\_ a local firm. A local firm is a firm that currently has its main office or a branch office with meaningful production capability located within Santa Clara County, or a firm that, upon award of the contract by VTA, will establish such a local office.” Would VTA allow a 6 month window for awarded proposers who commit to opening an office to wait to open an office so it can assess the volume of business prior to committing to opening a local branch office in Santa Clara County to support VTA and change its decision if volume does not support the office opening?

*Answer: No.*

55. **Page 26, Exhibit A Contract D:** “A price shall be negotiated for each Task Order which will be governed by the labor rates listed in Exhibit A2.”

- Exhibit A2 does not show an hourly pay rate or a markup percentage. Can the Exhibit be revised? Same for Exhibit A3 Taken literally, this could mean that at the end of a week, a supervisor can decide that it did not like the work done by any temporary employee and refuse to pay for the work performed and ask the Contractor to provide a second employee to perform the work at no charge. Would VTA clarify that what it means is if it asks for an employee to be replaced, it will pay for the work performed up to the termination of the temporary employee but that it expects the Contractor to identify and refer another temporary employee to VTA to fill the role at no recruitment charge.

*Answer: Firms need to use a competitive mark-up rate and indicate it in the proposal. If an employee is terminated VTA will pay for the temporary employee for the time worked at VTA until termination.*

56. **Page 27 Exhibit A Contract E:** In addition to other rights and remedies that VTA may have, VTA, at its option, may require Contractor, at Contractor’s expense, to re-perform any Services that fail to meet the above standards.”

- Taken literally, this could mean that at the end of a week, a supervisor can decide that it did not like the work done by any temporary employee and refuse to pay for the work

performed and ask the Contractor to provide a second employee to perform the work at no charge. Would VTA clarify that what it means is if it asks for an employee to be replaced, it will pay for the work performed up to the termination of the temporary employee but that it expect the Contractor to identify and refer another temporary employee to VTA to fill the role at no recruitment charge.

***Answer: VTA can decide not pay for substandard work and it can require that the vendor provide a replacement employee to redo the work at no charge to VTA.***

57. **Page 27 Exhibit A Contract H:** “and audit during Contractor’s normal business hours the books”

- Will VTA add that any such audit will be upon reasonable notice to the Contractor?

***Answer: Please see RFP, Page #7 Section K, Audit Report/Requirements.***

58. **Page 29 Exhibit A Contract J 3.:** “In the event of such termination for cause, VTA shall be relieved of any obligation of further payment to Contractor”

- Will VTA add that in situations where a contract is terminated for cause, VTA’s only obligation is to pay Contractor for services performed satisfactorily prior to the contract’s termination?

***Answer: No.***

59. **Page 29 Exhibit A Contract K 2. b.:** “Any and all deliverables provided by the Contractor to VTA....must be prepared and delivered in a format that is accessible to individuals with disabilities....”

- Would VTA clarify what is intended here? Deliverables could be resumes—is VTA looking for them to be provided in braille? In addition, temporary employees will be performing work product requested and supervised by VTA employees. How can a Contractor guarantee that such work is performed in a accessible manner? For ease, would VTA remove this requirement?

***Answer: The temporary employee should follow directions in performing work at VTA. The supervisor will provide directions as to accessible formatting of deliverables.***

60. **Page 36, Exhibit A3 2.:** If VTA provides pay rates and Proposer provides markups, then what is put in the hourly rate column on this chart? Or does this chart not apply?

***Answer: The hourly rate is what the contract employee receives for an assignment with the vendor.***

61. **Page 32 Exhibit A Contract N. 1.:** “Contractor must indemnify and hold harmless VTA...from any claims, liabilities, losses, injuries, damages... arising out of, pertaining to, caused by or in any way relating to the work performed under this Contract....”

**This indemnity is extremely broad and would require indemnification, if, for example, a VTA supervisor were to sexually harass a temporary employee. Would VTA agree to narrow the indemnity only for negligent acts taken by the Contractor in the performance of the Services?**

*Answer: We have agreed to a more limited indemnity in other instances. It becomes a business call as more limited indemnity means more money out of VTA's pocket if indemnity is triggered. If the PM wants to agree to a more limited indemnity provision, limiting it to negligence in the performance of the services is ok (e.g. "arising out of the negligence of Contractor and/or its agents, employees, or subcontractors in the performance of the Services").*

**62. Page 39 2. Certification by Contractor:** "Contractor shall include the following statement on all invoices for services authorized as T&M or CPFF as verification that all direct labor rates are billed at the actual rates earned."

- 2. CERTIFICATION BY CONTRACTOR:** Contractor shall include the following statement on all invoices for services authorized as T&M or CPFF as verification that all direct labor rates are billed at the actual rates earned.

I certify the statements and information contained in this invoice are true, accurate, and complete.
Contractor's Signature: _____
Contractor's Name: _____

- Our invoices are not configured to include an attestation such as is required. Would VTA instead allow the Contractor to certify, in the master Agreement, that the statements and information contained in all invoices submitted under the Agreement are true, accurate, and complete, in lieu of having to certify each invoice.

*Answer: As long as accounts payable will process the invoice with a statement in the agreement as suggested, this is fine.*

**63. Page 41: Exhibit A4 – Insurance:** b. Insurance Services Office Business Auto Coverage, Insurance Services Office form number CA 0001, covering Automobile Liability, code 1 "any auto." Auto Liability written on a "claims-made" basis is not acceptable.

- We are curious about the need for auto insurance under this contract since it does not appear that our employees will be doing anything other than commuting to and from work. What is the extent of vehicle usage for work reasons under this contract? If vehicle usage is not required, can this requirement be removed?

*Answer: Contract employees may need to drive as part to their assignment (e.g. temporary warehouse workers at VTA deliver interdepartmental mail).*

**64.** Is this mandatory to submit recent audited financial statements with the proposal or we can submit this after the award?

*Answer: Yes.*

65. Is this mandatory to submit five (5) references with the proposal?

**Reference-**Proposer shall provide the following statistics:

- a) Number of placements completed from 1/1/18 to 12/31/19
- b) Number of candidates referred and the number of candidates interviewed and placed from 1/1/18 to 12/31/19
- c) Number of candidates hired permanently by clients from 1/1/18 to 12/31/19
- d) Number of candidates terminated by clients for dissatisfaction with performance and/or qualifications

*Answer: Yes*

66. Is this mandatory to submit all the statistics with the proposal?

*Answer: Yes*

67. Is this proposal only for MWBE or DBE/SBE, we are a California MBE and so are we qualified for this Bid?

*Answer: No, it is not limited to MWBE or DBE/SBE, and, yes California MBE are qualified to provide their proposal response to RFP S20156.*

68. What would be the submission process, should we submit the responses on the portal only?

*Answer: Please see RFP, page #6, Section F, for Submission of Proposal.*

69. In the scope of services there are so many positions mentioned, should we submit the candidates for all position or we are allowed to submit for the positions of our interest?

*Answer: This is understandable, you can indicate positions that you specialize in.*

70. RFP Page #8 - Requirement for audited financial statements: We have financial statement, but they are not audited. Can we submit non-audited financials and final tax returns, prepared by a CPA?

*Answer: Yes*

71. RFP Page #11 - Required Proposer Statistics: Are these statistics to be company-wide?

*Answer: Yes*

72. RFP Page #11 - Required Similar Projects info: Should this information include company-wide staffing projects or staffing project for Government/VTA type clients only?

*Answer: You can include both but if you have any public-sector placements, these are preferred.*

73. RFP Page #11 - Project Staffing: Should our response only include company leaders' information? We assume we should not list out all employees who will be brought into roles, as they have not yet been identified.

*Answer: You should just include Company Leadership information. You can indicate project managers who would be assigned to VTA transactions.*

74. RFP Page #20 - What are the prior markups of the winning proposals, by job type?

*Answer: Generally, the markups do not exceed a 60% markup.*

75. RFP Page #20 In the pre-planning meeting, janitor roles were mentioned. However, this role is not listed, should we add a line for that role and include the mark up %?

*Answer: Yes*



**RFP S20156**

**ACKNOWLEDGMENT FORM**

Proposer must sign the ACKNOWLEDGMENT FORM to indicate receipt of Addenda. Please list each Addendum received, sign, and submit this form with your proposal in order for your proposal to be accepted.

Acknowledgment of Addendum No: \_\_\_\_\_

Acknowledgment of Addendum No: \_\_\_\_\_

Acknowledgment of Addendum No: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Firm Name