

RFP- Temporary Staffing for Transportation Center

**Addendum No. 1**

<b>Project Name:</b> Temporary Staffing for Transportation Center	<b>Project No</b> RFP# 17-18-44
<b>Prepared By:</b> Denisha Harris	<b>Date:</b> May 11, 2018

**In accordance with the published timeline for the Police Software RFP, please find below responses to vendor inquiries concerning the RFP.**

**General Questions, Clarifications & Requirements:**

**The following replies are for questions forwarded by Nease Personnel:**

We did want to ask about the work schedule – Based on the information in Section B. Schedule and Staffing Levels, the hours are stated as 8:00 a.m. – 5:00 p.m. Monday through Saturday, and overtime could increase to 6:30 a.m. – 6:30 p.m. Monday through Saturday.

1. Will the Transit Information Officer work (6) days a week or (5) days a week.  
The position will require staffing for 6 days per week
2. Will the 6:30 a.m. – 6:30 p.m. hours of operation require that the Transit Information Officer be there for all 12 hours or will there be an 8-hour day?  
This position requires staff to be assigned during the established work hours. The agencies can assign two or three employees to this position, to meet the needs of this contract.
3. We were hoping to confirm if this position would be slated for 40+ hours every week?  
This position requires staffing for the full operating hours listed in the RFP. The agencies can divide the hours among additional employees as needed.

**The following replies are for questions forwarded by CareersUSA**

1. Please confirm that the City is looking for only one person for the Transit Information Officer position.  
**In accordance with Section V: Sub-section A: Scope of work**

No additional staff positions are needed at this time; however, the City of Greenville does reserve the right to request additional staff as needed. Therefore, the agency may assign additional personnel to meet the requirements of this contract.

2. If so, the position does include overtime. As stated in Section V, the hours may range from 48-66 considering a one hour break per day, and as a clerical, non-exempt position overtime will need to be paid by the vendor. We understand that the City does not want to pay for overtime, but the vendor would not be able to recover even their statutory costs for overtime hours at that high a volume.

An example:

Normal pay rate of \$10.00 at a 50% mark-up is a \$15.00 bill rate.

Overtime of 1.5 the normal pay rate = \$15.00, the same as the \$15.00 bill rate for regular time. The vendor still needs to pay statutory costs so the vendor will lose money on all overtime the Staffing Associate works.

2. Please confirm that the City will pay for overtime hours.

**In accordance with sub section B. Schedule and Staffing Levels**

Overtime will be paid as needed; however, it is preferred that the City not pay overtime expenses.

3. Please confirm that the vendor does not need Federal certification as outlined on page 20, section E. This section refers to the Lobbying Certification on page 10 of the RFP. Please complete the lobbying certification to satisfy this requirement.

4. Is the Transit Information Officer the only one selling Greyhound media and tickets? Is this and other duties with the public done in an open office environment?

- a. Transit staff will assist, at various times, with Greyhound ticket and media sales.
- b. The TIO will perform duties in an enclosed area, which is viewable from the front entrance lobby.

5. Under "Overall Physical Strength Demands" the "X" is marked in the "Heavy" box. Is this an error?

Yes, there was an error, the correction reflects the term "Light".

6. What is your payment method i.e. check, ACH, credit card?

The City processes payment via Electronic Funds Transfer.

**The following replies are for questions forwarded by RADgov, Inc**

1. What is the Annual expenditure for this particular contract?

Potential expenditure of \$59,846.72

2. What is the approximate number of requirements they had in the previous year/contract?

This is the initial contract

3. Is there any incumbent vendor if so what is the incumbent rate for this position?  
No