

ADDENDUM NO. 1  
Kansas City Area Transportation Authority  
1350 E. 17<sup>th</sup> Street  
Kansas City, Missouri 64108

REQUEST FOR PROPOSAL (RFP) 18-4016-28A  
TEMPORARY STAFFING AGENCY SERVICES

Issue Date: December 18, 2018

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This Addendum is hereby made a part of the Bidding Documents and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the bidding documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

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Question:

*Is this a new bid or is this a current service that the agency already has in place with an existing contract?*

Answer:

No current contract in place.

Question:

*What is the budget of this RFP annually?*

Answer:

*There is no budget information available, due to this being the first contract put in place for this service.*

Question:

*Who is the current vendor providing similar services?*

Answer:

*The current suppliers are Accountemps Inc. and Stivers Staffing Services.*

Question:

*As mentioned on the RFP, government requires 2 Audited Financial Statements but we do not have the audited financial reports, so can we submit the financial statements (Un-Audited)?*

Answer:

Yes, we will accept unaudited financial statements.

Question:

*Is there any preference to the local vendor?*

Answer:

No. KCATA encourages all potential providers to respond.

Question:

*For purposes of properly vetting candidates prior to submitting for consideration are virtual interviews acceptable?*

Answer:

Yes, with the understanding that any recommended candidate is able to fulfill all job expectations as described in the job description.

Question:

*Does this RFP have any goals to subcontract?*

Answer:

There is no DBE Goal for this contract, therefore, subcontractor use is encouraged but not required for this contract. Requirements for subcontractor use is below:

Subcontractor Utilization

Subcontractors must be approved by KCATA prior to contract award. If applicable, Proposers shall provide the following information regarding unaffiliated firms that will perform a portion of the work.

- Company name
- Address
- Contact person and title
- Telephone number, facsimile number and email address
- Indicate if an affiliate or subsidiary of another firm and provide details
- Date business established and number of years under present ownership/management
- Services to be performed on this project and anticipated cost of work subcontracted
- Resumes indicating experience, education, licenses and certifications of key personnel that will be involved in this project
- If a certified Disadvantaged Business Enterprise (DBE), include a copy of certificate verifying current status
- Provide up to five (5) current, relevant references for contracts performing similar work. Include contract amount, contract start/end dates, type of services performed, assigned Project Manager or other key personnel

a. Include the following signed and dated certification statement:

*"I certify that each subcontractor has been notified that it has been listed in this proposal and that each subcontractor has consented, in writing, to its name being submitted for this RFP. Additionally, I certify that I shall notify each subcontractor in writing if the award is granted to my firm, and I will make all documentation available to KCATA upon request."*

Question:

*Is this a new requirement?*

Answer:

Yes

Question:

*Will you please provide the total number of temporary staff on current assignments and the current pay/bill rate for the temporary employee?*

Answer:

No. The purpose of this solicitation is to streamline the process of ensuring that our temporary needs are met. KCATA looks forward to evaluating each proposal on its own merits.

Question:

*How many awards does the City plan to make?*

Answer:

KCATA is not affiliated with the City of Kansas City. However, KCATA's needs are varied and dynamic. As a result, KCATA reserves the right to award to multiple vendors based on their areas of discipline.

Question:

*What are the most frequently used job categories in the subject matter RFP?*

Answer:

Administrative and Accounting

Question:

*What requisition system is being used? Is there an associated fee?*

Answer:

We are not using a requisition system.

Question:

*What is the average length of the assignment?*

Answer:

Assignment lengths vary based on need.

Question:

*Will you describe how vendors under contract will receive a fair share of business without vendor rotation of job orders implemented in the procurement process?*

Answer:

If multiple vendor contracts are awarded, KCATA will consider individual recommendations based on their resumes and known expertise as temporary needs arise.

Question:

*What was the total spend for this contract in 2017-2018?*

Answer:

There is no historical data available as this is the first contract for this type of services.

Question:

*Who is the incumbent for these services and for how long have they served the Kansas City Area Transportation Authority (KCATA) in this capacity?*

Answer:

KCATA currently does not contract for these services. Past practices has been to acquire services on an as needed basis.

Questions:

*What are KCATA's current rates for the positions listed in the solicitation?*

Answer:

KCATA is not currently using temporary services under contract. KCATA looks forward to evaluating proposals from all respondents.

Questions:

*How many awards does the KCATA anticipate making?*

Answer:

KCATA reserves the right to award to multiple vendors if it is in the best interest of the Authority.

Questions:

*When does the KCATA anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?*

Answer:

Please refer to Section 1 Proposal Calendar, page 5 of the RFP for the anticipated schedule.

Question:

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

Answer:

No. KCATA would encourage vendors to respond in the areas of their expertise. KCATA reserves the right to award to multiple vendors if it is in the best interest of the Authority.

Question:

*If not all-or nothing, will bidding on only select positions negatively impact respondents' evaluation score?*

Answer:

Please see the answer immediately above.

Question:

*What specific of background checks and/or drug screens are required of the temporary staff?*

Answer:

KCATA considers temporary staffers to be direct employees of the temporary agency. KCATA expects that background checks and drug screen are something that the agency will have completed for each candidates prior to recommending them for service.

Question:

*Will the respondents be allowed to pass through the costs of or background checks and drug screens (at no additional markup) to the KCATA?*

Answer:

No. These costs will not be borne by KCATA.

Question:

*Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the KCATA?*

Answer:

Please read below regarding exceptions and omissions to the contract:

Exceptions, Omissions and Form of Contract

- a. Exceptions. The proposal should clearly identify any exceptions to the requirements set forth in this RFP.
- b. Omissions. The contractor will be responsible for providing all services, equipment, facilities, and functions which are necessary for the safe, reliable, efficient, and well-managed operation of the program, within the general parameters described in this RFP, and consistent with established industry

practices, regardless of whether those services, equipment, facilities, and functions are specifically mentioned in this RFP or not. The proposer should clearly identify any omissions to the requirements set forth in the RFP.

- c. Sample Contract and Conditions. In addition to carefully reading all of the information in the RFP, the proposer must carefully read and review the attached sample contract (Section 5). The successful proposer will be required to enter into a contract with KCATA which will be substantially similar to the sample provided. **Therefore, the proposer must submit any proposed changes to the sample contract with the proposal. Any requested changes must be made legibly and conspicuously. Page(s) on which the change(s) appear must be tabbed so as to be easily identified. The proposer must also provide the rationale for any requested changes.** If no changes are requested, the proposer will be deemed to have accepted the sample contract. **If the proposer request changes, such requests will be considered in any negotiations with the KCATA.** Failure to reach an agreement may result in KCATA pursuing negotiations with the second ranked proposer.

Question:

*With respect to Affordable Care Act (ACA) costs, would the KCATA prefer these charges as a separate line items on the invoices, or instead incorporated directly into each respondent's proposed rates?*

Answer:

This information is not required as a separate line item.

Question:

*In regards to the reference requirements on page 16, Experience and Qualifications of Firm, Section C, which states "Provide the names, telephone numbers and email addresses of contract liaisons to which the firm reports for all contracts currently active, as well as all contracts ended or terminated within the past five (5) years, including the reasons for the contracts being terminated" – would it be acceptable for vendors instead to prove a representative sample of similar contracts? As a large firm, providing all of the requested info for thousands of active contracts would be quite extensive and challenging.*

Answer:

KCATA needs three contract references to consider during evaluation of a vendor's proposal.

Question:

*Does the company need to have an office in the immediate area?*

Answer:

No. However, KCATA will not provide travel or housing for any temporary staff.

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END OF ADDENDUM 1



Kansas City Area Transportation Authority  
1350 E. 17<sup>th</sup> Street  
Kansas City, Missouri 64108

PROJECT #18-4016-28A  
TEMPORARY STAFFING AGENCY SERVICES

**RECEIPT OF ADDENDA**

Proposers shall return this form when submitting their bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.

\_\_\_\_\_  
*We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.*

Addendum #1 Dated

Date Received \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_