



Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910

AMENDMENT NO. 1 TO HUMAN RESOURCES CONSULTANT SERVICES

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2023-146	3. SOLICITATION NAME: HUMAN RESOURCES CONSULTANT SERVICES	4. AMENDMENT DATE: AUGUST 11, 2023
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5. ISSUED BY
Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

6. DESCRIPTION OF AMENDMENT:
The following documentation has been attached to this Amendment:

1. CATA responses to vendor questions.
2. All other terms and conditions remain unchanged.

PLEASE NOTE: Contractor is required to sign this document and return it with the bid/proposal/quote.

NAME / TITLE OF OFFEROR (Type or Print)	COMPANY NAME
(Signature of person authorized to sign)	(Date Signed)



August 11, 2023

Capital Area Transportation Authority Request for Proposal 2023-146
Human Resources Consultant Services
CATA Responses to Vendor Questions

VENDOR QUESTIONS AND CATA'S RESPONSES:

- 1. My company has some questions or wants to seek some better understanding about a couple things. Any chance we can jump on a call or Teams meeting?**

No. CATA's purchasing staff will not schedule private meetings with vendors. Please refer to the RFP, Questions/Changes to the RFP:

It is the desire of CATA to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, CATA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to CATA only at the pre-proposal meeting, if held. All questions are to be submitted in writing.

- 2. Are there any staffing services involved in this RFP? If so:**

- a. What skill sets does this RFP cover?**

Please refer to the scope of work.

- b. How many hires (by job role) do you anticipate for 2023?**

I anticipate we will hire 2-3 managerial level or higher positions.

- c. What are the current pay rates (by job role)?**

The payrate depends upon the position.

- d. What is the anticipated spend for 2023?**

The budget is based upon our needs.



3. What are your goals and objectives coming from this opportunity?

Please refer to the scope of work.

4. Is CATA looking for one vendor or multiple vendors to consult in these areas outlined in the scope of work?

We are looking for one vendor.

5. Is CATA looking for a staffing company or an outsourced services company to bid on the work?

We are looking at both, if they are qualified to meet our needs.

6. Can vendors bid on certain parts of the scope of work or is the expectation that the vendor will fulfill the entire outlined scope?

The vendor should be able to fulfill the entire scope of work.

7. How is CATA defining the fixed rate contract? Will the fixed rate be for the entire program/a lump sum rate based on the scope of work OR is it an hourly fixed rate based on an hourly fee for the consultant(s)?

The vendor must provide CATA with a per hour rate, and or recruiter service cost each time we use their service.

8. Can you clarify the following as pertaining to pricing form (attachment D) - 576 estimated annual hours in Year 1-4. Recruitment services/each - Year 1 - 4.

- a. **What is the expectation that vendors are expected to be pricing out? (EX: 1 consultant for 4 years for 576 hours a year?)**
- b. **How was this number of hours determined?**
- c. **Is there flexibility with the estimated annual hours?**

To respond to 8 a-c, the vendor has to provide CATA with a per hourly rate and or recruiter service cost each time we use their services. It cannot exceed our pricing outline.

9. Can we redline the contract?

At this time the provisions will remain as written.



10. What evaluation criteria will you use to select your vendor?

Please refer to the RFP, Section I, I-P Selection Criteria

11. What is your current staffing model?

CATA Human Resources hires all staff, unless we are having difficulty finding a qualified candidate.

12. What are your biggest issues with that current model? What are your favorite aspects of your current model?

We do not have major issues. We will outsource services, if we have difficulty finding the right candidate.

13. What type of reporting are you currently receiving?

EEOC and EEO-4, but not limited to just these reports.

14. What is the current monthly turnover?

Our turnover is low in the positions that we need assistance with hiring.

15. What percentage of temporary employees do you convert?

This RFP is for recruiting permanent employees.

16. What is the average length of assignment for contract employees? Does this vary by skill set?

N/A

17. What is historical spend (by location) for previous years?

This is a new RFP.

18. What is the breakdown of spend per skill set?

This is a new RFP.



19. Do you have seasonal fluctuations do you have in your workforce?

Unclear on what you are asking, but we do not have seasonal fluctuations.

20. What are the current direct labor rates for all skill sets?

Please refer to the RFP.

21. Are there shift differentials?

No.

22. What are your current net terms?

You can bill CATA monthly.

23. Will selected vendor be transitioning employees? If so, how many? (If applicable)

No.

24. How will you distribute requisitions?

Work assignments will be distributed via email.

25. Are you open to various pricing models --- single supplier to exclusively manage one or more sites vs. multiple vendors supplying to one site?

No, vendors need to complete pricing form in RFP.

26. Do you want the cost of drug and background billed back at cost or included in the mark-up?

No, CATA completes background checks and drug/alcohol tests.

27. Our company was not sure if we should submit exceptions during the Q&A portion or after award. Please see the attached document. If they are not supposed to be submitted please disregard.

At this time the provisions will remain as written.