

Capital Area Transportation Authority



AMENDMENT OF SOLICITATION

1. AMENDMENT NO: 1	2. SOLICITATION NO: 2015-R05	3. SOLICITATION DATE: 18 NOV 2014	4. EFFECTIVE DATE: 05 DEC 2014
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5. ISSUED BY
Capital Area Transportation Authority
Purchasing and Contracts
4615 Tranter Street
Lansing, MI 48910

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

6. DESCRIPTION OF AMENDMENT

a. The response the questions received by CATA are attached.

b. All other terms and conditions remain unchanged.

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



Date: December 5, 2014

From: Rich Bannon, Purchasing and Contracts Manager

Subject: CATA Response to Questions on RFP 2015-R05, Payroll Services

The following questions were received:

- 1 Does CATA currently use a payroll software and/or platform to process payroll in-house? If so which software/platform?

CATA Response: Yes. Silverbrook/Dynamics SL

2. What percentage of employees utilize direct deposit

CATA Response: 65%

3. Can administrative and non-administrative employees utilize the same timesheet reporting tool?

CATA Response: Possible

4. What is the annual average number of new hires and employee turnover?

CATA Response: Turnover is 8.5% and average new hires are 36.

5. Will CATA prepare its own weekly checks to each entity for non-tax withholdings?

CATA Response: Yes.

6. Are there any delinquent and/or unresolved payroll deductions and/or payroll taxes

CATA Response: No.



CATA Response to Questions on RFP 2015-R05

7. What is the current accrual method for sick/vacation time (i.e. hours worked, years of service, or other)?

CATA Response:

Vacation time for administrative employees is as follows:

At one year	One Week
Two through four years	Two Weeks
Five through nine years	Three Weeks
Ten through fourteen years	Four Weeks
Fifteen through nineteen years	Five Weeks
Twenty or more years	Six Weeks

Vacation time for union employees with seniority as of December 1, 1983 is as follows:

One year employment	One Week
Three years employment	Two Weeks
Six years employment	Three Weeks
Ten years employment	Four Weeks
Fifteen years employment	Five Weeks
Twenty years employment	Six Weeks

Vacation time for union employees hired after December 1, 1983 is as follows:

One year employment	One Week
Three years employment	Two Weeks
Ten years employment	Three Weeks
Fifteen years employment	Four Weeks
Twenty years employment	Five Weeks
Twenty-five years employment	Six Weeks

8. Do all employees have CATA issued email addresses

CATA Response: Yes.

9. Evaluation Criteria - Are there any specific titles those performing the work on the contract should have?

CATA Response: No

CATA Response to Questions on RFP 2015-R05

10. Is there funding for this effort and what is the amount of appropriated funds

CATA Response: Yes. CATA does not make public the funds appropriated for projects.

11. What is the anticipated implementation date?

CATA Response: CATA intends to have a contract approved by the Board of Directors in February 2015. Implementation date would be soon after the contract is executed.