



December 30, 2020

RE: RFP 2020-12-09
ITEM: On-Call Human Resource Services
Closes: January 12, 2021

ADDENDUM #1

Questions and Answers

Addendum #1 for Valley Regional Transit Request for Proposal RFP 2020-12-09 On-call Human Resource Services is hereby made part of the project requirements and contract documents for the referenced project. Please note, failure to acknowledge this Addendum does not relieve you from fulfilling the Addendum requirements.

The following questions have been addressed and are now part of the procurement process:

Questions and Answers:

- 1. Question:** What is the estimated hours needed per month, based on past experience and future expectations?

Answer: VRT can only provide an estimate as needs vary depending on circumstances. VRT estimates that 5 to 50 hours a month will be needed, however, VRT cannot guarantee a minimum or maximum amount of hours per month.

- 2. Question:** Your RFP states that "Proposer must be licensed to do business in the State of Idaho." Are you referring here to a Business Registration? According to business.idaho.gov/licenses, the State of Idaho does not have a state business license. Would our proposal be considered if we stated that we would register our business in Idaho upon award of the contract?

Answer: Yes

- 3. Question:** What is the scope of this HR project?

Answer: To provide all human resource services; VRT does not have any HR Staff. So, VRT relies on HR consultants to provide that service.

4. **Question:** What is the number of employees, full-time vs part-time employees?

Answer: VRT has 38 full time employees and no part-time employees.

5. **Question:** Will VRT provide any training? Will there be any supervisor training and what is the scope of the training?

Answer: At this time, we don't have anything outlined. The only Human Resource Service training during the past two years was a teambuilding training from our current HR consultant.

6. **Question:** Do you envision having someone physically on site or have a hotline between 5 – 30 hours per month?

Answer: Currently, the only time our HR consultant comes on site is for disciplinary actions or terminations. Due to COVID-19, a physical presence was left out of the RFP.

7. **Question:** How often do you go through this RFP process?

Answer: Typically, our contracts are five years in length.

8. **Question:** Is VRT union?

Answer: No.

9. **Question:** Please specify any benefits related activities that we would be responsible for (i.e. payroll, short term disability, long term disability, other benefits administration).

Answer: Benefit related activities are not included in this RFP.

10. **Question:** Is there any expected travel outside of the Treasure Valley?

Answer: No

11. **Question:** Is it okay to price the categories by the hour or are you looking for a hard cost? Perhaps a hybrid of the two?

Answer: By the hour is acceptable

12. **Question:** Can we propose to increase our pricing structure over the life of the contract if we specify what that increase would be?

Answer: Yes

There are no other changes at this time.