



April 24, 2024

NOTICE TO OFFEROS

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

SUBJECT: Request for Proposals (RFP) 4-2096 “On-Call Recruitment Services”

This letter shall serve as **Addendum No. 1** to the subject RFP issued by the Orange County Transportation Authority (OCTA). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., May 13, 2024**.

The following questions were submitted by the deadline:

Question 1:

Please provide job titles and job descriptions for each requested category.

Response 1:

The recruitment can be for any position; however, it will primarily be for executive level staff. Occasionally it could be used for a specialized and hard-to-fill position. It depends upon what positions become vacant. The specific job title and description for the required recruitment will be provided to the selected firm.

Question 2:

Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

Response 2:

No, it is not a new initiative. Current vendors are CPS HR, ActOne, and KL2 Connects.

Question 3:

Can you please let us know the previous spending of this contract?

Response 3:

To date: approximately \$160,576.00.

Question 4:

Please confirm if we can get the proposals or pricing of the incumbent(s).

Response 4:

This can be requested using the following link: [OCTA Public Records Center \(govga.us\)](https://govga.us)

Question 5:

Are there any pain points or issues with the current vendor(s)?

Response 5:

No.

Question 6:

Please confirm the anticipated number of awards.

Response 6:

The number of firms selected for the on-call list will be determined based on evaluation of proposals received.

Question 7:

Please confirm the types of positions.

Response 7:

The positions may be senior, principal, managers, and/or executive leaders. All requests will be deemed as hard-to-find positions. The majority have been executive level.

Question 8:

What would be the number of awards you intend to give (approximate number)?

Response 8:

See Response 6.

Question 9:

What is the tentative start date of this engagement?

Response 9:

July 1, 2024.

Question 10:

What is the work location of the proposed candidates?

Response 10:

Work location may be at the following:

- Orange Headquarters: 550 South Main Street, Orange, California 92868
- Garden Grove Base: 11800 Woodbury Road, Garden Grove, California 92843
- Santa Ana Base: 4301 MacArthur Boulevard, Santa Ana, California 92704

Question 11:

Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Response 11:

See Response 2 and Response 4. Additionally, all qualified consultants may submit a proposal, as well as current incumbents.

Question 12:

Are there any pain points or issues with the current vendor(s)?

Response 12:

See Response 5.

Question 13:

Could you please share the previous spending on this contract, if any?

Response 13:

See Response 3.

Question 14:

Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Response 14:

No.

Question 15:

How many positions were used in the previous contract?

Response 15:

Six (6) positions were recruited within the previous contract.

Question 16:

How many positions will be required per year or throughout the contract term?

Response 16:

Unknown, as it is requested on an as-needed basis.

Question 17:

If the proposed candidates are not available at the time of the award, will the agency allow us to provide replacement personnel with similar or more skill sets?

Response 17:

Depends on the situation. OCTA would review on a case-by-case basis.

Question 18:

Can we provide hourly rate ranges for the given positions?

Response 18:

No as positions are unknown. If it is an executive level position, OCTA's executive level salary grade starts at \$207,758.00.

Question 19:

Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Response 19:

For the firm, it is expected that recruitment services will be conducted off-site with virtual meetings in Teams or Zoom.

For the candidates, OCTA offers a remote work program to which employees can apply and if approved, will be eligible to work up to two (2) days remote. Department manager

or higher positions are eligible to work one (1) day a week, if approved. Some positions may not be eligible as their job requires them to be onsite.

Question 20:

Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Response 20:

No, this contract is to be placed on a bench of vendors. Once a position vacancy occurs, the bench will be notified as to the title and salary grade of the vacant position and may request some additional information from those who wish to be considered to conduct the requirement. At that time, the firm can decide if they want to submit to conduct the recruitment. If they do and their proposal is selected, that is when the actual recruiting process will begin.

However, Offerors are to include resumes as part of their proposals for the key personnel proposed to perform the recruitment services.

Question 21:

Could you please provide the list of holidays?

Response 21:

The list of holidays observed for 2024 are as listed below. In addition, the employee will receive four (4) personal paid holidays each year, which is prorated upon start.

New Year's Day Monday, January 1
Memorial Day Monday, May 27
Independence Day Thursday, July 4
Day after Independence Day** Friday, July 5 (Designated)
Labor Day Monday, September 2
Thanksgiving Day Thursday, November 28
Day after Thanksgiving** Friday, November 29 (Designated)
Christmas Wednesday, December 25

Question 22:

Are there any mandated Paid Time Off, Vacation, etc.?

Response 22:

OCTA does offer vacation and sick time based upon length of employment.

Question 23:

On page 4 of RFP 4-2096, it is advised that Offerors maximize the utilization of small businesses as subcontractors to the fullest extent possible. Is there a specific target set for small business participation?

Response 23:

No.

Question 24:

If there is a designated goal for small business participation for the RFP, can we fulfill this requirement by utilizing our own Washington State-certified MWBE (Minority Women-Owned Business Enterprise) status?

Response 24:

See Response 23.

Question 25:

Are there any specific compliance requirements that need to be met for our Washington State-based business to provide services to the Orange County Transportation Authority?

Response 25:

No.

Question 26:

Could the Authority kindly share the tentative award date after the interview?

Response 26:

OCTA anticipates contract award to be before July 1, 2024.

Question 27:

Is this a new initiative? If not, could the Authority please provide the incumbent information?

Response 27:

See Response 2.

Question 28:

What has been the contract spend over the past three (3) years?

Response 28:

See Response 3.

Question 29:

Under section A. PROPOSAL FORMAT AND CONTENT, section 3. Technical Proposal, point a. Qualifications, Related Experience and References of Offeror, it states: "This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references." Could the Authority please elaborate on what does "strength and stability of the firm" mean for the Authority? Is the Authority looking for firms to provide financial statements to suffice this point?

Response 29:

Per RFP Section II. A. 3.a.(2), Offeror to provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation,

planned office closures, impending merger) that may impede Offeror's ability to complete the project.

Question 30:

Under section A. PROPOSAL FORMAT AND CONTENT, section 3. Technical Proposal, point a. Qualifications, Related Experience and References of Offeror, it states: "This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references." Could the Authority please elaborate on what does "work load" mean for the Authority? What information should be provided in order to comply with this requirement?

Response 30:

Based upon the current workload of the firm, does the firm have the bandwidth to complete the recruitment by the deadline given?

Question 31:

Could the Authority please confirm if commercial references are accepted?

Response 31:

Yes.

Question 32:

Is the Authority looking for temporary staffing services or the recruitment of direct hire positions?

Response 32:

The contracts with this RFP are for direct hire only.

Question 33:

Under Exhibit A the Authority states "The objective of this Request for Proposals (RFP) is to retain a Search Firm or several Search Firms qualified to perform specialized recruitment services to fill executive level, critical positions, and/or highly specialized positions at OCTA." Could the Authority please clarify if it is looking to fulfill IT positions with this contract or is it a wide range of positions? Does IT categories fall under the scope of "critical positions, and/or highly specialized positions"?

Response 33:

It is a wide range of positions, which may include Information Technology (IT) positions. Yes, some IT positions may be categorized as critical or highly specialized positions.

Question 34:

Could the Authority please clarify if firms are allowed to meet the minimum services through subcontractors?

Response 34:

Yes.

Question 35:

Under section B. FORMS, section 1. Status of Past and Present Contracts Form, it states: "Contracts" provided in this RFP and submit as part of its proposal. Offeror shall identify the status of past and present contracts where the firm has either provided services as a prime vendor or a subcontractor during the past five (5) years in which the contract has been the subject of or may be involved in litigation with the contracting authority. This includes, but is not limited to, claims, settlement agreements, arbitrations, administrative proceedings, and investigations arising out of the contract. Offeror shall have an ongoing obligation to update Authority with any changes to the identified contracts and any new litigation, claims, settlement agreements, arbitrations, administrative proceedings, or investigations that arise subsequent to the submission of Offeror's proposal." In the event that firms have not been through contracts subject of or may be involved in litigation with the contracting authority, could the Authority please clarify if firms still need to fill out the form stating N/A and have it signed?

Response 35:

Yes, the form still needs to be completed (stating N/A and signed) and included in the proposal.

Question 36:

Could the Authority kindly share the positions or a sample list of positions to be hired in this contract?

Response 36:

See Response 1.

Question 37:

If a firm has experience in providing temporary staffing services but not direct hire experience can they bid on this solicitation?

Response 37:

Yes; however, this effort is for direct hire recruitment services. Therefore, the proposing firm must demonstrate relevant experience.

Question 38:

Could the Authority confirm if the Contract Task Orders are to be performed on site?

Response 38:

No, not on-site. The specific recruitment can be performed remotely.

Question 39:

Could the Authority confirm if the Contract Task Orders are to be performed off site?

Response 39:

Yes.

Question 40:

Could the Authority please clarify how many vendors will be awarded?

Response 40:

See Response 6.

Question 41:

Is this contract for Direct Hire positions?

Response 41:

See Response 32.

Question 42:

Is the Authority looking for firms that can recruit personnel in a wide range of categories or can firms provide services for recruitment of only certain categories such as IT?

Response 42:

It would be more beneficial for a firm that recruits for a wide range of positions, especially those related to the public transportation industry.

Question 43:

Can firms use the experience of a subcontractor for the experience requested in the solicitation?

Response 43:

See Response 34.

Question 44:

For the references requested, is the Authority looking for references of recruitment services of a wide range of positions or can they be for only certain categories for example IT?

Response 44:

Offeror to provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address, telephone number, and email address of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience. See Section II.A.3.a.(6) of the RFP.

Question 45:

Under the Proposed Staffing and Project Organization section, could the Authority please confirm that Key Personnel is the personnel that will manage the contract and the recruitment services?

Response 45:

Yes.

Question 46:

Under section Qualifications, Related Experience and References of Offeror it states "Offeror may also supply references from other work not cited in this section as related experience." Could the Authority please confirm that firms can provide other types of

references other than for recruitment, for example, references for temporary staffing services?

Response 46:

Yes.

Question 47:

If a vendor does not have any exceptions and/or deviations, could this form be filled out with N/A?

Response 47:

Yes.

Question 48:

Could the Authority please confirm if vendors must submit one document to the portal?

Response 48:

Yes.

Question 49:

How many firms is the Authority looking to award?

Response 49:

See Response 6.

Question 50:

Are electronic signatures allowed?

Response 50:

Yes.

Question 51:

Is there any SBE/MBE/WBE goal for this solicitation? If yes, what is the established goal?

Response 51:

No.

Question 52:

Does the Authority accept remote resources to work on this engagement?

Response 52:

Yes.

Question 53:

Does the Authority accept offshore resources to work on this engagement?

Response 53:

Yes.

Question 54:

Does the Authority prefer on-site resources to execute this engagement?

Response 54:

No.

Question 55:

Could the Authority please confirm the anticipated number of requirements per year?

Response 55:

See Response 16.

Question 56:

In case firms are submitting confidential information in the response, is it required to provide a redacted version?

Response 56:

No.

Question 57:

Could the Authority kindly clarify the exact number of attached files needed for the response?

Response 57:

Proposals should not exceed fifty (50) pages in length, excluding any appendices, cover letters, resumes, or forms.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letters and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at raninzo@octa.net.

Sincerely,

Rhea Aninzo

Associate Contract Administrator
Contracts Administration and Materials Management