



May 19, 2025

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) 5-4052
“Temporary Staffing Services”**

All Offerors:

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (Authority). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., June 9, 2025**.

A pre-proposal conference will be held both on-site/in-person and via teleconference on May 10, 2025 at 10:00 a.m.

For prospective offerors who wish to join on-site/in-person, the pre-proposal conference will be held at the Authority’s Administrative Office, 550 South Main Street, Orange, California, in Conference Room 09.

For prospective offerors who wish to join via teleconference, please join or call-in using the following credentials:

- [Pre-Proposal Conference MS Teams Link](#)
- OR Call-in Number: +1 916-550-9867
- Conference ID: 357 833 983#

The pre-proposal registration sheet is presented as Attachment A and the presentation is presented as Attachment B to this Addendum No. 1. Attendees are advised to complete the registration sheet (Attachment A) and email it to the undersigned at mcardozo@octa.net no later than 5:00 p.m., May 20, 2025.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter 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 mcardozo@octa.net.

Sincerely,

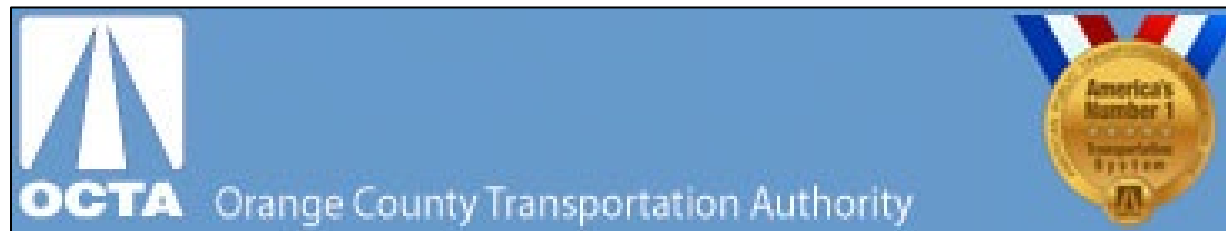
Michael Cardozo

Michael Cardozo
Contract Administrator
Contracts Administration and Materials Management

**PRE-PROPOSAL CONFERENCE REGISTRATION****OCTA** RFP #: 5-4052Date: May 20, 2025Title: Temporary Staffing Services

-
1. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____
-
2. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____
-
3. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: () Registered on CAMM NET? ☐ Yes ☐ No
Prime ☐ Sub ☐ DBE ☐
E-Mail Address: _____

Pre-Proposal Conference for RFP 5-4052: Temporary Staffing Services



Agenda

- Introductions
- Safety/Emergency Evacuation
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- Scope of Work
- Questions and Answer



CAMM NET Registration

Why register on CAMM NET?

<https://cammnet.octa.net/>

- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

Online Business & Networking Tools

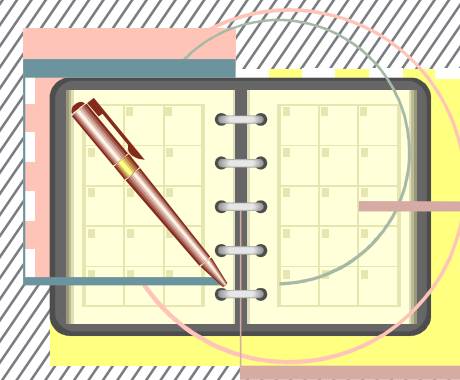
- CAMM NET Connect
 - <https://www.facebook.com/CammnetConnect>
- Working with OCTA
 - <https://cammnet.octa.net/about-us/working/>
- Planholder's List
 - <https://cammnet.octa.net/procurements/planholders-list-selection/>

Vendor Video Training

- How to Submit a Responsive Proposal to an RFP
- Developing a Winning Proposal
 - Both videos available at: <https://cammnet.octa.net/vendor-training/>

Key Procurement Dates

Written Questions Due:	May 21, 2025
OCTA Responds:	May 29, 2025
Proposals Due:	June 9, 2025, 2:00 PM
Interviews:	July 16 and 17, 2025



Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Contract Administrator, Michael Cardozo
- Next Addendum will contain a copy of the Pre-Proposal sign-in sheet.
- Award based on prime-sub relationship, not joint ventures
- Contract term is a Three (3)-Year Initial Term with Two, Two (2)-year Option Terms

Guidelines for Written Questions

- Questions must be submitted directly to Michael Cardozo, Contract Administrator, in writing, by: **May 21, 2025, 5:00 p.m.**
- E-mail recommended: mcardozo@octa.net
- Any changes Authority makes to procurement documents will be by written Addenda only
- Addenda will be issued via CAMM NET
- Verbal discussions today are non-binding

Next...
Proposal Instructions

Followed by...
Review of Scope of Work

Proposal Submittal Instructions

- Proposals are due by 2:00 p.m., June 9, 2025
- Proposals are to be submitted electronically as specified in the RFP
- The link has an upload file size limit of 80MB
- The Authority will not accept hard copy proposals for this RFP

Proposal Submittal Instructions (continued)

- Authority has the right to:
 - accept or reject any and all proposals;
 - withdraw or cancel the RFP;
 - postpone proposal opening for its own convenience.
- Proposals received are considered public information
- Proposals are not to be copyrighted

Proposal Content

- Letter of Transmittal
- Technical Proposal
 - a) Qualifications, related experience and references of Offeror
 - b) Proposed staffing and project organization
 - c) Work plan
 - d) Cost and price
 - e) Exceptions / Deviations (Technical vs. Contractual)

Proposal Content (continued)

Forms:

- Exhibit D – Status of Past and Present Contracts
- Exhibit E – Campaign Contributions Disclosure Form
- Exhibit F – Level 1 Safety Specifications (not submitted with proposal)
- Exhibit G – Proposal Exceptions and/or Deviations

Note: Forms excluded from 50-page proposal limit.

- Cost and Price Proposal – Exhibit B
 - Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work
 - The Offeror shall complete and sign the “Price Summary Sheet” form included with this RFP (Exhibit B)

Evaluation and Award

- All proposals, timely received, will be evaluated using the following evaluation criteria:

Qualifications of the firm	25%
Staffing and project organization	20%
Work plan	30%
Cost and Price	25%

- Evaluation Committee comprised of internal OCTA staff

Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Interviews are scheduled for **July 16 and 17, 2025**
- Offerors are requested to keep these dates available

- Award Process
 - Evaluation Committee recommends highest ranking firm for award.
 - All firms submitting a proposal will be notified of Award via CAMM NET

Proposed Agreement

- Proposed Agreement
 - Please review the Proposed Agreement (Exhibit C) so you are aware of the contractual requirements of the solicitation
- Exceptions
 - Any exceptions/deviations must be identified in Exhibit G – Proposal Exceptions and/or Deviations Form and submitted with the proposal.



Proposed Agreement

- Offerors are encouraged to review:

Article 3 - Scope of Work

Article 4 - Term of Agreement (Three-Year Initial Term with Two, Two (2)-Year Option Terms)

Article 5 - Payment (Time-and-Expense)

Article 6- Maximum Obligation

Article 9 - Insurance

Scope of Work

(Exhibit A)

Janice Lambe
Project Manager

Project Over and Scope of Work

- Questions?



Reminder.... Proposals are due @ 2:00 pm on June 9, 2025

- Please sign in and leave a business card
- Please register on CAMM NET
- Thank you for your interest in OCTA! Feel free to stay and network.