



June 2, 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”**

Offerors:

This letter shall serve as Addendum No. 3 to the above RFP issued by the Orange County Transportation Authority (OCTA).

Offerors are advised of the following:

1. The proposal submittal date is extended to at or before **2:00 p.m., June 10, 2025.**
2. The Scope of Work was revised to update salary grades table and to remove salary grades 105 through 120, which is presented as Exhibit A, Revised Scope of Work 1, attached to this Addendum No. 3.
3. The Price Summary Sheet has been revised to update all salary grades and to remove salary grades 105 through 120, which is presented as Exhibit B, Revised Price Summary Sheet 1, attached to this Addendum No. 3.
4. Pre-proposal conference registration forms that were inadvertently excluded from Addendum No. 2 are attached to this Addendum No. 3 as Attachment A.
5. The following questions were submitted by the deadline:

Question 1:

Could you please confirm whether vendors are allowed to bid on one labor category, or is it required to submit a proposal covering all labor categories listed in the RFP?

Response 1:

The proposal shall cover all labor categories specified in the scope of work and price summary sheet.

Question 2:

Please let us know if it is mandatory to bid for all grades or can we choose what grade/categories to bid that are mentioned in the Exhibit B - Price Summary Sheet.

Response 2:

Pricing for all the items shall be completed in Exhibit B, Revised Price Summary Sheet attached to this Addendum No. 3.

Question 3:

How many active contractors are working on this contract currently?

Response 3:

There are currently two (2) active contractors.

Question 4:

Please provide the names of the Incumbent vendors for this contract?

Response 4:

APR Consulting, Inc. and ManpowerGroup US.

Question 5:

What is the total spending per incumbent for the duration of the previous contract?

Response 5:

Since 2018, OCTA has spent approximately \$1,623,819 with one contractor, and approximately \$1,140,717 with the other contractor

Question 6:

What are any challenges or pain points with the present contract vendors?

Response 6:

The incumbent firms are performing services in accordance with the scope of work. However, general challenges include providing qualified candidates for some positions.

Question 7:

What is the new budget for year for this RFP?

Response 7:

\$3,220,000 for a three (3)-year initial term.

Question 8:

Is there local preference for Bidders?

Response 8:

No.

Question 9:

What are your most commonly requested positions?

Response 9:

Reference Exhibit A, Revised Scope of Work, attached to this Addendum No. 3. Section 3 Positions - Accountant, Administrative Specialist, Buyer, Contract Administrator, General Services Specialist, Assistant Office Specialist, Office

Specialist, and Senior Office Specialist are some of the position titles requested most frequently.

Question 10:

Is there local preference for Bidders?

Response 10:

Refer to Response 8.

Question 11:

Can you please provide us with the link /email to raise public records request?

Response 11:

Link: [OCTA Public Records Center](#)

Question 12:

Could OCTA please confirm if vendors have to include EXHIBIT C: PROPOSED AGREEMENT within the response?

Response 12:

The proposed agreement does not have to be included in the proposal. However, if you have any exceptions or deviations, it must be included in your proposal by completing Exhibit G, Proposed Exceptions and/or Deviations Form.

Question 13:

Could OCTA please confirm whether vendors who have not made any campaign contributions are still required to sign in the section labeled 'Signature of Contributor' on Exhibit E: Campaign Contribution Disclosure Form?

Response 14:

Yes, Exhibit E must be signed and submitted.

Question 15:

Are electronic signatures allowed?

Response 15:

Yes.

Question 16:

Could OCTA please grant an extension on the due date?

Response 16:

The proposal submittal date has been changed to June 10, 2025.

Question 17:

Does OCTA accept remote resources to work on this engagement?

Response 17:

No.

Question 18:

Does OCTA accept offshore resources to work on this engagement?

Response 18:

Refer to Response 17.

Question 19:

Does OCTA prefer on-site resources to execute this engagement?

Response 19:

The temporary personnel will need to be on-site for the assignments.

Question 20:

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

Response 20:

No. Please refer to N. Ownership of Records/Public Records Act on Page 6 of the RFP. Offerors are discouraged from marking their proposal documents as "confidential" or "proprietary." If a Proposal does include "confidential" or "proprietary" markings and OCTA receives a request pursuant to the California Public Records Act, OCTA will endeavor (but cannot guarantee) to notify the Offeror of such a request. In order to protect any information submitted within a Proposal, the Offeror must pursue, at its sole cost and expense, any and all appropriate legal action necessary to maintain the confidentiality of such information.

Question 21:

Is the estimated budget meant for all the vendors collectively? If so, what is the allocated budget for each vendor?

Response 21:

If more than one vendor is selected, the allocated budget for each vendor will be at OCTA's discretion.

Question 22:

If a vendor exhausts their assigned budget, can the purchase order (PO) be extended with additional funds?

Response 22:

If the budget on the contract is exhausted, it will be at OCTA's discretion if additional funds will be added.

Question 23:

How many departments will benefit from the MSA? Could you please share the list of those departments?

Response 23:

It could be any department within OCTA who is requesting temporary personnel.

Question 24:

Through which platform or method will task orders be issued and communications shared (e.g., via email or a specific portal)?

Response 24:

Service orders will be communicated through email.

Question 25:

Are there any sales reporting requirements we should be aware of? If so, what is the expected submission frequency, and are zero sales reports required?

Response 25:

OCTA does not have any sales-related positions.

Question 26:

Will vendors have the flexibility to change or use additional subcontractors at the task order level, if necessary?

Response 26:

An amendment is required to change subcontractors in the agreement.

Question 27:

In Exhibit A, firms are provided information on the grades and hourly rates. Could OCTA please clarify if firms are required to use the hourly rates provided in order to be responsive?

Response 27:

The hourly rates in Exhibit A, Revised Scope of Work are OCTA's hourly rates for each grade. The hourly rates for each grade are included in Exhibit B, Revised Price Summary Sheet, attached to this Addendum No. 3.

Question 28:

In Exhibit A, firms are provided information on the grades and hourly rates. Could OCTA please clarify if firms' hourly pay rate cannot exceed the hourly rate provided by OCTA?

Response 28:

Temporary staffing agency (TSA) hourly pay rate should be equal to or higher than the OCTA hourly rate, it should not be less than.

Question 29:

In Exhibit A, firms are provided information on the grades and hourly rates. Could OCTA please clarify if the hourly rates provided by OCTA are all-inclusive or base pay rates?

Response 29:

OCTA's hourly rates are the base pay rates.

Question 30:

Are firms required to bid under all of the grades in EXHIBIT B: COST AND PRICE FORMS in order to be responsive?

Response 30:

Refer to Response 2.

Question 31:

Are firms allowed to pick the job roles they want to bid for? If so, how should firms approach the Price Summary Sheet since it is divided into grades and not job titles?

Response 31:

Refer to Response 1.

Question 32:

Are firms allowed to provide hourly rate ranges?

Response 32:

No.

Question 33:

Are firms required to provide health benefits? If so, will firms be reimbursed for this expense?

Response 33:

The firms should comply with all applicable labor and employment laws. If this includes firms providing health benefits, OCTA does not reimburse for this expense.

Question 34:

Are firms required to pay Holidays, PTO, Sick Leaves, etc., to the consultants placed? If so, will firms be reimbursed for this expense?

Response 34:

Refer to Exhibit A, Revised Scope of Work, Section 6.3 Regulatory Requirements. OCTA will not reimburse for the expenses of paying for holidays, paid time off, sick leave, etc.

Question 35:

Is OCTA looking for firms to source, vet, screen, and recruit the requested positions from the market or for firms to provide their in-house personnel to perform the services?

Response 35:

OCTA is looking for firms to provide qualified temporary personnel to perform work assignments needed on a temporary basis.

Question 36:

Under section SECTION II. PROPOSAL CONTENT, section 3. Technical Proposal, the following is stated: "(6) Provide as a minimum three (3) references for the projects cited as related experience..." Could OCTA kindly confirm if this requirement can be met through a subcontractor?

Response 36:

No. References should be for the Offeror submitting the proposal.

Question 37:

Can firms provide commercial references?

Response 37:

Yes.

Question 38:

In Exhibit A, firms are provided information on the grades and job titles enclosed within each category. Can firms assume that OCTA will require any of all of the job positions available in this list?

Response 38:

OCTA may require any or all of the positions listed in Exhibit A, Revised Scope of Work, depending on business needs.

Question 39:

Regarding Exhibit A, which outlines the grades and job titles for each personnel category, are firms permitted to submit references for projects where they have supplied temporary staff matching any of the listed job titles, even if those roles are not the primary focus of the contract?

Response 39:

Yes.

Question 40:

Under SECTION II. PROPOSAL CONTENT, section 3. Technical Proposal, the following is stated: "(6) 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." Could OCTA kindly confirm whether references from 'other work not cited as related experience' are supplementary (i.e., in addition to the required three references) rather than replacements?

Response 40:

Three (3) references must be submitted at a minimum.

Question 41:

Is there any subcontracting goal for this solicitation? If so, could OCTA kindly share the corresponding information?

Response 41:

No.

Question 42:

Can firms meet the experience required through a subcontractor?

Response 42:

No.

Question 43:

Under section SECTION II. PROPOSAL CONTENT, section a. Qualifications, Related Experience and References of Offeror, point 4, the following is stated: "Describe Offeror's experience working with each subcontractor." Could OCTA please confirm if firms are required to have previous experience with the subcontractors we are onboarding for this solicitation? If so, what information is required in order to be responsive?

Response 43:

Not a requirement, but it is part of the evaluation.

Question 44:

In the event that firms are subcontracting, could OCTA please confirm if the subcontractor can bid as a prime vendor, too?

Response 44:

It is at the subcontractor's discretion to propose as prime vendor as well.

Question 45:

In the event that firms are subcontracting, could OCTA please confirm if the subcontractor can be subcontractors of other prime vendors, too?

Response 45:

Yes.

Question 46:

For the 'Staffing and Project Organization' criteria, could you clarify if resumes of all proposed staff are required or only key personnel?

Response 46:

Key Personnel.

Question 47:

Can you provide more detail on the volume of temporary staffing requests in the past 12–24 months?

Response 47:

For this year and 2024, OCTA received thirty-one (31) requests.

Question 48:

What is the average turnaround time you expect for a TSA to provide qualified candidates after a request is made?

Response 48:

As soon as the TSA has qualified candidates to provide OCTA for review.

Question 49:

Is there a preferred or mandated background check vendor for this engagement, or are TSA contractors permitted to use their own background check providers, provided they meet the required standards?

Response 49:

TSAs can use their own background check providers, but the TSAs must ensure that the providers meet OCTA's required personnel screening standards.

Question 50:

Can you clarify how "technical experience in performing work of a closely similar nature" is defined—do you prioritize experience with public sector agencies, transportation authorities, or specific job types (e.g., clerical, accounting)?

Response 50:

Both types of experience are encouraged.

Question 51:

What have been the primary challenges or pain points experienced under the current or previous contract(s)?

Response 51:

Refer to Response 6.

Question 52:

Can you please identify the incumbent vendor(s) currently providing these services, along with the scope and duration of their engagement?

Response 52:

Refer to Response 4.

Question 53:

Should we provide a fully burdened rate per position including screening, testing, and all overhead? Or will some costs be reimbursed separately?

Response 53:

Yes, these should all be included in the-fully burdened rate per position.

Question 54:

Is there a maximum rate cap for any of the listed job titles in Attachment A?

Response 54:

If this is in reference to Exhibit A, Revised Scope of Work, OCTA's hourly rate is provided and TSA's hourly pay rate should be equal to or higher than the OCTA hourly rate, it should not be less than.

Question 55:

Is there any specific font type?

Response 55:

Proposals should be typed with a standard 12-point font, double-spaced.

Question 56:

Can we use a single space, or is a double space mandatory?

Response 56:

Refer to Response 55.

Question 57:

Is the Table of Contents counted in the page limit?

Response 57:

No.

Question 58:

Could you please share the names of incumbent vendors?

Response 58:

Refer to Response 4.

Question 59:

How many awards will be made in this contract?

Response 59:

This depends on the most qualified firm(s) based on the evaluation of the proposals received.

Question 60:

Under section SECTION II. PROPOSAL CONTENT, section a. Qualifications, Related Experience and References of Offeror, the following is stated: "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 OCTA please clarify if firms have to directly address the information asked in this section, or is the information covered and evaluated inside points 1 to 6 of this section?

Response 60:

Offerors should directly address the information required in this section.

Question 61:

Under section SECTION II. PROPOSAL CONTENT, section a. Qualifications, Related Experience and References of Offeror, the following is stated: "strength and stability of the firm." Could OCTA kindly elaborate on what will be evaluated as strength and stability for a firm to be considered responsive?

Response 61:

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 62:

Could OCTA kindly elaborate on what they refer to as "work load" under section II. PROPOSAL CONTENT, section a. Qualifications, Related Experience and References of Offeror?

Response 62:

Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.

Question 63:

Under section SECTION II. PROPOSAL CONTENT, section a. Qualifications, Related Experience and References of Offeror, point 4, the following is stated: "Describe Offeror's experience working with each subcontractor." Could OCTA please clarify, if firms are working for the first time with the subcontractor onboarded, will this negatively affect the evaluation?

Response 63:

This will depend on the response. Offerors shall describe their experience working with each subcontractor proposed.

Question 64:

Could OCTA please confirm whether vendors are expected to consolidate all required forms, responses, and pricing into a single document for submission?

Response 64:

The link for submission has an upload file size limit of 80MB. Files can be broken down if exceeding this limit.

Question 65:

Is this a newly initiated project, or is it a continuation of an existing one?

Response 65:

This is a re-procurement as the current contracts are due to expire at the end of October.

Question 66:

If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?

Response 66:

Refer to Response 4.

Question 67:

Has the Authority experienced any shortcomings with the incumbents?

Response 67:

Refer to response 6.

Question 68:

Could you please disclose the existing markup percentage of the incumbent vendors?

Response 68:

Please submit a public records request to access information: [OCTA Public Records Center](#)

Question 69:

Could you please confirm how many vendors you intend to award for this effort?

Response 69:

Refer to Response 59.

Question 70:

Regarding the process when multiple staffing agencies are awarded, how will assignment requests be transmitted to the awarded TSAs (e.g., simultaneously, sequentially)

Response 70:

In the event more than one staffing agency is awarded, the assignment requests are transmitted to the TSAs simultaneously.

Question 71:

Is there a preference for local vendors?

Response 71:

Refer to Response 8.

Question 72:

Is it mandatory to subcontract for this effort?

Response 72:

No.

Question 73:

Are past performance references from commercial clients acceptable? Would those be rated/evaluated unfavorably over the government client references

Response 73:

Yes, it is acceptable.

Question 74:

What do you value most in a partnership with vendors?

Response 74:

Reliability and responsiveness in fulfilling OCTA's temporary staffing needs with qualified candidates. Timely and dependable service is essential to maintaining operations.

Question 75: What efficiencies does the Authority intend to achieve/ realize under this effort?

Response 75:

Temporary staffing services are essential to maintain operations due to unforeseen shortfalls in OCTA's employee coverage.

Question 76:

In Attachment A, grade 100 is listed at \$16.42 for the hourly rate which is below minimum wage in California. Please provide an updated rate.

Response 76:

OCTA does not have any positions associated with grade 100. Please refer to Exhibit A, Revised Scope of Work, attached to this Addendum No. 3.

Question 77:

Please describe any annual increases as it relates to statutory law, performance, or cost of living.

Response 77:

Not applicable.

Question 78:

Will OCTA consider weekly invoicing instead of monthly invoicing, as CA requires that we pay our temporary employees weekly?

Response 78:

Invoices should be submitted monthly.

Question 79:

In Exhibit B, can we provide hourly pay rate more than OCTA hourly rate? Or we have to provide the same rate as OCTA hourly rate?

Response 79:

TSA's hourly pay rate should be equal to or higher than the OCTA hourly rate, it should not be less than.

Question 80:

What is the historical spend for this bid?

Response 80:

Currently this year, spending is \$115,558, in the calendar year 2024 it was \$737,777, and 2023 was \$535,735.

Question 81:

Can you share the incumbent pricing and proposals?

Response 81:

Refer to Response 68.

Question 82:

Are there any specific pain points that were not addressed by the incumbent contractors?

Response 82:

Refer to Response 6.

Question 83:

How many vendors will be awarded this contract?

Response 83:

Refer to Response 59.

Question 84:

Do we need to provide double spacing after each paragraph or after each line?

Response 84:

After each line.

Question 85:

How many resources are currently engaged in the current contract?

Response 85:

Refer to Response 3.

Question 86:

Can you please share the no. of positions served in previous years under this contract?

Response 86:

Under this current contract since 2018, there has been a total of 132 temporary personnel.

Question 87:

Can you please share the amount of business each vendor did under this contract in previous years?

Response 87:

Refer to Response 5.

Question 88:

When the existing contract was started, and what is the annual monetary spent value of the ongoing contract?

Response 88:

OCTA's current contracts started in October 2018. Currently this year, OCTA spending is 115,558, in the calendar years 2024 it was \$737,777, and 2023 was \$535,735.

Question 89:

Would you be accepting references from public as well as commercial entities?

Response 89:

Yes.

Question 90:

Is there a mandatory subcontracting goal for this contract?

Response 90:

No.

Question 91:

How many firms is the Authority looking to award?

Response 91:

Refer to Response 59.

Question 92:

Is this a new solicitation? If not, could the Authority please share their incumbent's details?

Response 92:

This is not a new solicitation. Refer to Response 3.

Question 93:

Could the Authority please disclose if they have faced any pain points/challenges with their current vendors?

Response 93:

Refer to Response 6.

Question 94:

Is the Authority looking for firms to provide in-house personnel to perform the requested services, or can vendors recruit consultants to perform the services outlined in the scope of work?

Response 94:

OCTA is looking for firms to provide qualified temporary personnel to perform work assignments needed on a temporary basis.

Question 95:

Are electronic signatures allowed?

Response 95:

Yes.

Question 96:

Can firms cite their experience from private sector engagements to meet the experience requirements listed under this solicitation?

Response 96:

Yes.

Question 97:

Can firms cite their subcontractor's experience to meet the experience requirements listed under this solicitation?

Response 97:

Yes.

Question 98:

Can firms provide commercial references?

Response 98:

Yes.

Question 99:

Can firms provide references from ongoing contracts/projects?

Response 99:

Yes.

Question 100:

Can firms use their subcontractor's references to meet the reference requirements listed under this solicitation?

Response 100:

Yes.

Question 101:

Could the Authority please confirm if the requested references must match the experience examples requested under point a. Qualifications, Related Experience and References of Offeror, item 3, page 10?

Response 101:

No.

Question 102:

Could the Authority please clarify if, by key personnel, they mean the personnel who will manage the execution of this contract or the consultants who will be placed to perform the requested services under the scope of work of this RFP?

Response 102:

Key personnel relates to the personnel managing the contract, not the temporary staff that will be placed on assignment.

Question 103:

Regarding the key personnel's requested information, could the Authority please elaborate further on what they mean by "applicable professional credentials"?

Response 103:

Any applicable professional credentials such as certificates or courses taken.

Question 104:

Can firms manage the execution of this contract remotely?

Response 104:

Yes, if the firms can meet the required needs outlined in the scope of work and provide qualified temporary personnel who can provide services in-person at listed locations.

Question 105:

Could the Authority please clarify whether bidders must adhere to the rates included in Exhibit A or if bidders may propose other rates?

Response 105:

Refer to Response 79.

Question 106:

Could the Authority please clarify if firms must provide the requested forms separately or within the technical proposal?

Response 106:

Requested forms must be submitted with the proposal.

Question 107:

Are we required to submit the Status of Past and Present Contracts Form if our firm does not have any contracts that have been suspended, terminated, or involved in litigation within the past five years

Response 107:

Yes, state response, sign and submit Exhibit.

Question 108:

Does OCTA expect any active contingent personnel to be transitioned to the new talent supplier? If so, how many resources are in the affected population?

Response 108:

That is a decision which will be made by the temporary personnel.

Question 109:

Does OCTA have mandatory PTO for contingent labor? If so, what is the expectation and does OCTA want this billed separately or factored into the markup/bill rate?

Response 109:

Refer to Exhibit A, Revised Scope of Work, Section 6.3 Regulatory Requirements. The firms should comply with all applicable labor and employment laws. OCTA will not reimburse for the expenses of paying for holidays, paid time off, sick leave, etc.

Question 110:

If applicable, who is the incumbent for these services and for how long have they served OCTA in this capacity?

Response 110:

Refer to Response 4.

Question 111:

What are OCTA's current rates and mark-ups for the positions listed in the solicitation?

Response 111:

Refer to Response 68.

Question 112:

What is OCTA's historical usage and yearly spend for this contract during the past three (3) years?

Response 112:

Refer to Response 80.

Question 113:

What is the anticipated annual and total spend for this contract?

Response 113:

Refer to Response 7.

Question 114:

How many awards does OCTA anticipate making?

Response 114:

Refer to Response 59.

Question 115:

Are there any mandatory subcontracting requirements for this solicitation?

Response 115:

No.

Question 116:

When does OCTA anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

Response 116:

October 2025.

Question 117:

Could OCTA provide detailed job descriptions for the positions listed in the solicitation?

Response 117:

Job descriptions are available on OCTA website at <https://www.octa.net/about/careers/job-descriptions/overview/>.

Question 118:

What specific background checks and/or drug screens are required of the temporary staff?

Response 118:

Refer to Exhibit A, Revised Scope of Work, Section 4. The TSA shall conduct a criminal background check covering the past seven years for prospective temporary personnel identified by the Authority. The TSA shall have conducted an investigation for felony and misdemeanor records with the Superior and Municipal Court jurisdictions in which the candidate resided within the past seven years. The TSA shall verify that the temporary personnel have proper documentation regarding their identity and employment status according to the Immigration Reform and Control Act. These requirements are outlined in our scope of work.

Question 119:

To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will OCTA accept letters of attestation in lieu of actual background check results?

Response 119:

OCTA will accept confirmation that a background check has cleared without the need for actual results.

Question 120:

Will respondents be allowed to pass through the costs for background checks and drug screens (at no additional markup) to OCTA?

Response 120:

Refer to Exhibit A, Revised Scope of Work, Section 4.3. The cost of the criminal background checks should be included in the billing rate in Exhibit B, Revised Price Summary Sheet.

Question 121:

Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to OCTA?

Response 121:

No.

Question 122:

With respect to Affordable Care Act (ACA) costs, would OCTA prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?

Response 122:

The TSA will not be able to bill OCTA for this cost.

Question 123:

Are we allowed to bill back sick and holiday pay?

Response 123:

No.

Question 124:

If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

Response 124:

No.

Question 125:

Could we propose a temp to permanent hire conversion fee in our proposal?

Response 125:

Refer to Exhibit A, Revised Scope of Work, Section 6 Guarantees.

Question 126:

Will this be a cooperative contract with a piggybacking clause?

Response 126:

No.

Question 127:

Will the Living Wage Ordinance (LWO) be applicable to this contract?

Response 127:

No.

Question 128:

Is Federal Funding, SCA, or the Davis Bacon Act applicable to this contract?

Response 128:

No.

Question 129:

Can you please share the amount of business each vendor did under this contract in previous years?

Response 129:

Refer to Response 5.

Question 130:

Are you having trouble finding the talent you need?

Response 130:

Occasionally for some positions.

Question 131:

Has worker quality been an issue for you?

Response 131:

No, but at times the temporary personnel may not be fit for the temporary position.

Question 132:

What kind of turnover levels are you currently experiencing within your program?

Response 132:

None.

Question 133:

What are the strengths and weaknesses of your current program?

Response 133:

Temporary positions can be filled quickly, but at times, being provided with qualified candidates for some positions can be difficult.

Question 134:

What are the number of requirements expected per year?

Response 134:

This varies based on business needs.

Question 135:

What is the average duration of assignment of temporary employees?

Response 135:

Refer to Exhibit A, Revised Scope of Work, Section 1.3. The assignment will average from approximately two (2) weeks up to three (3) months but may be shorter or longer.

Question 136:

Could you please provide the list of holidays?

Response 136:

Holidays are listed on OCTA website under the Board Calendar.

Question 137:

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

Response 137:

No. The TSAs should comply with all applicable labor and employment laws.

Question 138:

What are the typical working hours?

Response 138:

Refer to Exhibit A, Revised Scope of Work, Section 5. Assignments will normally be between the hours of 7:00am and 6:00pm, Monday through Friday. Specific working hours and the duration of assignments may vary from each individual assignment.

Question 139:

How many incumbents are going to be hired from each position?

Response 139:

This varies based on business needs.

Question 140:

How many suppliers does the Authority intend to award?

Response 140:

Refer to Response 59.

Question 141:

It was mentioned in the pre- proposal conference that "Vendors must bid on all positions; partial bidding is not permitted". Will the Authority issue a single award??

Response 141:

Refer to Response 59.

Question 142:

Is there any local preference?

Response 142:

Refer to Response 8.

Question 143:

What are the current rates and mark-ups for the positions listed in the solicitation?

Response 143:

Refer to Response 68.

Question 144:

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

Response 144:

This varies based on business needs.

Question 145:

How many positions were used in the previous contract?

Response 145:

Refer to Exhibit A, Revised Scope of Work, Section 3. Positions listed in this section are the most frequently requested titles. However, there may be other titles needed depending on business needs.

Question 146:

What is the tentative start date of this engagement?

Response 146:

It is estimated to be in October or November 2025.

Question 147:

What is the average response time after a candidate is submitted to provide feedback on the candidate?

Response 147:

It varies depending on the number of candidates submitted for review.

Question 148:

When does the Authority anticipate completing its evaluation and notifying respondents of its recommended awardee(s)?

Response 148:

Refer to Response 116.

Question 149:

Is there any other position that might be required?

Response 149:

It varies based on business needs.

Question 150:

Which position is required the most?

Response 150:

Refer to Response 9.

Question 151:

In case of multiple awards, what shall be the process of sharing requirements?

Response 151:

Refer to Response 70.

Question 152:

What are the documents required for the subcontractor?

Response 152:

Prime is responsible for providing documents to a subcontractor.

Question 153:

Could the Authority provide the current rates provided to the temporary employees?

Response 153:

Refer to Response 68.

Question 154:

What is the minimum wage that needs to be provided to the temporary employees?

Response 154:

The OCTA hourly rate is listed in Exhibit A, Revised Scope of Work.

Question 155:

Will local vendors be provided additional points in evaluation?

Response 155:

No.

Question 156:

Can you please share the amount of business each vendor did under this contract in previous years?

Response 156:

Refer to Response 5.

Question 157:

Is subcontracting mandatory for this contract? If not mandatory, is there a subcontracting or participation goal (e.g., DBE/MBE/WBE)?

Response 157:

Subcontracting is not mandatory and there is no participation goal.

Question 158:

What is the estimated volume of temporary staffing requests anticipated over the life of the contract? Are there seasonal or cyclical peaks in demand we should be aware of?

Response 158:

It varies based on business needs.

Question 159:

Are there any incumbent vendors currently providing these services? If so, could you please provide the names of those incumbent firms?

Response 159:

Refer to Response 4.

Question 160:

Will there be any transition of existing temporary staff from the incumbent vendors to the awarded vendor(s)?

Response 160:

Refer to Response 108.

Question 161:

Could you please provide the historical spend on this project?

Response 161:

Refer to Response 80.

Question 162:

How many vendors do you anticipate awarding under this contract?

Response 162:

Refer to Response 59.

Question 163:

How many Temporary Contractors were hired in last year ?

Response 163:

Three (3) temporary personnel were hired in 2024.

Question 164:

Are all the positions mentioned required to be onsite, or is there any possibility for remote work?

Response 164:

All assignments will need to be on-site.

Question 165:

What are the primary pain points or challenges with the current provider?

Response 165:

Refer to Response 6.

Question 166:

For Attachment A, What is the expected number of personnel for each role?

Response 166:

This varies based on business needs.

Question 167:

For Attachment A, Is there a required minimum year of experience for each job category?

Response 167:

The position requirements are included in the job descriptions that are available on the OCTA website at <https://www.octa.net/about/careers/job-descriptions/overview/>.

Question 168:

Could you please provide the list of current or previous vendors used under the outgoing contract?

Response 168:

Refer to Response 4.

Question 169:

Are there any identified pain points or performance concerns from the current or past vendors that new bidders should be aware of?

Response 169:

Refer to Response 6.

Question 170:

Can you provide details on how the proposals will be evaluated, e.g., will there be a scoring breakdown

Response 170:

Refer to Section III. Evaluation and Award in the RFP.

Question 171:

Could you share the historical spend on this contract for the Past years?

Response 171:

Refer Response 80.

Question 172:

Could you provide the historical usage data (e.g., number of hires per position, frequency, or duration) available to help us forecast staffing needs?

Response 172:

Under this current contract since 2018, we had a total of 132 temporary personnel. The frequency and duration vary depending on the assignment and business needs.

Question 173:

We reviewed the salary grade tables in the RFP but could not locate any corresponding position titles for Grade 100 and Grade 105. Could you please clarify whether these grades are valid and, if so, provide the associated job titles or confirm if they should be excluded from our proposal?

Response 173:

OCTA does not have any positions associated with these grades. Refer to Exhibit A, Revised Scope of Work, attached to this Addendum No. 3.

Question 174:

Are vendors allowed to propose hourly rates above the OCTA minimum pay rates listed?

Response 174:

Refer to Response 79.

Question 175:

Can you clarify if a live or sample resume is needed? If so, how many resumes are needed?

Response 175:

If this question refers to the candidate's resume and/or work application, that will need to be submitted to OCTA's for review for temporary positions at time of request. There is no required number of resumes.

Question 176:

We observed that some job titles from both the IT and Non-IT domains are mapped to the same salary grades (e.g., Grade 205). Given that IT positions typically command higher pay rates than Non-IT roles, how should vendors approach pricing in such cases where the salary grade overlaps across distinct job categories with differing market rate expectations?

Response 176:

This would be at the vendor's discretion to complete Exhibit B, Revised Price Summary Sheet.

Question 177:

What is the replacement cost of the Parking Key Card?

Response 177:

\$30.

Question 178:

Can you share the incumbent(s) pricing?

Response 178:

Refer to Response 68.

Question 179:

Exhibit A, Revised Scope of Work, 4.3 a. states that “TSA shall conduct criminal background checks”. However. 4.3 b. states “TSA’s cost of criminal background checks shall be included the bill rate”. Please clarify if we are expected to reimburse TSA for the cost of the background. If so, what is the cost?

Response 179:

The proposed hourly bill rate on Exhibit B, Revised Price Summary Sheet, should include the cost of criminal background checks. There is no reimbursement to the TSA for the cost of the background checks.

Question 180:

Regarding Exhibit D. If we have no litigation, do we need to submit the form and sign as “Not Applicable”?

Response 180:

Yes.

Question 181:

Is there a complete position-to-grade classification list that maps all OCTA salary grades to their corresponding job titles?

Response 181:

No.

Question 182:

Would it be acceptable for us to use closely aligned or typical public sector roles that match the salary grade range when filling out pricing for the undefined grades?

Response 182:

The proposed hourly bill rates would be at firm’s discretion. TSA’s hourly pay rate should be equal to or higher than the OCTA hourly rate, it should not be less than.

Question 183:

For grades not explicitly tied to a position in Exhibit A, should we use our discretion to classify and propose typical roles aligned with the OCTA hourly rate ranges?

Response 183:

OCTA does not have positions associated with grades 100 – 120. Refer to Exhibit A, Revised Scope of Work.

Question 184:

Regarding Section 2.A.1. Format – Would OCTA consider removing the double-spaced requirement for the proposal, and instead allow single-spaced formatting?

Response 184:

No.

Question 185:

Regarding the Scope of Work Section 1.3 – Due to the short-term nature of temporary assignments lasting between two (2) weeks to three (3) months, will OCTA allow for the resubmission of candidates that have previously successfully completed their assignment with OCTA?

Response 185:

Yes, the candidates can be resubmitted if they meet the requirements needed for the new temporary position.

Question 186:

Regarding the Scope of Work Section 6.1.a – How often has OCTA hired a temporary employee at no cost after the completion of sixty (60) billed days?

Response 186:

OCTA has hired temporary personnel at no cost after the completion of sixty (60) billed days. In 2024, OCTA hired three (3) temporary personnel.

Question 187:

Do we need to sign Exhibit E if we are answering “no”. The form states “If no, please sign and date below.” However, the bottom of the form only has a line for Print Firm Name, there is no signature line.

Response 187:

Sign under “signature of contributor.”

Question 188:

Is this a re-compete RFP?

Response 188:

Refer to Response 65.

Question 189:

Could you please share current suppliers pricing and proposals?

Response 189:

Refer to Response 68.

Question 190:

Can you share details about the Incumbent’s performance or areas for improvement?

Response 190:

Refer to Response 6.

Question 191:

Could you please provide us what is your current annual spend for this contract and for how many FTEs?

Response 191:

Refer to Response 80.

Question 192:

How many incumbents are currently awarded for this contract? What is the annual value of each contract of each incumbent?

Response 192:

There are currently two (2) active contractors. Currently this year, the amount spent is approximately \$78,158 with one contractor, and approximately \$37,400 with the other contractor.

Question 193:

When are those contracts with the Incumbents expiring?

Response 193:

October 31, 2025.

Question 194:

Please tell us the difference between "Agency Bill Rate" and "Pay Rate". Please tell us your interpretation

Response 194:

The hourly pay rate is what the temporary personnel will be paid, and the agency hourly bill rate is what will be billed to OCTA. OCTA would expect the hourly pay rate to be at minimum the OCTA hourly rate; however, it can be more but not less.

Question 195:

In regards to temporary personnel, What are the minimum educational qualifications for the resources

Response 195:

It depends on the requirements of the position.

Question 196:

In regards to temporary personnel, any mandatory no. of years of experience.

Response 196:

It depends on the requirements of the position.

Question 197:

In regards to temporary personnel, Any specific skills or certifications

Response 197:

It depends on the requirements of the position.

Question 198:

In regards to temporary personnel, Detailed Job Description.

Response 198:

Refer to Response 117.

Question 199:

Does the "Orange County Transportation Authority (OCTA)" require resumes to be submitted as part of the proposal for each temporary personnel listed in the RFP? If so, how many resumes are expected?

Response 199:

No. Resumes should just be for the key personnel proposed to manage this contract.

Question 200:

Is there a page limit for the temporary personnel resumes?

Response 200:

No.

Question 201:

RFP states that the budget for this project is \$3.2 Million for a 3 year initial term. Please clarify if this is an annual budget or for 3 years.

Response 201:

This is for the three (3)-year initial term.

Question 202:

If multiple staffing agencies are awarded, Can you please confirm how many of them you plan to award?

Response 202:

Refer to Response 59.

Question 203:

There is a table provided on Page 14 which has "Grades" mentioned. For Grades like 100, 105, 110, 115, 120, we are unable to find out the corresponding "Class Title". In the absence of "Class title" how can we provide the rates for the grades. Please clarify?

Response 203:

Refer to Response 183.

Question 204:

On Page No. 29, there is a "SCHEDULE II --- OTHER DIRECT COSTS SCHEDULE". What kind of costs are you expecting to be captured here. Please clarify?

Response 204:

This would be any other costs incurred, but all costs incurred should be included in the fully-burdened hourly rate, which would be the hourly agency bill rate on Exhibit B, Revised Price Summary Sheet.

Question 205:

Do you expect us to submit the Certificate of Insurance along with the bid submission or is it required only at the time of contract award?

Response 205:

It may be included in the proposal but it is only required at the time of contract award.

Question 206:

Could firms onboard more than one subcontractor?

Response 206:

Yes.

Question 207:

Will the pricing provided for each grade apply for all job titles inside that grade?

Response 207:

Yes.

Question 208:

Could you please clarify the rate structure being requested? The OCTA rates provided are those applicable to current full-time employees. We understand that the rates expected from a provider will differ from the OCTA rates, as they will be fully burdened. Are we correct in assuming that the OCTA rates are provided for guidance?

Response 208:

Yes. TSA's hourly pay rate should be equal to or higher than the OCTA hourly rate, it should not be less than.

Question 209:

The Request for Proposal (RFP) asks for a team organization chart. As this is a temporary staffing opportunity, there would not be a traditional project team. We will provide a dedicated Account Manager and outline our full recruiting team in our response. Could you please clarify if there is an expectation for a dedicated project team for this effort?

Response 209: There is an expectation for a dedicated project team (key personnel) for this effort.

Question 210:

We are prepared to provide representative resumes for resources capable of fulfilling these roles. Could you please clarify whether resumes are needed for all positions or just a sample?

Response 210:

Candidate resumes and/or work applications shall be provided to OCTA through email for review at time of request for temporary assignment.

Question 211:

Regarding the pricing forms, do you require our fully burdened cost rate and then the hourly bill rate based on that fully burdened cost?

Response 211:

Yes.

Question 212:

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

Response 212:

Refer to Response 59.

Question 213:

What are the estimated funds that are estimated to be allocated for this contract?

Response 213:

Refer to Response 7.

Question 214:

What is the tentative start date of this engagement?

Response 214:

Refer to Response 146.

Question 215:

What is the work location of the proposed candidates?

Response 215:

Temporary Personnel may be assigned to any one of the following OCTA locations: 600 South Main Street, Orange, CA; 11800 Woodbury Road, Garden Grove, CA; 11911 Woodbury Road, Garden Grove, CA; 4301 West MacArthur Boulevard, Santa Ana, CA.

Question 216:

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 216:

Refer to Response 4, Response 68. Incumbents are eligible to submit proposals.

Question 217:

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

Response 217:

Refer to Response 6.

Question 218:

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

Response 218:

Refer to Response 80.

Question 219:

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

Response 219:

No.

Question 220:

How many positions were used in the previous contract (approximate)?

Response 220:

Refer to Response 86.

Question 221:

If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

Response 221:

Will depend on the resource.

Question 222:

Can we provide hourly rate ranges in the price proposal?

Response 222:

Refer to Response 32.

Question 223:

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 223:

Refer to Response 175.

Question 224:

Could you please provide the list of holidays?

Response 224:

Refer to Response 136.

Question 225:

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

Response 225:

Refer to Response 137.

Offerors are reminded to acknowledge receipt of this Addendum No. 3 in their transmittal letter and Exhibit B, "Revised Price Summary Sheet." All changes addressed in this Addendum No. 3 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 3 should be directed to the undersigned at mcardozo@octa.net

Sincerely,

A handwritten signature in cursive script that reads "Michael Cardozo".

Michael Cardozo

Contract Administrator

Contracts Administration and Materials Management

REVISED SCOPE OF WORK 1

TEMPORARY STAFFING SERVICES

1.0 General Information

- 1.1 The Temporary Services Agency (TSA) shall provide the Orange County Transportation Authority (Authority) with qualified personnel (Temporary Personnel) to perform work assignments on a temporary basis.
- 1.2 Temporary Personnel may be required as a result of unforeseen shortfalls in the Authority's employee coverage due to, but not limited to, prolonged illness, leave of absence, extended position vacancies, additional staffing requirements for special projects, and other unforeseeable circumstances.
- 1.3 The average duration of a Temporary Personnel assignment at the Authority will average from approximately two (2) weeks up to three (3) months but may be shorter or longer.
- 1.4 Historically, the majority of the Authority's Temporary Personnel requirements have been in the clerical or administrative support staff categories. However, temporary staffing needs may arise in other job categories including entry-level marketing support, accounts payable, and other professional categories.

In the event multiple staffing agencies are awarded, the following will be included as part of the Scope of Work:

- 1.5 When the Authority has an assignment, the request will be submitted to the TSAs on current contract with the Authority. The Authority will then review submitted candidates and the best qualified candidate will be selected for the assignment. In the event that the chosen candidate is submitted by both TSAs, then the TSA who submitted the candidate first will be awarded the assignment.

2.0 Transmission of Service Order

- 2.1 Notifying the TSA
 - a. When the TSA services are required, an authorized representative of the Authority's Human Resources Department will contact the TSA to place a Temporary Service Order. The Authority's Human Resources Department will inform the TSA of the personnel requirements including the job duties, skills/training required, work hours, location, and estimated duration of assignment.

- b. The Authority considers the following characteristics when selecting Temporary Personnel: individual qualifications; skills; background; experience; work history; dependability, and the appropriateness of the candidate for the unique job requirements.

2.2 Authority Introduction of an Individual to TSA

Where the Authority introduces an individual to the TSA in order for that individual to provide temporary services to the Authority:

- a. The Authority will inform the individual of the TSA that the Authority has a contract with, and the individual shall sign up with the agency. If there is more than one (1) TSA, the individual will have the choice to sign up with one or both agencies (*if multiple staffing agencies are awarded*).
- b. In the event the individual only signs with one (1) TSA, then the Authority has the right to engage services of that individual through that TSA.
- c. In the event the individual signs up with multiple TSAs, then the TSA who submitted the candidate first will be awarded the assignment.
- d. The TSA shall screen individuals in accordance with 4.0 below.

3.0 Positions

The following is representative of the Temporary Personnel position titles requested most frequently. The TSA shall possess the capacity to provide available and qualified Temporary Personnel for these positions, at a minimum. Additional positions may be required depending on business needs. For informational purposes, the Authority's "Hourly Salary Structure" for the positions listed is provided in Attachment A.

Accountant
Administrative Specialist
Buyer
Contract Administrator

General Services Specialist
Office Specialist, Assistant
Office Specialist
Office Specialist, Senior

4.0 TSA Required Personnel Screening

The TSA shall thoroughly screen all personnel prior to placing them on assignment with the Authority. The screening shall include the following:

4.1 Authority Required Screening

- a. All candidate resumes and/or work applications forwarded by the TSA to the Authority's Human Resources Department are to be transmitted via email. Per item 2.1 above, candidates and work applications should, at a minimum, meet the requested position requirements specified. *Employment Reference Investigations* as described in paragraphs 4.2, 4.3, 4.4, and 4.5 below may be requested by the Authority in addition to candidate resume or application materials.

4.2 Job Skills Testing

The Authority may request the TSA to administer tests to evaluate the skills and knowledge required for temporary positions assigned by the TSA.

4.3 Criminal Background Check

- a. Prior to commencement of any assignment, the TSA shall conduct a criminal background check covering the past seven (7) years for prospective Temporary Personnel identified by the Authority. The TSA shall have conducted an investigation for felony and misdemeanor records with the Superior and Municipal Court jurisdictions in which the candidate resided within the past seven years.
- b. The TSA's cost of criminal background checks shall be included in the billing rate listed in Exhibit B, Price Summary Sheet. ***The TSA shall exercise proper judgment referring Temporary Personnel to the Authority based on all screening requirements.***

4.4 Immigration Reform and Control Act of 1986

The TSA shall verify that the Temporary Personnel referred for assignment have proper documentation regarding their identity and employment status according to the Immigration Reform and Control Act

4.5 Dress Code

Temporary Personnel assigned to the Authority must report to work dressed in business and/or casual attire appropriate to the position. Temporary Personnel must maintain a clean, neat, and well-groomed appearance appropriate for the workplace and the work being performed.

5.0 Working Hours and Location

5.1 Working Hours and Assignment Duration

Temporary Personnel assignments normally will be performed between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. However, specific working hours and the duration of assignments may vary from each individual assignment.

5.2 Location

Temporary Personnel may be assigned to any one of the following Authority locations:

600 South Main Street, Orange, CA
11800 Woodbury Road, Garden Grove, CA
11911 Woodbury Road, Garden Grove, CA
4301 West MacArthur Boulevard, Santa Ana, CA

- 5.3** Parking validation will be provided for Temporary Personnel on their first day if needed. The Authority may issue parking key cards to Temporary Personnel placed on a long-term basis. Temporary Personnel's failure to return parking key cards upon termination of the assignment will result in a key card replacement fee to the TSA.

6.0 Guarantees

6.1 Option to Hire

- a. Temporary Personnel may be hired at no cost by the Authority after completion of sixty (60) days billed through the TSA. *Note: This amount of time may be waived upon mutual agreement.*
- b. In the event that the Authority refers Temporary Personnel to the TSA, then they may be hired by the Authority at no cost and the sixty (60) billed days limit in a. above, will be waived.

6.2 No Charge Guarantee

The TSA shall comply with a "No Charge Guarantee" for the first day of an assignment when the TSA are notified that the Temporary Personnel is not suitable for the assignment.

6.3 Regulatory Requirements

As a condition of this Agreement, the TSA shall comply with all applicable labor and employment laws including but not limited to the Affordable Care Act, California Family Rights Act, Fair Employment and Housing Act, California Labor Code, and the Americans with Disabilities Act.

LIMITATION ON GOVERNMENTAL DECISIONS

Nothing contained in this scope of work permits the TSA's personnel to authorize or direct any actions, votes, appoint any person, obligate, or commit OCTA to any course of action or enter into any contractual agreement on behalf of OCTA. In addition, TSA's personnel shall not provide information, an opinion, or a recommendation for the purpose of affecting a decision without significant intervening substantive review by OCTA personnel, counsel, and management.

ATTACHMENT A

AUTHORITY HOURLY SALARY STRUCTURE

<u>ITEM</u>	<u>POSITION TITLE</u>	<u>GRADE</u>	<u>OCTA HOURLY RATE</u>
1.	Accountant	185	\$37.65
2.	Administrative Specialist	160	\$29.50
3.	Buyer	180	\$35.85
4.	Contract Administrator	195	\$41.50
5.	General Services Specialist	145	\$25.48
6.	Office Specialist, Assistant	135	\$23.11
7.	Office Specialist	145	\$25.48
8.	Office Specialist, Senior	155	\$28.09

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Rates listed below are based on the OCTA Personnel & Salary Resolution (PSR) for Financial Year (FY) 2024/25. These rates will remain in effect for the duration of the contract.

Rates are decided by equivalent job title and/or skills and experience required. For OCTA job titles and grades, refer to PSR FY 2024/25.

Class Title	OCTA Salary Grade
Accountant	185
Accountant, Associate	175
Accountant, Principal	205
Accountant, Senior	195
Accounting Specialist	155
Accounting Specialist, Associate	145
Accounting Specialist, Senior	165
Administrative Specialist	160
Analysis Project Manager	205
Applications Analyst	200
Applications Analyst, Associate	190
Applications Analyst, Principal	220
Applications Analyst, Senior	210
Asset Management Administrator	155
Assistant Base Manager	215
Base Manager	235
Benefits Specialist	185
Benefits Specialist, Associate	175
Benefits Specialist, Principal	215
Benefits Specialist, Senior	205
Bus Operations Supervisor	190
Business Computing Solutions Specialist	205
Business Computing Solutions Specialist, Associate	195
Business Computing Solutions Specialist, Lead	225
Business Computing Solutions Specialist, Senior	215
Business Intelligence Analyst	205
Business Intelligence Analyst, Associate	195
Business Intelligence Analyst, Senior	215
Business Systems Analyst	195
Business Systems Analyst, Associate	185
Business Systems Analyst, Principal	215
Business Systems Analyst, Senior	205
Business Unit Analyst	185
Business Unit Analyst, Associate	175
Business Unit Analyst, Principal	205
Business Unit Analyst, Senior	195

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Buyer	180
Buyer, Associate	170
Buyer, Senior	190
Chief Operating Officer	285
Civil Engineer	215
Civil Engineer, Principal	235
Civil Engineer, Senior	225
Claims Manager	220
Claims Representative	180
Claims Representative, Associate	170
Claims Representative, Senior	190
Clerk of the Board Specialist	175
Clerk of the Board Specialist, Assistant	165
Clerk of the Board Specialist, Principal	190
Clerk of the Board Specialist, Senior	180
Communications Department Manager, Senior	280
Communications Specialist	190
Communications Specialist, Associate	180
Communications Specialist, Principal	210
Communications Specialist, Senior	200
Community Relations Specialist	175
Community Relations Specialist, Associate	165
Community Relations Specialist, Principal	195
Community Relations Specialist, Senior	185
Community Transportation Coordinator	195
Community Transportation Coordinator, Principal	215
Community Transportation Coordinator, Senior	205
Compensation Analyst	190
Compensation Analyst, Associate	180
Compensation Analyst, Principal	210
Compensation Analyst, Senior	200
Construction Safety Section Manager	235
Construction Safety Specialist, Principal	210
Contract Analyst	205
Contract Administrator, Principal	215
Contract Administrator, Senior	205
Contract Administrator	195
Contract Administrator, Associate	185
Creative Services Specialist	170
Creative Services Specialist, Associate	160
Creative Services Specialist, Principal	190
Creative Services Specialist, Senior	180
Customer Relations Representative	130
Customer Relations Representative, Senior	140
Customer Relations Specialist	160
Customer Relations Specialist, Associate	150

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Customer Relations Specialist, Senior	170
Cyber Security Analyst	200
Cyber Security Analyst, Associate	190
Cyber Security Analyst, Senior	210
Cyber Security Compliance Analyst	195
Cyber Security Compliance Analyst, Associate	185
Cyber Security Compliance Analyst, Senior	205
Cyber Security Engineer, Associate	205
Cyber Security Engineer	210
Cyber Security Engineer, Senior	220
Cyber Security Intrusion Analyst	200
Cyber Security Intrusion Analyst, Associate	190
Cyber Security Intrusion Analyst, Senior	210
Cyber Security Risk Analyst	200
Cyber Security Risk Analyst, Principal	220
Cyber Security Risk Analyst, Senior	210
Data Warehouse Architect	215
Data Warehouse Architect, Associate	205
Data Warehouse Architect, Principal	235
Data Warehouse Architect, Senior	225
Database Administrator	205
Database Administrator, Principal	225
Database Administrator, Senior	215
DBE (Disadvantaged Business Enterprise) Specialist	185
DBE (Disadvantaged Business Enterprise) Specialist, Associate	175
DBE (Disadvantaged Business Enterprise) Specialist, Senior	195
Department Manager	260
Department Manager, Senior	270
Deputy Treasurer	230
Desktop Support Technician	180
Desktop Support Technician, Associate	170
Desktop Support Technician, Senior	190
Desktop Support Technician, Principal	200
Digital/Reprographic Specialist	150
Digital/Reprographic Specialist, Senior	160
Director	285
Emergency Management Specialist	210
Employee Programs Administrator	190
Employee Programs Specialist	175
Employee Relations Representative	190
Employee Relations Representative, Associate	180
Employee Relations Representative, Principal	210
Employee Relations Representative, Senior	200

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Executive Assistant I	160
Executive Assistant II	170
Executive Assistant III	175
Executive Assistant IV	180
Executive Assistant V	190
Facilities Maintenance Supervisor	205
Field Administrator	180
Field Administrator, Associate	170
Field Administrator, Senior	190
Financial Analyst	195
Financial Analyst, Associate	185
Financial Analyst, Principal	215
Financial Analyst, Senior	205
Fleet Analyst	175
Fleet Analyst, Associate	165
Fleet Analyst, Senior	185
General Services Specialist	145
General Services Specialist, Assistant	135
General Services Specialist, Senior	155
GIS Analyst	195
GIS Analyst, Associate	185
GIS Analyst, Principal	215
GIS Analyst, Senior	205
Government Relations Representative	195
Government Relations Representative, Associate	185
Government Relations Representative, Principal	215
Government Relations Representative, Senior	205
Grants Technician	155
Health, Safety & Compliance Specialist, Associate	185
Health, Safety & Environmental Compliance Specialist	195
Health, Safety & Environmental Compliance Specialist, Principal	215
Health, Safety & Environmental Compliance Specialist, Senior	205
Human Resources Assistant	160
Human Resources Business Partner	195
Human Resources Business Partner, Associate	185
Human Resources Business Partner, Senior	205
Human Resources Business Partner, Principal	215
Human Resources Representative	185
Human Resources Representative, Associate	175
Human Resources Representative, Senior	195
Internal Audit, Senior Manager	245
Internal Auditor	205
Internal Auditor, Associate	195

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Internal Auditor, Principal	225
Internal Auditor, Senior	215
Inventory Analyst	190
IS Business Strategist	230
IS Enterprise Architect	225
IS Project Manager I	210
IS Project Manager II	220
IS Project Manager III	230
IS Project Manager, Senior	240
Learning & Development Administrator, Principal	205
Learning & Development Administrator, Senior	195
Learning and Development Administrator	185
Learning and Development Administrator, Associate	175
LOSSAN Accounting Analyst	185
LOSSAN Accounting Analyst, Associate	175
LOSSAN Accounting Analyst, Senior	195
LOSSAN Capital Program Manager	255
LOSSAN Deputy Managing Director	285
LOSSAN Equipment and Mechanical Manager	235
LOSSAN Executive Administrative Assistant	175
LOSSAN Finance and Administration Manager	260
LOSSAN Marketing and Communications Manager	220
LOSSAN Marketing Specialist	180
LOSSAN Marketing Specialist, Associate	170
LOSSAN Marketing Specialist, Principal	200
LOSSAN Marketing Specialist, Senior	190
LOSSAN Operations Compliance and Safety Manager	245
LOSSAN Planning & Communication Manager	260
LOSSAN Planning and Analysis Manager	245
LOSSAN Program Manager	255
LOSSAN Programming & Grants Manager	255
LOSSAN Project Manager, Senior	240
LOSSAN Senior Manager, Finance & Administration	270
LOSSAN Transportation Analyst	195
LOSSAN Transportation Analyst, Associate	185
LOSSAN Transportation Analyst, Principal	215
LOSSAN Transportation Analyst, Senior	205
LOSSAN Transportation Funding Analyst	195
LOSSAN Transportation Funding Analyst, Associate	185
LOSSAN Transportation Funding Analyst, Principal	215
LOSSAN Transportation Funding Analyst, Senior	205
Maintenance Field Administrator	200
Maintenance Field Administrator, Principal	220

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RFP 5-4052
EXHIBIT A**

Maintenance Field Administrator, Senior	210
Maintenance Instructor	200
Maintenance Instructor, Senior	210
Maintenance Planner	190
Maintenance Resource Analyst	185
Maintenance Resource Analyst, Senior	195
Maintenance Supervisor	205
Marketing Specialist	180
Marketing Specialist, Assistant	160
Marketing Specialist, Associate	170
Marketing Specialist, Principal	200
Marketing Specialist, Senior	190
Materials Management Planner	190
Network Administrator	200
Network Administrator, Associate	190
Network Administrator, Principal	220
Network Administrator, Senior	210
Network Analyst	200
Network Analyst, Associate	190
Network Analyst, Senior	210
Office Specialist	145
Office Specialist, Assistant	135
Office Specialist, Senior	155
On-Board Evaluator	125
Operations Analyst, Principal	205
Operations Project Manager	230
Pass Sales Coordinator	165
Payroll Administrator	180
Program Management Analyst	195
Program Management Analyst, Associate	185
Program Management Analyst, Principal	215
Program Management Analyst, Senior	205
Program Manager	260
Program Manager, Senior	270
Programming & Grants Development Manager	245
LOSSAN Program Manager, Senior	270
Programmer Analyst	190
Programmer Analyst, Associate	180
Programmer Analyst, Senior	200
Project Controls Analyst, Associate	180
Project Controls Analyst	190
Project Controls Analyst, Principal	210
Project Controls Analyst, Senior	200
Project Manager I	210
Project Manager II	220
Project Manager III	230

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT A**

Project Manager, Senior	240
Public Records Administrator	170
Public Records Administrator, Associate	160
Rail Maintenance-of-Way Administrator	185
Rail Maintenance-of-Way Administrator, Senior	195
Rail Systems Safety Specialist, Principal	215
Real Property Agent	185
Real Property Agent, Associate	175
Real Property Agent, Principal	205
Real Property Agent, Senior	195
Real Property Department Manager, Senior	280
Records Administrator	160
Records Administrator, Senior	170
Revenue Administrator	185
Revenue Administrator, Associate	175
Revenue Administrator, Principal	205
Revenue Administrator, Senior	195
Schedule Analyst	180
Schedule Analyst, Associate	170
Schedule Analyst, Senior	190
Schedule Analyst, Principal	200
Section Manager I	210
Section Manager II	220
Section Manager III	235
Section Manager, Senior	245
Section Supervisor I	185
Section Supervisor II	195
Section Supervisor, Senior	205
Security Systems Administrator	195
Security Systems Administrator, Associate	185
Security Systems Administrator, Senior	205
Senior Real Property Manager	280
Senior Strategic Communications Manager	280
Service Planning Analyst	195
Service Planning Analyst, Principal	215
Service Planning Analyst, Senior	205
SharePoint System Architect	210
SMS (Safety Management System) Program Manager	220
Stops and Zones Analyst	185
Stops and Zones Analyst, Associate	175
Stops and Zones Analyst, Principal	205
Stops and Zones Analyst, Senior	195
Stops and Zones Planner	185
Stops and Zones Planner, Associate	175
Stops and Zones Planner, Senior	195

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT A**

Strategic Plan Administrator	245
Systems Engineer	205
Systems Engineer, Associate	195
Systems Engineer, Senior	215
Talent Acquisition Specialist	185
Talent Acquisition Specialist, Associate	175
Talent Acquisition Specialist, Principal	205
Talent Acquisition Specialist, Senior	195
Telecommunications Administrator	180
Telecommunications Technician	180
Transit Project Manager I	210
Transit Project Manager II	220
Transit Project Manager III	230
Transportation Analyst	195
Transportation Analyst, Associate	185
Transportation Analyst, Principal	215
Transportation Analyst, Senior	205
Transportation Funding Analyst	195
Transportation Funding Analyst, Associate	185
Transportation Funding Analyst, Principal	215
Transportation Funding Analyst, Senior	205
Transportation Funding Specialist	165
Transportation Modeling Analyst	195
Transportation Modeling Analyst, Associate	185
Transportation Modeling Analyst, Principal	215
Transportation Modeling Analyst, Senior	205
Warranty Coordinator	170
Warranty Coordinator, Associate	160
Warranty Coordinator, Senior	180
Web Data Analyst	175
Web Data Analyst, Associate	165
Web Data Analyst, Senior	185
Web Developer	190
Web Developer, Principal	210
Web Developer, Senior	200
Wellness Coordinator	190
Worker's Compensation Program Specialist	185

Grade	OCTA Hourly Rate
125	21.55
130	22.63

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT A**

135	23.76
140	24.95
145	26.20
150	27.50
155	28.88
160	30.33
165	31.84
170	33.44
175	35.11
180	36.86
185	38.71
190	40.64
195	42.67
200	44.81
205	47.05
210	49.40
215	51.87
220	54.46
225	57.18
230	60.04
235	63.04
240	66.20
245	69.51
250	72.98
255	76.63
260	80.46

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT A**

265	84.48
270	88.70
275	93.14
280	97.80
285	102.69
290	107.82
295	113.21

Each TSA invoice received is reviewed by Human Resources (HR) for position, title, name, and rate. The invoice is then sent to the department utilizing the temporary staff. The manager of the temporary staff will sign to authorize the hours worked and include the appropriate account code.

Please note, the job titles on the invoices do not necessarily reflect OCTA job titles, the rate is the value that should be confirmed.

The TSA shall provide the ability for the Authority to approve timesheets electronically.

REVISED PRICE SUMMARY SHEET 1

REQUEST FOR PROPOSALS (RFP) 5-4052

Enter below fully-burdened hourly rates for each category grade described in the Scope of Work, Exhibit A. Rates shall include direct costs, indirect costs, tax, and profits. The Authority's intention is to award a time-and-expense price contract.

SCHEDULE I --- HOURLY RATE SCHEDULE

Initial Term: Effective through October 31, 2028

Note: Consultant Hourly Pay Rate – includes weekdays, Saturday, Sunday, Holidays, and Overtime.

Hourly Billable Rate – includes consultant hourly rate, general and administration, overhead, and profit.

Note: For cost analysis purposes, please provide rates for the above designated grade.

Grade	OCTA Hourly Rate	Effective – 10/31/26		11/1/26 – 10/31/27		11/1/27 – 10/31/28	
		Hourly Agency Bill Rate	Hourly Pay Rate	Hourly Agency Bill Rate	Hourly Pay Rate	Hourly Agency Bill Rate	Hourly Pay Rate
125	\$21.55	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
130	\$22.63	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
135	\$23.76	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
140	\$24.95	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
145	\$26.20	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
150	\$27.50	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
155	\$28.88	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

160	30.33	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
165	31.84	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
170	33.44	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
175	35.11	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
180	36.86	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
185	38.71	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
190	40.64	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
195	42.67	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
200	44.81	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
205	47.05	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
210	49.40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
215	51.87	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
220	54.46	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
225	57.18	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
230	60.04	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
235	63.04	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
240	66.20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

245	69.51						
250	72.98	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
255	76.63	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
260	80.46	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
265	84.48	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
285	88.70	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
275	93.14	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
280	97.80	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
285	102.69	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
290	107.82	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
295	113.21	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

First Option Term: November 1, 2028 through October 31, 2030

Grade	OCTA Hourly Rate	11/1/28 – 10/31/29		11/1/30 – 10/31/31	
		Hourly Agency Bill Rate	Hourly Pay Rate	Hourly Agency Bill Rate	Hourly Pay Rate
125	\$21.55	\$ _____	\$ _____	\$ _____	\$ _____
130	\$22.63	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____	\$ _____ \$ _____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

135	\$23.76				
140	\$24.95	\$ _____	\$ _____	\$ _____	\$ _____
145	\$26.20	\$ _____	\$ _____	\$ _____	\$ _____
150	\$27.50	\$ _____	\$ _____	\$ _____	\$ _____
155	\$28.88	\$ _____	\$ _____	\$ _____	\$ _____
160	30.33	\$ _____	\$ _____	\$ _____	\$ _____
165	31.84	\$ _____	\$ _____	\$ _____	\$ _____
170	33.44	\$ _____	\$ _____	\$ _____	\$ _____
175	35.11	\$ _____	\$ _____	\$ _____	\$ _____
180	36.86	\$ _____	\$ _____	\$ _____	\$ _____
185	38.71	\$ _____	\$ _____	\$ _____	\$ _____
190	40.64	\$ _____	\$ _____	\$ _____	\$ _____
195	42.67	\$ _____	\$ _____	\$ _____	\$ _____
200	44.81	\$ _____	\$ _____	\$ _____	\$ _____
205	47.05	\$ _____	\$ _____	\$ _____	\$ _____
210	49.40	\$ _____	\$ _____	\$ _____	\$ _____
215	51.87	\$ _____	\$ _____	\$ _____	\$ _____
220	54.46	\$ _____	\$ _____	\$ _____	\$ _____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

225	57.18	\$ _____	\$ _____	\$ _____	\$ _____
230	60.04	\$ _____	\$ _____	\$ _____	\$ _____
235	63.04	\$ _____	\$ _____	\$ _____	\$ _____
240	66.20	\$ _____	\$ _____	\$ _____	\$ _____
245	69.51	\$ _____	\$ _____	\$ _____	\$ _____
250	72.98	\$ _____	\$ _____	\$ _____	\$ _____
255	76.63	\$ _____	\$ _____	\$ _____	\$ _____
260	80.46	\$ _____	\$ _____	\$ _____	\$ _____
265	84.48	\$ _____	\$ _____	\$ _____	\$ _____
285	88.70	\$ _____	\$ _____	\$ _____	\$ _____
275	93.14	\$ _____	\$ _____	\$ _____	\$ _____
280	97.80	\$ _____	\$ _____	\$ _____	\$ _____
285	102.69	\$ _____	\$ _____	\$ _____	\$ _____
290	107.82	\$ _____	\$ _____	\$ _____	\$ _____
295	113.21	\$ _____	\$ _____	\$ _____	\$ _____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

Second Option Term: November 1, 2030 through October 31, 2032

Grade	OCTA Hourly Rate	11/1/30 – 10/31/31		11/1/32 – 10/31/33	
		Hourly Agency Bill Rate	Hourly Pay Rate	Hourly Agency Bill Rate	Hourly Pay Rate
125	\$21.55	\$ _____	\$ _____	\$ _____	\$ _____
130	\$22.63	\$ _____	\$ _____	\$ _____	\$ _____
135	\$23.76	\$ _____	\$ _____	\$ _____	\$ _____
140	\$24.95	\$ _____	\$ _____	\$ _____	\$ _____
145	\$26.20	\$ _____	\$ _____	\$ _____	\$ _____
150	\$27.50	\$ _____	\$ _____	\$ _____	\$ _____
155	\$28.88	\$ _____	\$ _____	\$ _____	\$ _____
160	30.33	\$ _____	\$ _____	\$ _____	\$ _____
165	31.84	\$ _____	\$ _____	\$ _____	\$ _____
170	33.44	\$ _____	\$ _____	\$ _____	\$ _____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

175	35.11	\$ _____	\$ _____	\$ _____	\$ _____
180	36.86	\$ _____	\$ _____	\$ _____	\$ _____
185	38.71	\$ _____	\$ _____	\$ _____	\$ _____
190	40.64	\$ _____	\$ _____	\$ _____	\$ _____
195	42.67	\$ _____	\$ _____	\$ _____	\$ _____
200	44.81	\$ _____	\$ _____	\$ _____	\$ _____
205	47.05	\$ _____	\$ _____	\$ _____	\$ _____
210	49.40	\$ _____	\$ _____	\$ _____	\$ _____
215	51.87	\$ _____	\$ _____	\$ _____	\$ _____
220	54.46	\$ _____	\$ _____	\$ _____	\$ _____
225	57.18	\$ _____	\$ _____	\$ _____	\$ _____
230	60.04	\$ _____	\$ _____	\$ _____	\$ _____
235	63.04	\$ _____	\$ _____	\$ _____	\$ _____
240	66.20	\$ _____	\$ _____	\$ _____	\$ _____
245	69.51	\$ _____	\$ _____	\$ _____	\$ _____
250	72.98	\$ _____	\$ _____	\$ _____	\$ _____
255	76.63	\$ _____	\$ _____	\$ _____	\$ _____

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

260	80.46				
265	84.48	\$ _____	\$ _____	\$ _____	\$ _____
285	88.70	\$ _____	\$ _____	\$ _____	\$ _____
275	93.14	\$ _____	\$ _____	\$ _____	\$ _____
280	97.80	\$ _____	\$ _____	\$ _____	\$ _____
285	102.69	\$ _____	\$ _____	\$ _____	\$ _____
290	107.82	\$ _____	\$ _____	\$ _____	\$ _____
295	113.21	\$ _____	\$ _____	\$ _____	\$ _____

SCHEDULE II --- OTHER DIRECT COSTS SCHEDULE

Type of ODC		Quantity	Unit Rate	Budget Amount
1				
2				
3				
4				
5				
6				
<i>Additional ODC required and authorized by the Authority but not included in this Agreement will be reimbursed either (a) "At Cost" OR (b) up to the applicable Current Rate listed in this Schedule II, whichever is less.</i>				
<i>Supporting documentation must accompany invoice.</i>				

*Please note the following:

- Authority will not reimburse Consultant for hours charged to perform activities associated with the preparation and review of invoices submitted to Authority.
- Authority will not reimburse Consultant for local meals and travel time, unless previously approved, or any other expenses not included within this Exhibit B.

**ADDENDUM NO. 3 TO
RFP 5-4052
EXHIBIT B**

1. I acknowledge receipt of **RFP 5-4052** and Addenda No.(s)____.
2. This offer shall remain firm for _____ days from the date of proposal.
(Minimum of 120)

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

FACSIMILE # _____

EMAIL ADDRESS _____

SIGNATURE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

NAME AND TITLE OF PERSON
AUTHORIZED TO BIND OFFEROR _____

DATE SIGNED _____

PRE-PROPOSAL CONFERENCE REGISTRATION



OCTA RFP #: 5-4052

Date: May 20, 2025

Title: Temporary Staffing Services

1. Company Name: ATHENA Consulting
Attendee: Brandon Pemble
Address: 506 Main St. #215
City, State Zip: Gaithersburg, MD 20878
Phone Number: (240) 679-1923 Registered on CAMM NET? ☒ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: bpemble@athenaconsultingllc.com

2. Company Name: ATHENA Consulting
Attendee: Colleen Mathias
Address: 506 Main St. #215
City, State Zip: Gaithersburg, MD 20878
Phone Number: (240) 266-5810 Registered on CAMM NET? ☐ Yes ☐ No
Prime ☒ Sub ☐ DBE ☐
E-Mail Address: cmathias@athenaconsultingllc.com

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

1. Company Name: _____
Attendee: _____
Address: _____
City, State Zip: _____
Phone Number: (909) 599-1494 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 REGISTRATION****OCTA** RFP #: 5-4052Date: May 20, 2025Title: Temporary Staffing Services

-
1. **Company Name:** Global Path Resources, Inc. (legal name: Global IT Resources, Inc.)
Attendee: Nash Castle, CEO & Mary Sovan, Business Analyst
Address: 485 E. 17th St. Suite 550
City, State Zip: Costa Mesa, CA. 92627
Phone Number: (562) 249.8023 **Registered on CAMM NET?** ☒ Yes ☐ No
Prime ☒ **Sub** ☐ **DBE** ☐
E-Mail Address: ncastle@globalhit.com
-
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: _____