

March 26, 2026

Addendum No. 3

RFP Number: 26-T021

Title: Temporary Staffing Services

Purpose of Addendum: To provide answers to questions submitted.

1. Kindly confirm whether any business registration, certifications, or licenses are required to be submitted along with the proposal. **What's required is stated in the RFP in F1-F10**
2. Is this a new contract or a re-bid? **Rebid, the current Contract is expiring in May 2026**
3. Can you provide a history of prior incumbents along with their contract values?
Cornerstone Staffing
4. What was the total spending under the previous contract term? **Approx.\$700,000**
5. What is the anticipated budget for this contract? **No dollar value is disclosed, as this is currently on an as-needed basis.**
6. What is the anticipated contract award date? **May 2026**
7. What is your expected turnaround time for submitting qualified candidate resumes? **7-10 days**
8. Do you use an online timesheet system or a paper-based process? **Currently, the temp employees utilize their company's time tracking and our supervisor validates the time**
9. Will vendors be required to use your timesheet system, or can we use our own online system? **Use your own system**
10. What background checks are required by the Metro? **Federal state/county, sex offender**
11. What is the list of Drug tests required by the Metro? **Standard**
12. How many years of financial statements are required? **3 years is recommended. We mainly to confirm you are financially stabled.**
13. Can you provide an estimated number of personnel required? **It varies, based on need.**
14. Are there any mandatory subcontracting goals for this contract? **No**
15. As per the RFP, does the 30-page limit apply to the entirety of Section 4? **Yes,**
16. Can you request FOIA records for this contract? **Yes, all FOIA Requests should be sent to Publicinfo@RideTM.org.**
17. Will the majority of temporary staff be required to work onsite, or will there be opportunities for remote or hybrid assignments? **Onsite only**
18. Please clarify whether pricing should be presented as the direct compensation paid to personnel, or as the fully burdened hourly rate inclusive of overhead and contractor profit.
As requested in the F-2 form, regarding certification of subvendors, here we work with multiple subvendors as per the requirement received from the client. So, do we need to take certification from all the subvendors, or can we leave it blank for now and include the names in the later stage? **We only need it from the Prime**
19. In the requested document it was mentioned that the proposal company needs to submit a recent audited financial statement. Instead of that, can we submit a compiled financial statement? or the profit and loss balance sheet of recent years. **Yes, that will suffice.**
20. Please clarify if we have to submit our response through bonfire portal or as a hard copy submission. **Hard Copies are accepted**

21. Can commercial projects be included as references in the F6 – List of References for Similar Projects, or are only government/public sector projects considered valid? **Yes, that will suffice.**
Are ongoing contracts eligible to be listed as similar project references in F6, or is completion of the project mandatory? **Ongoing is acceptable.**
22. Please clarify if we have to incorporate resumes for now. If yes, will sample resumes work. **Not needed**
23. We have references from our clients, who are suggesting us to use department-based email IDs for reference checks.
Can we use those emails as a reference, or do we need to have a specific person's email ID? **That is acceptable.**
24. Can a Dun & Bradstreet report be accepted under the “Audited Financial Statements” requirement, or is submission of formally audited financial statements strictly mandatory? **That is acceptable.**
25. Will Trinity Metro award to one vendor or multiple vendors under this RFP? **One Vendor**
26. Is there an estimated annual contract value or staffing budget? **No dollar value is disclosed, as this is currently on an as-needed basis.**
27. Approximately how many temporary positions are filled annually? **Varies on need**
28. Is this a new contract or a re-bid? If it is a re-bid, who are the incumbents? Can you share incumbent pricing? **Re-bid, Cornerstone Staffing**
29. What is the average duration of temporary assignments? **Varies on need**
30. What percentage of positions typically convert to temp-to-hire? **Approx. 50%**
31. Will Trinity Metro guarantee any minimum volume of placements? **No**
32. Can Trinity Metro share historical spend on temporary staffing services for the last 2–3 years? **In 2025, we did not utilize temporary staffing services. In 2024, approx. \$133,000.**
33. Can Trinity Metro provide the complete list of job categories and the estimated number of positions per category?
34. What are the most frequently requested job roles? **Administrative (clerical) staff, custodial, and occasional professional (mostly accounting)**
35. What is the expected turnaround time for filling positions?
36. Should pricing be submitted as:
- Markup percentage?
 - Bill rate?
 - **Pay rate + markup?**
37. Will Trinity Metro evaluate pricing based on:
- a. Lowest markup?
 - b. Blended rate?**
 - c. Cost per category?
38. Do we need to provide COI at the time of proposal submission or on contract award? **This is required with the award.**

39. Does the 30-page limit exclude cover page, cover letter, TOC, resumes etc. **Yes,**
40. Can appendices include sample resumes and case studies beyond the 30-page limit? **That will suffice**
41. "What are the biggest challenges Trinity Metro has experienced with previous temporary staffing vendors that you would like the new contractor to improve?" **None**
42. Is it mandatory to create illustrations using 11" x 17" sheets? **No**
43. Will Cover page and Toc be counted in page limit? **No**
44. If we are submitting electronically, and we are adding sheets for dividing each section, will those additional sheets be counted in page limit. **No**
45. Can we submit proposal only electronically? **Yes, that's our preferred method.**
46. Can we submit Balance sheet, profit and loss statements instead of Audited financial statements? **That will suffice.**
47. Please elaborate Metro in the requirement 'Metro and provide periodic reports'? resumes? **You can state in your proposal how you doing reporting if any.**
48. Do we need to submit COI with the proposal? **No**
49. Are commercial references acceptable? **Yes**
50. Is it mandatory to bid on all roles? **Bid on what you fill/source**
51. Does Individual Rate Range refer to pay rates? **yes**
52. Please Provide a Job description of all Job titles? **We have numerous jobs and descriptions to provide all will be cumbersome.**
53. How many FTEs are required for this contract, also provide a breakdown per Job category? **Varies on need**
54. How many FTEs have been previously working on this contract? **Varies on need**
55. Which positions have been filled historically? **Admin asst, accountant, custodial, exec asst,**
56. Do the resources need to work onsite or remote? **onsite**
57. What is the duration of the assignments? **Varies on need**
58. Are there any pain points with Incumbents? **No**
59. What is the estimated budget? **No dollar value is disclosed, as this is currently on an as-needed basis.**
60. Will there be any award preference for local vendors? **Yes**
61. Is subcontracting allowed? **Yes**
62. Will the award be limited to vendors offering the lowest bid? **No, not necessarily, pricing will play a part, but the most responsive, responsible vendor, typically the highest scorer will win the award.**

63. Could you please extend the due date of this proposal? **Unfortunately, we are not able to extend this RFP**

64. I am reaching out to request clarification regarding the position list provided in the RFP. Specifically, I would like to know the anticipated headcount for each of the listed roles. **Varies on need**

65. Additionally, I noticed that "Light Industrial Temp Services" is mentioned in the RFP title but these roles are not included in the formal positions list. Could you clarify if you intend to fill these roles under this contract? If so, could you provide the average monthly demand or volume expected for those positions? **This would be similar to custodial positions.**

66. Please provide additional detail or definitions for the Job Titles listed in F9. **Admin Assistant, building maintenance technicians, Accountant, Financial Analyst, Risk Analyst, Communications, Digital Media Coordinator, Buyer, Exec Assistant, Customer Service Rep, etc.**

67. Please clarify the meaning of "Individual Rate Range" in F9 – BASE PRICE PROPOSAL **pay rate versus mark-up rate**

The deadline for questions is now closed.

ALL TERMS OF THE REQUEST FOR PROPOSAL REMAIN THE SAME UNLESS CHANGED THROUGH A WRITTEN AMENDMENT TO THE REQUEST FOR PROPOSAL. NO ORAL CHANGES ARE BINDING. CHANGE REQUESTS MUST BE IN THE FORM OF A WRITTEN REQUEST TO BE ANSWERED IN A WRITTEN ADDENDUM.

RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN FORM 1 IN THEIR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE THE PROPOSAL.

End of Addendum No. 3.