



**ADDENDUM NO. 1**  
**Issued April 16, 2021**

**TO**

**REQUEST FOR QUALIFICATIONS (“RFQ”)**

**FOR**

**HUMAN RESOURCES CONSULTING**  
**AND STAFFING SERVICES**  
**(RFQ Number FY21-HR-001)**

**(RFQ Issued March 22, 2021)**

## 1. RESPONSES TO QUESTIONS

This Addendum consists of MIRA's response to written questions that were received by MIRA.

1.	Question	Do you have job descriptions for the positions that typically go out to an agency? (both Administrative and Operator roles)
	Answer	See attached job descriptions for Scale and Enforcement Specialist and General Accountant positions.
2.	Question	With the job descriptions, can you please also send the pay rates?
	Answer	For FY20, MIRA paid staffing firm between \$24.00 - \$25.50 per hour for Scale and Enforcement temp positions and \$40 per hour for accounting temp positions.
3.	Question	We have worked with MIRA in the past. Should we include MIRA as a reference?
	Answer	The references specified in Section I.E.4 of the RFQ should be non-MIRA references. However, firms may note prior experience working with MIRA as part of their Background and Experience Narrative as specified in Section I.E.4 of the RFQ.
4.	Question	Could you please clarify, does MIRA need a sample resume of the temporary employees or need a resume of the key personnel from the respondent organization?
	Answer	As specified in Section I.E.4, as part of an SOQ submittal, firms should include a brief description or curriculum vitae of the principal individuals within the Respondent's firm who will be involved in providing the on-call Human Resources Consulting And Staffing Services to MIRA. Candidate resumes to fill temporary positions will be submitted when the need to fill a position arises
5.	Question	Due to COVID-19 Pandemic situation, is it mandatory for vendor authorized signatory to sign wet ink documents and submit hardcopy response documents?
	Answer	RFQ submittal procedures are specified in Section I.F. of the RFQ
6.	Question	Could you please clarify, what kind of anticipated positions are planned by MIRA to add in recruiting services categories.
	Answer	MIRA anticipates using on-call recruiting services if needed to fill a vacancy among managerial or director-level positions within the authority. At this time, MIRA does not anticipate adding additional positions.
7.	Question	How many awards does the client intend to make?
	Answer	MIRA does not have a set number it intends to award. This RFQ pre-qualifies vendors to enter into a future Request for Service during the term if and when MIRA has a need. The number of awards will depend on MIRA's evaluation of the SOQ's received and MIRA's evaluation, in its sole judgement, of whether having a respondent available on-call during the term will help MIRA fulfill its mission.

<b>8.</b>	Question	Is there any incumbent for this contract or is this for a new contract? If yes, can you please let us know the name of incumbents, their hourly rate and historical spend?
	Answer	<p>MIRA currently has 3-year on-call contracts with several HR consulting staffing and temporary staffing services which expire June 30, 2021, resulting from an RFQ MIRA conducted in 2018.</p> <p>The board package from the September, 2018 meeting of MIRA’s Board of Directors details the firms with whom MIRA awarded agreements for on-call human-resources consulting and temporary staffing services.</p> <p><a href="https://www.ctmira.org/wp-content/uploads/2018/09/9-12-18-Board-Package.pdf">https://www.ctmira.org/wp-content/uploads/2018/09/9-12-18-Board-Package.pdf</a></p>
<b>9.</b>	Question	Could you please clarify, does a temporary employee pay the parking fee for the vehicle?
	Answer	Free parking is available at MIRA’s headquarters and other MIRA facilities.
<b>10.</b>	Question	Can the MIRA reimbursed all the cost of Background checks?
	Answer	MIRA may reimburse the cost of a background check for a candidate selected to fill a position provided this cost is stated in the submitted proposal and Agreement executed.
<b>11.</b>	Question	Could the client please provide us with the job descriptions of section 1: Office based staff and section 2: facility/scale house-based staff and Temporary Operations Labor
	Answer	See answer to Question 1
<b>12.</b>	Question	Is the budget allocated for this contract? If yes, can you please let us know the same?
	Answer	In FY22, MIRA’s temp services budget is \$4,000 in MIRA’s Authority budget (historically primarily accounting or administrative temporary staff) and \$5,000 in MIRA’s Connecticut Solid Waste System budget (historically primarily scale and enforcement specialist temporary staff). However, MIRA has the discretion to allocate budgeted expense to meet operational needs and has in some fiscal years incurred actual expenses at a significantly higher level. Total actual temp service expense is as follows. FY 2019 \$30,872 CSWS & \$15,457 Authority, FY 2020 \$19,202 CSWS & \$18,200 Authority, FY 2021(year to date February) \$15,600 CSWS & \$21,620 Authority.
<b>13.</b>	Question	What holidays does the client observe?
	Answer	A list of holidays during which MIRA and/or its facilities is closed is available on MIRA’s website at <a href="https://www.ctmira.org/haulers/hours-and-holiday-schedule/">https://www.ctmira.org/haulers/hours-and-holiday-schedule/</a>
<b>14.</b>	Question	How many temporary office workers did you hire through agencies in each of the last 3 years?

	Answer	The following “Temp to Hire” office workers occurred. FY 2019 - <b>1</b> , FY 2020 - <b>0</b> , FY 2021 - <b>0</b> . The following “Temp to Hire” operations workers occurred. FY 2019 - <b>1</b> , FY 2020 - <b>2</b> , FY 2021 - <b>0</b> . The following total temporary assignments were filled (not hired). FY 2019 - <b>0</b> , FY 2020 - <b>1</b> , FY 2021 - <b>2</b> .
<b>15.</b>	Question	How many office workers do you expect to hire during this contract?
	Answer	Unknown. To be driven by demand.
<b>16.</b>	Question	Is the “experience providing human resources consulting services and/or staffing services for quasi-public agencies, governmental enterprise funds, resource recovery entities or other organizations similar to MIRA in the last 5 years” a requirement? Or is it a preferred qualification?
	Answer	A respondent would have to convince MIRA why acceptance of their SOQ would be in MIRA’s best interest if they cannot provide any related experience providing human resources consulting services and/or staffing services for quasi-public agencies, governmental enterprise funds, resource recovery entities or other organizations similar to MIRA.  Note that “organizations similar to MIRA” does not mean only public entities. In other states without a quasi-public authority construct, solid waste and recycling services might be provided by a similar entity organized as a non-profit, private company or public benefit corporation.
<b>17.</b>	Question	Is it a requirement that our business be principally located in Connecticut?
	Answer	It is not a requirement. However, as part of its evaluation, if MIRA finds it advantageous, in its sole discretion, to work with firms local to MIRA’s facilities, MIRA reserves the right to include that consideration into its evaluation of proposals. To be awarded an Agreement, a Proposer must be fully licensed to conduct business in the State of Connecticut.
<b>18.</b>	Question	Who is the current incumbent on this contract?
	Answer	The board package from the September, 2018 meeting of MIRA’s Board of Directors details the firms with whom MIRA awarded agreements for on-call human-resources consulting and temporary staffing services.  <a href="https://www.ctmira.org/wp-content/uploads/2018/09/9-12-18-Board-Package.pdf">https://www.ctmira.org/wp-content/uploads/2018/09/9-12-18-Board-Package.pdf</a>
<b>19.</b>	Question	What is the allocated budget to this contract?
	Answer	See answer to Question 12 above.
<b>20.</b>	Question	Is it multiple-award contract?
	Answer	Yes
<b>21.</b>	Question	Can companies outside the USA apply for this?
	Answer	See answer to question 17.

<b>22.</b>	Question	Does the Consultant need to come over there for meetings
	Answer	Meetings with MIRA staff or Board of Directors may be required for certain assignments via a Request For Services. This is not expected with any frequency (if ever) and in some instances may be performed via telephone, video conference or other related electronic communication.
<b>23.</b>	Question	Can we perform the tasks related to the RFQ outside the USA (like from India or Canada)?
	Answer	See answer to question 17. Please note that a temporary worker would be reporting to a MIRA facility located in Connecticut.
<b>24.</b>	Question	Can we submit the proposals via e-mail?
	Answer	RFQ submittal procedures are specified in Section I.F. of the RFQ
<b>25.</b>	Question	Could you please clarify, can MIRA consider out of public sector references within USA?
	Answer	References should, to the extent available, be provided for services similar to those requested under this RFQ that were provided to organizations similar to MIRA. Other reference may be provided. In each instance, Proposers should specify why a reference is relevant to this RFQ and the services required.
<b>26.</b>	Question	What is the estimated budget for this RFQ? If unknown, please specify previous spending.
	Answer	See answer to Question 12 above.
<b>27.</b>	Question	Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?
	Answer	Per MIRA's procurement policies and procedures, MIRA must publically solicit for these services at least once every three years. MIRA has existing agreements for these services resulting from an RFQ issued three years ago. Existing agreements will expire on June 30, 2021. There is no guarantee that any firm that has participated in a past RFQ for these services will do so again in the future.
<b>28.</b>	Question	Provide the total number of temporary staffs on current assignment? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.
	Answer	See answer to Question 14 above.
<b>29.</b>	Question	Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.
	Answer	That information can be made available but MIRA is unable to provide that information from the FY18 RFQ prior to the due date for this RFQ 21-HR-001.
<b>30.</b>	Question	What are the most frequently used job categories in the subject matter RFQ?
	Answer	MIRA's primary use of temporary services in the past 3 years has been for entry-level accounting positions and for scale/enforcement specialists.
<b>31.</b>	Question	What is the average length of the assignment?

	Answer	Of most recent temp positions: <ul style="list-style-type: none"> <li>• Accounting temp – 3 months then hired</li> <li>• Accounting temp – 14 months</li> <li>• Scale temp – 3 months then hired</li> <li>• Scale temp – 3 months then hired</li> <li>• Scale temp – 5 months</li> </ul>
32.	Question	Is there any preference to local vendor?
	Answer	See answer to Question 17
33.	Question	Kindly provide specific format for the RFQ.
	Answer	The SOQ content is specified in Section I.E. of the RFQ.
34.	Question	Kindly provide sections that are required to be responded in the proposal so to avoid compliance issues.
	Answer	RFQ submittal procedures are specified in Section I.F. of the RFQ
35.	Question	Kindly provide all forms/attachments in word format.
	Answer	All individual RFQ forms are available on MIRA’s website at <a href="https://www.ctmira.org/business-links/current-bids-rfp-rfq/">https://www.ctmira.org/business-links/current-bids-rfp-rfq/</a> under the link titled “REQUEST FOR QUALIFICATIONS FOR ON-CALL HUMAN RESOURCES CONSULTING AND STAFFING SERVICES (RFQ NO. 21-HR-001)”
36.	Question	Is it mandatory to take a sub-contractor/utilize minority business? Will there be any advantage in evaluation of the proposal? If yes, kindly specify sub-contractor goals.
	Answer	SOQ’s will be evaluated as set forth in Section I.I of the RFQ, including a Respondent’s demonstrated commitment to affirmative action and promise to set aside a portion of the contract for minority business enterprises as specified therein
37.	Question	Do we need to just fill and submit all the provided forms or can we add something else?
	Answer	The SOQ content is specified in Section I.E. of the RFQ. The specified forms and attachments may not be substituted
38.	Question	As mentioned on Page 8 of the RFQ, do we need to send hard copy also? Or will just email response suffice the requirement? Kindly clarify mode of submission.
	Answer	RFQ submittal procedures are specified in Section I.F. of the RFQ. A wet ink original hard copy and separate electronic copy are required.
39.	Question	Apart from the format mentioned on Page 6 Point E (SOQ Contents), is there anything else we need to provide with our response? Or is this complete format?
	Answer	Section I.E of the SOQ (numbered items 1 through 13) list all content to be submitted
40.	Question	Do we need to submit 1 original and 1 electronic copy? Can we change the method of submission to email only or portal due to COVID-19?
	Answer	See answer to question 38
41.	Question	Do we need to send 1 original and 1 electronic copy and simultaneously email 1 response file to hr21@ctmira.org ?
	Answer	RFQ submittal procedures are specified in Section I.F. of the RFQ

<b>42.</b>	Question	Kindly clarify method of RFQ submission.
	Answer	RFQ submittal procedures are specified in Section I.F. of the RFQ. See answer to question 38.
<b>43.</b>	Question	Based on prior years, approximately how many hours (per year, on average) are allocated to services within the category of General (Miscellaneous) Human Resources Consulting?
	Answer	See answers to question 12, 14 and 15.
<b>44.</b>	Question	How many contingent workers for the office-based positions commenced their assignments with MIRA in 2020?
	Answer	See answers to question 12, 14 and 15.
<b>45.</b>	Question	How many contingent workers for the office-based positions commenced their assignments with MIRA in 2020?
	Answer	See answers to question 12, 14 and 15.
<b>46.</b>	Question	What was the total spend for the office-based labor category in 2020
	Answer	See answers to question 12, 14 and 15.
<b>47.</b>	Question	How many contingent workers for the office-based positions does MIRA anticipate using in 2021
	Answer	Unknown. To be driven by demand.
<b>48.</b>	Question	For the office-based labor category, how many suppliers does MIRA currently use?
	Answer	See Answer to Question 8
<b>49.</b>	Question	For the office-based labor category, how many suppliers does MIRA hope to align through this RFQ?
	Answer	See Answer to Question 7
<b>50.</b>	Question	What are the challenges that MIRA is facing today with the current suppliers?
	Answer	MIRA does not have challenges with the current suppliers. In prior years, MIRA has experienced suppliers who were overly aggressive trying to solicit work which MIRA did not have to provide. MIRA seeks on call Agreements to fill temporary service positions when needed.

## 2. ATTACHMENTS

Attached hereto and incorporated herein this Addendum 1 are the following documents:

- Scale Enforcement Specialist job description
- General Accountant job description

**END OF ADDENDUM 1**

**Material Innovation and Recycling Authority**  
**Scale Operator**

**Reporting Relationship**

Reports to the Director of Recycling & Enforcement

**40-hour work week schedule**

**Essential Job Functions**

Handles daily customer interaction at the Authority's facilities; accepts municipal solid waste and recyclables from MIRA customers and operates scale recording computer devices. Prepares weight transaction tickets for all customers having waste disposal permits with MIRA. Also observes and reports to management the daily operation activities as performed by MIRA's contract operators to ensure compliance with the contract. Examples of Duties are:

- Routinely performs scale weighing of all MIRA permitted waste & recyclable haulers accessing the specific facility (transfer station, recycling facility or waste processing facility) daily.
- Performs routine checks of incoming waste and recyclables at various Authority facilities to ensure that all waste meets Authority regulations and is delivered under a valid customer agreement; turns back vehicles and/or waste materials not meeting Authority regulations.
- Communicates with haulers (as directed) on MIRA regulations and procedures, and violations thereof (and related penalties).
- Maintains records of any hauler violations, vehicle tare weights, and makes recommendations regarding the restriction of repeated violators.
- Monitors and reports on the daily activities of the MIRA contracted operators of the specific facility, to ensure they are following through with the operating contract requirements.
- Additional duties as assigned by Supervisor.

**Physical Requirements for Position**

- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time. Ability to stand for long periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and Supervisors.
- Ability to work in various inclement weather conditions including severe cold and warm temperatures.

**Knowledge, Skills, and Experience**

- High school diploma plus 3 years of customer service experience in a related field.
- Proficient in performing weigh station and scale operations duties as required or directed on a daily basis; ability to operate scale recording computer devices.

- Knowledge of inspection techniques.
- Knowledge of solid waste management principles and practices related to waste facilities, and transfer station operations.
- Ability to enforce Authority rules and regulations regarding facility use with firmness and tact and to establish and maintain effective working relationships with contractors, customers, vendors, associates, superiors, and the general public.
- Organized record keeping skills.

**FLSA Status- Non-Exempt**

**MATERIALS INNOVATION AND RECYCLING AUTHORITY**  
**General Accountant**

**Reporting Relationship**

Reports to the Manager of Accounting and Financial Reporting

**Responsibilities and Accountabilities**

The General Accountant has an important role in ensuring the timely progress of accounting workflow through the preparation and submission of journal entries and audit reports to the Senior Financial Accountant for review in conformance with applicable standards and the established month end, quarter end and year-end closing schedules and processes. Specific responsibilities include:

- Prepare and sign monthly, quarterly and year- end journal entries such as cash entries, due to/from entries, payroll entries, void check entries, deferred revenue entries, accrual entries, reclassification entries, prepaid entries, use of reserve entries, fuel inventory adjustments, invested in capital assets entries and other entries as needed. Submit entries to the Senior Financial Accountant for review and sign off who will then submit the reviewed entries to the Manager of Accounting and Financial Reporting for approval and sign off.
- Prepare monthly fixed asset review packages and entries for certain projects by reviewing MIRA's general ledger. Submit to the Senior Financial Accountant for review and sign off who will then submit them to the Manager of Accounting and Financial Reporting for approval and sign off.
- Prepare and sign reconciliation of accounts for month-end, quarter- end and year- end closings such as Authority's checking account, clearing accounts, STIF accounts, 941 payroll reconciliation, due to/from accounts, accounts receivable accounts, misc. receivable accounts, prepaid accounts, customer deposit accounts, deferred revenue accounts, accounts payable, use of reserve, working trial balance, fuel inventory and invested in capital asset accounts. Submit to the Senior Financial Accountant for review and sign off who will then submit them to the Manager of Accounting and Financial Reporting for approval and sign off.
- Perform monthly revenue audit by selecting samples from general ledger and tracing the samples to source documents and payments. Reconcile and document differences. Prepare and sign a report of the sampling detail, findings and reconciliation and submit to the Senior Financial Accountant for review and sign off who will then submit them to the Manager of Accounting and Financial Reporting for approval and sign off.
- Perform monthly onsite audit of MIRA's Contractor expenses by reviewing and selecting samples from Contractor's general ledger. Samples are traced to the source documents.

Prepare a report of the sampling detail, findings and reconciliation and submit to the Senior Financial Accountant for review and sign off who will then submit them to the Manager of Accounting and Financial Reporting for approval and sign off.

- Perform monthly paid vendor audit by selecting samples from payment register and tracing the samples to source documents. Reconcile and document differences. Prepare and sign a report of the sampling detail, findings and reconciliation and submit to the Senior Financial Accountant for review and sign off who will then submit them to the Manager of Accounting and Financial Reporting for approval and sign off.
- Record keeping: Audit of journal entries on a quarterly basis.
- Assist Manager of Accounting and Financial Reporting and Senior Financial Accountant in preparation of Notes to Financial Statements and Comprehensive Annual Financial Report as needed.
- Perform the bi-annual fixed assets physical inventory for each of the Authority's projects as per directions from the Senior Financial Accountant and the Manager of Accounting and Financial Reporting.
- Assist in compiling information for annual independent audit, State compliance audits and other audits. Examples include: General ledger and working trial balance reports for revenue and expenses, prepayments, bank statements, reconciliations, fuel inventory reports, and journal entries for audit sampling.
- Voucher invoices and process check run.
- Assist Manager of Accounting and Financial Reporting in completion of special projects as needed.

### **Physical Requirements for Administrative and or Office Positions**

- Ability to lift items or boxes generally weighing up to 20 pounds and infrequently weighing more than 20 pounds, if over 20lbs. a two-person lift may be required. Boxes of paper should be broken down into smaller parcels for handling.
- Ability to sit and use a computer workstation, including keyboard and visual display terminal, for extended periods of time.
- Ability to understand and follow directions and to communicate effectively with peers and supervisors.

### **Knowledge Skills & Experience**

- Good knowledge of accounting principles and practices
- Good knowledge of government accounting, auditing, and reporting requirements
- Excellent knowledge of personal computers and spreadsheet applications
- Ability to carry out department objectives with limited supervision
- Ability to establish and maintain effective working relationships with manager and other employees
- Ability to work long hours during year-end closing
- Strong organization, interpersonal skills and attention to detail required
- Strong research and analytical skills
- Strong oral and written communication skills.

Bachelor's degree in accounting from an accredited college or university.