



Dissolution Authority

ADDENDUM NO. 2
Issued May 15, 2024

TO
REQUEST FOR QUALIFICATIONS (“RFQ”)
FOR
TEMPORARY STAFFING SERVICES
(RFQ Number FY24-AUTH-006)
(RFQ Issued April 15, 2024)

Note: The MIRA Dissolution Authority (“the Authority”) received over 175 questions in response to this RFQ, many of which were similar. As such, the Authority will not be answering every question asked. Section 1 of the Addendum is designed to provide additional background regarding the Authority and this RFQ which should answer some of the most frequently asked questions. Section 2 provides answers to additional questions which the Authority is electing to answer.

Additionally, the Authority believes that several of the questions are already answered within the RFQ or sample agreement included within the RFQ. Please be sure to read the RFQ package in full as it is found on the Authority’s website. If you found this RFQ via a 3rd party listing service and have not seen the RFQ package as listed on the Authority’s website, please go to <https://www.ctmira.org/business-links/current-bids-RFQ-rfq> and review all of the documents within the link titled REQUEST FOR QUALIFICATIONS FOR ON-CALL TEMPORARY STAFFING SERVICES (RFQ NO. 24-AUTH-006) .

1. ADDITIONAL BACKGROUND INFORMATION

In accordance with its procurement policies, the Authority issues a public solicitation and contracts at least once every three years for professional services, including those contemplated in this RFQ. Currently, temporary services are included as part of a larger on-call Human Resources Consulting Services contract. The Authority currently has a small stable of three firms who can provide such services on an on-call as-needed basis. All of those existing contracts expire June 30, 2024. Going forward, the Authority is focusing only on Temporary Services. Current providers of such services are invited to participate. Because the nature of the Authority and the RFQ have changed substantially since the last RFQ for these services, the Authority does not intend to provide information about existing contracts as part of this RFQ, though such contracts can be requested in accordance with the Freedom of Information Act.

The goal is to build a small stable of firms (approximately 2-3) who can provide temporary employees on **an on-call as-needed basis**. Among the primary missions of the Authority is to unwind the operations of its predecessors. Some of those operations were performed by the Authority’s predecessors via a larger pool of in-house staff or by contracted operators which are no longer available to the Authority. The most likely use of temporary staffing services under any agreement resulting from this RFQ would be to i) temporarily fill unexpected vacancies or prolonged absences among Authority staff, or ii) to temporarily augment existing staff to provide skills or staffing hours that were previously provided by contracted operators or larger pools of staff. The budget for temp services in FY25 to augment existing staff is \$65,000. Funding for additional use of temporary staffing services is contemplated as replacement for one of the Authority’s 15 staff in the event of a resignation, disability, etc. So far in FY24, the Authority has spent \$25,610.75 of temporary staffing, \$14,082.75 to one firm for an accounting temp (Sept 2023 – present) and \$11,528.00 to another firm for an operations temp (March 2024 – present).

If any scale and enforcement positions are engaged via a contract resulting from this RFQ, such positions would operate out of the Authority’s active municipal-solid- waste transfer stations in Essex, CT

and Torrington, CT. Such staff may also be required to report to the Authority’s headquarters office located in the South Meadows Section of Hartford, CT. Such scale house staff would typically be engaged for an 8 hour shift during regular hours of operation which can be found at www.ctmira.org/wp-content/uploads/2024/02/HOLIDAY24.pdf

Other staff would be primarily if not exclusively based at the Authority’s headquarters office located in the South Meadows section of Hartford, CT. Such staff would be engaged for up to a 7.5 hour shift during regular business hours, Monday – Friday. Full-time regular headquarters staff are typically on site between 7:30am and 6pm. Unless otherwise specified in an engagement, any temporary staff would be engaged within those hours.

2. RESPONSES TO SELECTED QUESTIONS

1.	Question	What is the number of requirements expected per year?
	Answer	Depends on need. See Section 1 above for additional background information.
2.	Question	What are the locations where the selected supplier must meet the operational requirements of all in scope? Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?
	Answer	See Section 1. All positions would be on site. This RFQ does not currently contemplate remote work.
3.	Question	What is the average duration of assignment of temporary employees?
	Answer	Varies
4.	Question	Could you please provide the list of holidays?
	Answer	The Authority has slightly different holidays for offices vs transfer station facilities. A complete list of Authority holidays can be found at www.ctmira.org/wp-content/uploads/2024/02/HOLIDAY24.pdf
5.	Question	Are there any mandated Paid Time Off, Vacation, etc.?
	Answer	Per CT law
6.	Question	What are the current rates and mark-ups for the positions listed in the solicitation?
	Answer	Accounting \$25/hr. Scale operator/enforcement specialist \$20.25/hr. For E&I Tech, or similar Professional-level technical employee around \$59/hr. Mark up rates vary.
7.	Question	How many positions were used in the previous contract?
	Answer	5 over the course of the 3 year contract

8.	Question	What is the tentative start date of this engagement?
	Answer	The on-call contract would begin on July 1, 2024. Engagement of any temporary staff would be on an on-call as-needed basis during the term in accordance with the terms of the sample Agreement included in the RFQ.
9.	Question	What is the average response time after a candidate is submitted to provide feedback on the candidate?
	Answer	2 weeks
10.	Question	In case of multiple awards, what shall be the process of sharing requirements?
	Answer	Authority Discretion
11.	Question	What is the minimum wage that needs to be provided to the temporary employees?
	Answer	Per CT law
12.	Question	As per our understanding, the Authority requires an original copy and the electronic copy through email. Please confirm
	Answer	Yes. The electronic copy should be sent to the email specified in Section I.F. of the RFQ. Electronic copies should ONLY be emailed to the email specified in Section I.F. and should not be emailed to any other contact email in the RFQ.
13.	Question	How many resources are currently engaged in the current contract?
	Answer	There are currently a total of 2 temp staff engaged, one each from 2 different staffing firms
14.	Question	In the RFQ document, you have mentioned 3 categories (Temporary Staffing - Professional and Administrative, Facility/Scale House Staff, And Temporary Operations Labor and Management-level staffing), but you have not provided any positions for Management-level staffing. Can you please provide us with the positions for this category? How do we provide pricing for the Management-level staffing category?
	Answer	See RFQ Attachment 3. At the time the RFQ is submitted, only markup is needed for Management-level staffing categories.
15.	Question	What is the conversion Price for any temp staff moving to a permanent role?
	Answer	Vendor proposes. See RFQ Attachment 3
16.	Question	Please share the type of background check and drug test required.
	Answer	Criminal
17.	Question	Will there be a kick-off meeting once the contract is awarded?
	Answer	No
18.	Question	Is the vendor required to be registered in the State of Connecticut before it can conduct business?

	Answer	Yes
19.	Question	Is the vendor required to furnish equipment, supplies, or materials?
	Answer	No. Candidates are required to have reliable transportation to their job site, whether that is headquarters offices or one of the transfer stations (See Section 1 of the Addendum for additional job site details)
20.	Question	Is it expected that the chosen supplier will manage your other suppliers under the new program?
	Answer	No
21.	Question	As we look to solution for your requirements outlined, are there any additional systems/tools we need to consider in our processes that are not detailed in the RFQ? If so, are there any fees associated with those systems/tools?
	Answer	No
22.	Question	Please describe your interview process specific to the roles in scope of this RFQ. Do you review resumes or conduct phone/in-person interviews?
	Answer	Resumes are reviewed and selected persons interviewed. Interviews are typically conducted via Zoom video-conferencing or in-person.
23.	Question	What assets do you give to temporary workers (i.e., security badges, equipment, etc.)?
	Answer	Security Fobs may be provided – computers/phones will be on site.
24.	Question	Please describe your off-boarding process (i.e., how are distributed assets collected)?
	Answer	Security Fobs are collected from employee on last day of work
25.	Question	<p><i>Do any of your light industrial positions require any of the following?</i></p> <ul style="list-style-type: none"> <i>a. Audiograms No</i> <i>b. Chemical exposure (if so, what kind of chemicals?) No</i> <i>c. Working at heights over eight feet No</i> <i>d. Lifting over 50 lbs. without assistance No</i> <i>e. Working in confined spaces (e.g., tanks, trenches, vessels, pits) No</i> <i>f. Use of respirators No</i> <i>g. Operating heavy equipment Possibly – fork lift/loaders</i> <i>h. Cleanrooms No</i> <i>i. Extreme temperature levels Possibly – the shuttered RRF is not climate controlled</i> <i>j. Industrial hygiene surveys No</i>
	Answer	<ul style="list-style-type: none"> <i>a. No</i> <i>b. No</i> <i>c. No</i> <i>d. No</i>

		<p>e. <i>No</i></p> <p>f. <i>No</i></p> <p>g. <i>Possibly – fork lift/loaders if that is the nature of the engagement</i></p> <p>h. <i>No</i></p> <p>i. <i>Offices and scale houses are generally climate controlled. Certain inactive facilities are not.</i></p> <p>j. <i>No</i></p>
26.	Question	Will temporary workers have access to confidential and/or personal information (PII)? If so, what safeguards do you have in place for work from home workers today?
	Answer	No
27.	Question	Can you please provide Job descriptions for each position listed in this RFQ?
	Answer	See attached job description for scale/enforcement officer. Other job descriptions to be discussed or finalized at the time of a request in accordance with Section 2 of the (form of) Agreement.
28.	Question	Once awarded, how do you release your requirements? Is it through a portal or email?
	Answer	It is expected that any awarded Firm would provide the Authority with a main point of contact. If temp services are needed, an authorized representative of the Authority would reach out to one or more of the awarded Firms' point of contact (typically via a combination of telephone and email) to begin a request in accordance with Section 2 of the Form of Agreement.
29.	Question	Can we provide hourly rate ranges for the given positions?
	Answer	Respondents should strive to provide a singular rate or as compact a range as possible, noting as specified in the footnotes of RFQ attachment 3 that " the Authority reserves the right to agree to an alternate hourly rate in order to secure a specific candidate or if the Authority believes an engagement otherwise warrants doing so."
30.	Question	Is the umbrella liability insurance requirement at \$5,000,000 needed for all positions?
	Answer	Respondents can propose business exceptions in accordance with the terms of the RFQ.
31.	Question	Will there be onsite management required for your program? If so, at which locations?
	Answer	As part of an engagement, a temporary employee will have an Authority liaison/supervisor to oversee their activities on site, verify hours worked and ensure the completion of projects. The Firm will not be required to provide on-site supervisors.
32.	Question	I see reference to time slips in the RFQ. Please describe your current timekeeping process for temporary workers.
	Answer	It is presumed that each Temp Services Firm has their own process for their Temps to report their hours. The Authority liaison referenced in answer 31 above would be responsible for verifying and "signing off" on those hours before that time could be billed to the Authority.

3. ATTACHMENTS

Attached hereto and incorporated herein this Addendum 2 is the following documents:

- Scale Enforcement Specialist job description

END OF ADDENDUM 2 (attachment follows)

MIRA Dissolution Authority
Scale Operator/Enforcement Specialist

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 Authority customers and operates scale recording computer devices. Prepares weight transaction tickets for all customers having waste disposal permits with the Authority. Conducts field surveillance and investigations documenting compliance with Authority agreements with municipalities and haulers. Also observes and reports to management the daily operation activities as performed by the Authority's contract operators to ensure compliance with the contract. Examples of Duties are:

- Routinely performs scale weighing of all Authority 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 Authority 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 Authority 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, and in a vehicle 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