

SPOKANE TRANSIT AUTHORITY
AMENDMENT TO
RFP 2026-11268 – TEMPORARY STAFFING SERVICES

AMENDMENT NO. 1

Amendment 1 consists of this cover page and one (1) attachment:

- Responses to Questions and Requests for Approved Equals, Clarifications, or Changes

This Amendment is hereby made a part of the RFP document to the same extent as though it were originally included therein. All Proposers shall acknowledge receipt and understanding of this addendum by completing the information required on Attachment A, Proposal Response Form, and returning the signed page with their proposal on or before the proposal due date.

Jennifer Anderson

Digitally signed by Jennifer
Anderson
Date: 2026.10.09 09:12:55 -07'00'

Jennifer Anderson
Procurement Coordinator

Question #	Document Section	Page Number	Question	STA Response
1	Intro	N/A	The RFP states that STA anticipates awarding contracts to multiple Contractors. Could STA please confirm whether there is an estimated or target number of contractors it intends to award under this solicitation?	STA anticipates awarding to as many responsive, responsible Contractors as required in order to meet the personnel requirements of the various departments within STA. As an example, STA's previous contract for these services was awarded to three (3) Contractors.
2	N/A	N/A	What are the estimated funds allocated for this contract?	Previous expenditures for these services over the last 4.5 years was approximately \$681,000; however, future spend will be solely based upon STA's ongoing needs which fluctuate and an award of contract for these services does not guarantee any specific level of utilization by STA.
3	N/A	N/A	What is the work location of the proposed candidates?	1230 W Boone Ave, 601 W Riverside Ave, and 701 W Riverside Ave (Currently)
4	N/A	N/A	Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing, including applicable contractor markup percentage(s) or markup structure, hourly billing rates, pay rates, or other available pricing information by temporary staffing classification, and confirm whether the incumbent is eligible to resubmit the proposal. Please identify the incumbent contractor(s) and applicable contract number(s), if available.	STA's current contracts for these services are with Humanix, Provisional, and Infojini, which expire in February 2027. All three current providers are eligible to propose on this solicitation. The additional information that is requested (pricing, etc.) will need to be made via Public Records Request.
5	N/A	N/A	Are there any pain points or issues with the current vendor(s)?	No
6	N/A	N/A	Could you please share the previous spending on this contract, if any?	Previous spend for these services from February 2022 through August 2026 is approximately \$681,000
7	N/A	N/A	Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?	There are no subcontracting goals or requirement; however, STA encourages partnering with small and disadvantaged business whenever possible. Should you choose to utilize a subcontractor, please see the content of the RFP for those requirements.
8	N/A	N/A	Can we submit good-faith efforts if we are unable to find a subcontractor?	There is no requirement to utilize a subcontractor; therefore, good-faith efforts are not necessary.
9	N/A	N/A	How many positions were used in the previous contract (approximate)?	On average, STA fills two to four different temporary types of work per year. This has historically required seven to ten individual temporary personnel. STA's needs fluctuate and may not align with what has happened historically.
10	N/A	N/A	How many positions will be required per year or throughout the contract term?	On average, STA fills two to four different temporary types of work per year. This has historically required seven to ten individual temporary personnel. STA's needs fluctuate and may not align with what has happened historically.
11	N/A	N/A	If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?	If awarded a Contract, the Proposer may not substitute Key Personnel at any time without prior written consent by STA.
12	N/A	N/A	Can we provide hourly rate ranges in the price proposal?	No, please re-review the Price Proposal Form. STA has not requested hourly rates for positions (which will vary depending on the type of work needed, etc.). Please provide the Hourly Markup Percentage, which will be applied on top of all hourly rates paid to the temporary personnel.
13	N/A	N/A	Will you allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?	The markup percentage and conversion fee shall remain fixed for the term of the agreement. STA anticipates the hourly rates paid to temporary personnel to fluctuate over time in alignment with market rates.
14	N/A	N/A	If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?	Adjustments are not permitted, please see the answer to Question 13.

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15	N/A	N/A	Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?	Markup percentage and conversion fees shall remain fixed for the term of the agreement.
16	N/A	N/A	What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?	Please see Section 5 of the Sample Agreement
17	N/A	N/A	What are the candidate reporting requirements?	All candidates must be able to pass a background check and depending on the position, a driving record and a pre-employment drug screen is required.
18	N/A	N/A	Is the work entirely onsite, or is there a possibility for remote operations and performance?	All previous work has been on-site in-person but remote work could be an option depending on the type of work needed.
19	N/A	N/A	Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for the proposed candidates, or can we submit sample resumes?	We don't need resumes for candidates until such time as we have a temporary work need. We typically reach out to the agency contact, describe our needs, and then the agency sends us candidate resumes to review.
20	N/A	N/A	Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?	STA observes New Years Day, MLK Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving, and Christmas as holidays.
21	Exhibit	N/A	Section 10.A.3 of the Sample Agreement requires Commercial Umbrella Liability insurance with minimum limits of \$2,000,000 per occurrence and \$4,000,000 aggregate. GenSigma LLC currently maintains \$2,000,000 per occurrence and \$2,000,000 aggregate in Commercial Umbrella Liability coverage. However, our other insurance coverages exceed the minimum requirements, including Commercial General Liability of \$2,000,000 per occurrence / \$4,000,000 aggregate and Automobile Liability of \$2,000,000 combined single limit. Could STA please confirm whether GenSigma's current Umbrella Liability limits would be acceptable?	Yes, the General/Umbrella limits described meet STA's insurance requirements. The combined per occurrence and aggregate amounts meet or exceed STA's combined minimum requirements.
22	N/A	N/A	Could STA provide the approximate annual expenditure or historical spend under the current or previous Temporary Staffing Services contract(s), if available?	Previous spend for these services from February 2022 through August 2026 is approximately \$681,000
23	N/A	N/A	Could STA provide the approximate number of temporary personnel placements and/or staffing requests issued annually under the current or previous contract(s), if available?	On average STA fills around 2-4 temporary positions per year
24	N/A	N/A	Could STA identify the positions or classifications most frequently utilized under the current or previous Temporary Staffing Services contract(s), if available?	Planning Intern, Communications Intern, Admin Assistant (Various Dept), Cleaner, Data Entry
25	N/A	N/A	Within the proposal, do you need a COI?	No

Question #	Document Section	Page Number	Question	STA Response
26	SOW	N/A	Section 2.0(A) states that temporary personnel shall be employed by the Contractor or Contractor's affiliates. Does STA permit a Proposer to utilize a third-party employer-of-record/payroll provider that is not an affiliate of the Proposer, subject to STA's prior written approval, with the Proposer remaining responsible for all contractual performance and obligations?	An Employer of Record, payroll provider, or third-party staffing provider would generally be considered a subcontractor if it performs material contract functions. Proposers should disclose any intended use of such entities in their proposal, including a description of services provided and the relationship between the Proposer and the third party. Prior to contract execution, STA may require evidence of the subcontracting arrangement, applicable insurance coverage, and confirmation that the Proposer remains fully responsible for contract performance and compliance with all solicitation and contract requirements.
27	4.3.1	N/A	Section 4.3.1 requires a minimum of three similar staffing projects and five references. May a Proposer rely upon the relevant experience, projects, and references of a proposed subcontractor or staffing partner that will perform a material portion of the staffing services under the resulting contract?	Yes
28	SOW	N/A	Section 2.0 identifies general administrative, clerical, and general labor positions as representative temporary positions and states that STA may add, remove, or modify temporary positions during the contract term. Would technical or IT staffing positions also be eligible to be requested under the resulting contract?	Yes, if those services are needed.
29	N/A	N/A	If a Proposer intends to utilize a third-party staffing, payroll, or employer-of-record provider, what documentation or approval would STA require at the proposal stage and/or prior to contract execution?	An Employer of Record, payroll provider, or third-party staffing provider would generally be considered a subcontractor if it performs material contract functions. Proposers should disclose any intended use of such entities in their proposal, including a description of services provided and the relationship between the Proposer and the third party. Prior to contract execution, STA may require evidence of the subcontracting arrangement, applicable insurance coverage, and confirmation that the Proposer remains fully responsible for contract performance and compliance with all solicitation and contract requirements.
30	3.1.1	N/A	Is VENDOR's authorization to do business across the U.S. sufficient to meet Section 3.1.1, or must we hold the specific Washington registrations listed (active registration with the Washington Secretary of State and an active Washington State Business License) at the time of Proposal submittal?	If the business is a Washington-based business, they must meet the registration requirements listed in Section 3.1.1 (A, B & C) of the RFP at the time of proposal submittal. STA directs proposers to Section 3.1.3 of the RFP to determine their unique registration requirements. If a business is not a Washington-based business but maintains a physical presence in Washington or sells goods/services to Washington customers in amounts that trigger economic nexus (more than \$100,000 in combined gross receipts sourced or attributed to Washington), they are required to obtain a business license from the Washington Department of Revenue to report applicable tax. Additionally, if the business is not Washington-based and their business activities constitute "doing business" in the state of Washington (see RCW 23.95.520) they are required to register with the Washington Secretary of State. Because STA does not know the full scope of each proposer's business activities or gross-receipts, this should not be construed as legal advice around each proposer's specific state-mandated registration requirements. Please review the resources provided in Section 3.1.3 of the RFP and consult your legal counsel when determining proper registration requirements.
31	3.1.1	N/A	If these Washington registrations are required, would STA consider a Proposal responsive if VENDOR submits by the October 27, 2026 deadline and completes the Washington registrations and business license only if and when it is awarded the Contract (prior to Contract execution)?	If the business is a Washington-based business, they must meet the registration requirements listed in Section 3.1.1 (A, B & C) of the RFP at the time of proposal submittal. Prior to Contract execution, the Proposer shall provide evidence of necessary local business licenses (City of Spokane).

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32	3.1.1	N/A	For the workers' compensation requirement in Section 3.1.1(C), would VENDOR's existing out-of-state workers' compensation coverage, listed on our Certificate of Insurance, satisfy this requirement?	Proposers must have an Active Worker's Compensation Account with the Washington State Department of Labor & Industries or listed on the Certificate of Insurance if located outside the State of Washington.
33	N/A	N/A	What is the term of contract?	STA anticipates awarding a five (5) year Contract to multiple Contractors in order to meet the personnel requirements of the various departments within STA.
34	SOW	N/A	The RFP references general administrative, clerical, and general labor positions. Could STA please provide examples of the general labor classifications historically requested under this contract, including typical duties, required qualifications, physical requirements, and approximate annual usage?	On average STA fills around 2-4 temporary positions per year. The most frequently filled temporary positions are cleaner, servicer, admin assistant, planning assistant, and laborer. Assignments are usually 3 - 6 months and average approximately 24 - 40 hours per week depending on the position and duties. Specifically for the Cleaner, Servicer, and Laborer positions, minimum requirement is a background check and ability to pass pre-employment drug screen for the Servicer and Laborer.
35	N/A	N/A	If available, could STA provide historical information regarding: o Annual temporary staffing expenditures o Approximate temporary worker headcount o Most frequently requested classifications o Typical assignment durations	On average STA fills around 2-4 temporary positions per year. The most frequently filled temporary positions are cleaner, servicer, admin assistant, planning assistant, and laborer. Assignments are usually 3 - 6 months and average approximately 24 - 40 hours per week depending on the position and duties.
36	N/A	N/A	Please clarify: o Which classifications require drug and/or alcohol testing o Whether testing requirements include pre-employment only or also random, post-accident, reasonable suspicion, and return-to-duty testing o Whether any positions are considered safety-sensitive	Only "Safety-Sensitive" positions are subject to the FTA/DOT Drug & Alcohol testing requirements. Of our most frequently filled temporary positions, this would apply to Servicer and Facility Laborer. Testing would be done pre-employment, random, post accident, post injury, and reasonable suspicion.
37	N/A	N/A	Are any assignments anticipated under this contract subject to Federal Transit Administration drug and alcohol testing requirements under 49 CFR Part 655? If so, please identify the applicable position categories.	Only "Safety-Sensitive" positions are subject to the FTA/DOT Drug & Alcohol testing requirements. Of our most frequently filled temporary positions, this would apply to Servicer and Facility Laborer.
38	N/A	N/A	The contract discusses replacement personnel within three calendar days and references a twenty-four-hour replacement expectation for unsatisfactory personnel. Please clarify whether the twenty-four-hour requirement refers to: o Presentation of qualified candidates, o Confirmation of replacement availability, or o Actual replacement employee start date.	At a minimum, replacement personnel must be made available within three (3) calendar days of personnel separation or upon request by STA for additional temporary personnel. If at any point STA determines temporary personnel are not performing their duties to STA's satisfaction, the Contractor, upon verbal or written notice from STA, shall immediately, if required, remove said temporary personnel from the assignment at no additional charge to STA, and provide suitable replacement personnel. If the Contractor is unable to provide replacement temporary personnel <u>meeting all requirements</u> of the RFP within twenty-four (24) hours of the request for replacement, STA reserves the right to obtain temporary personnel from alternative Contractors without penalty to STA or further obligation to the Contractor.
39	Att B	N/A	Attachment B requests a single hourly markup percentage. Please confirm that proposers are expected to provide one markup percentage applicable across all labor classifications regardless of wage level, workers' compensation classification, or assignment complexity.	Please provide the Hourly Markup Percentage, which will be applied on top of all hourly rates paid to the temporary personnel.

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40	N/A	N/A	Given the potential five-year contract duration, does STA permit adjustments to pricing or markup during the contract term for changes resulting from wage increases, payroll tax changes, benefit-cost increases, insurance-cost increases, or other regulatory requirements?	The markup percentage and conversion fee shall remain fixed for the term of the agreement. STA anticipates the hourly rates paid to temporary personnel to fluctuate over time in alignment with market rates.
41	N/A	N/A	Following contract award, will staffing requests be distributed to all awarded contractors, assigned by specialty area, rotated among vendors, or managed through another selection methodology?	Upon award of a Contract, STA will seek Temporary Staffing Services on an as-required basis. STA makes no guarantee on the number of placements awarded to any one Contractor. STA reserves the right to use its own discretion to determine which Contractor(s) will be used for temporary personnel needs.
42	Att B	N/A	Please clarify exactly what costs STA expects proposers to identify under "List Proposer Costs Associated with Markup Fee" in Attachment B. Should proposers separately identify components such as payroll taxes, workers' compensation, unemployment insurance, benefits, background checks, drug/alcohol testing, recruiting, and administrative costs? The RFP states that all fees and pass-through costs are to be incorporated into the hourly markup.	Temporary personnel shall be employed by the Contractor, or Contractor's affiliates. The Contractor shall be responsible for all payroll, payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal, state, and local requirements. As a public agency, we require or need to be able to see and determine that overhead and profit are reasonable, so those would be the two costs that would be best to include.
43	N/A	N/A	Will STA establish the hourly wage/pay rate for each temporary position when a staffing request is issued, with the Contractor's proposed markup then applied to that wage to determine the bill rate?	Yes, STA will establish an hourly wage during the position request and then the proposed markup is applied to that rate.
44	Att B	N/A	Pricing Evaluation: Since Attachment B does not provide estimated quantities, hours, or specific position wage rates, please clarify how STA will calculate and compare the Cost score among proposers. The RFP assigns Cost a 20% evaluation weight.	Per Section 5.1 of the RFP, the Proposer(s) with the lowest proposed base price, in this case the lowest Percentage Markup, will receive the full evaluation percentage available. Evaluation percentages will be assigned to all Proposers utilizing the formula identified in this Section.
45	N/A	N/A	Conversion Fee: Is a proposer permitted to offer a \$0 temporary-to-hire conversion fee, or otherwise waive the conversion fee for placements converted before 480 billed hours?	Yes, you are permitted to propose no conversion fee.
46	N/A	N/A	Subcontracting Goal: Please confirm that there is no mandatory subcontracting, DBE, MBE, WBE, SBE, or other small/diverse business participation percentage or goal applicable specifically to this contract. The Federal DBE Certification states that no specific DBE goal has been assigned to this contract.	There are no mandatory subcontracting, DBE, MBE, WBE, SBE or other requirements on this contract.
47	N/A	N/A	Self-Performance: If a proposer intends to self-perform 100% of the services and use no subcontractors, please confirm that this is acceptable and that the proposer may state "No Subcontractors Proposed/Not Applicable" under the Subcontract Plan requirement. The RFP indicates that proposers may supplement their proposals with subcontractors.	Yes, this is acceptable. The use of subcontractors is not required.

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48	N/A	N/A	DBE Certification – Self-Performing Proposer: If a proposer will self-perform 100% of the contract and is not proposing any DBE subcontractors, please clarify how Attachment D – Federal Disadvantaged Business Enterprise Participation should be completed, particularly the DBE Subcontractors section. Should the proposer enter “N/A – Proposer will self-perform 100% of the services”?	Attachment D should be filled out by all Proposers. There is a checkbox where you shall notate whether you are a DBE or not and whether you are a small business or not.
49	N/A	N/A	Purpose of DBE Form: Please confirm that Attachment D is required for federal reporting/compliance purposes even when a proposer is self-performing 100% of the work and there is no contract-specific DBE participation goal.	Attachment D should be filled out by all Proposers. There is a checkbox where you shall notate whether you are a DBE or not and whether you are a small business or not.
50	N/A	N/A	Most Frequently Requested Positions: The RFP identifies general administrative, clerical, and general labor as representative positions. Could STA identify the specific job titles most frequently requested, along with approximate historical or anticipated volumes?	On average STA fills around 2-4 temporary positions per year. The most frequently filled temporary positions are cleaner, admin assistant, planning assistant, and laborer.
51	N/A	N/A	Assignment Duration: What is the typical or anticipated duration of temporary assignments, and are assignments generally full-time, part-time, short-term, or a combination?	The typical duration for a temporary assignment is 3 - 6 months and is generally 24 - 40 hours per week depending on the position and duties assigned.
52	N/A	N/A	Warranty/SLA Requirement: Section F requests copies of written warranties and, where applicable, service/maintenance agreements and/or SLAs. For temporary staffing services, if the proposer does not maintain a traditional product warranty or maintenance agreement, may it instead provide its staffing service guarantee and applicable service-level commitments, or identify the requirement as not applicable?	If the Proposer has staffing service guarantees and/or service level guarantees, please provide them.
53	N/A	N/A	Concurrent Contracts: For the requirement to provide present and anticipated contracts that may run concurrently with STA's contract, does STA expect all active company contracts, or only contracts of comparable size/scope that could potentially affect the proposer's capacity to perform?	Provide a list of present and anticipated future contracts which may run concurrent with the Work.
54	N/A	N/A	Payroll Reports/Samples: The RFP states that sample payroll reports should be included “if possible.” Please confirm that sample reports are optional and that providing a description/list of available reports will satisfy the requirement if samples are not included.	Provide a list of payroll reports available to STA. Include detailed information on its content. <u>If possible</u> , include a sample report(s) with Proposal.

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55	N/A	N/A	Financial Documentation: Please confirm that audited financial statements, balance sheets, tax returns, bank references, or similar financial documentation are not required with the initial proposal and need only be provided upon STA's request.	Correct, these items need only be provided if STA specifically requests them at a later date in the procurement process.
56	N/A	N/A	Proposal Page Limit/Formatting: Please confirm whether there is any page limit, font type/size, margin, or file-size limitation for the PDF proposal beyond the structure specified in Section 4.3. The RFP specifies PDF submission and the required organizational structure but does not appear to establish these additional formatting limits.	Proposals shall not include any unnecessary, generic or elaborate promotional material.
57	N/A	N/A	Separate Attachments: Should the proposal narrative, completed forms/certifications, W-9, and any supporting documentation be combined into one PDF, or may supporting documents be uploaded as separate files through the Dropbox submission link?	The proposal narrative, completed forms/certifications, W-9 and supporting documentation should be combined into one PDF.
58	N/A	N/A	Sample Agreement: Please confirm that the Sample Agreement does not need to be completed, signed, or included with the proposal unless the proposer is submitting requested changes/redlines. The RFP states that proposed changes must be submitted in Word using Track Changes by the clarification deadline.	Correct, there is no need to return the Sample Agreement unless you have requested edits/redlines. Per Section 1.1 and 3.4 of the RFP, if you have requested changes/redlines, these must be submitted by 4:00pm on October 15, 2026.
59	N/A	N/A	Federal Cargo Certification: The Proposal Submittal Checklist references a Federal Cargo Certification, while Section 4.3's list of completed forms/certifications does not identify a Federal Cargo Certification among Attachments A–F. Please confirm whether this certification is required for this solicitation and, if so, provide the applicable form.	Cargo is not applicable to this type of Contract.
60	N/A	N/A	Washington Registration & Business License: Section 3.1.1 requires (A) active registration with the Washington State Secretary of State and (B) an active Washington State Business License issued by the Washington State Department of Revenue. If a proposer already has active registration with the Washington State Secretary of State, would that registration alone satisfy STA's business registration/licensing requirement, or is a separate active Washington State Business License from the Department of Revenue also mandatory at the time of proposal submission?	In addition to the requirements of subsection 3.1.1, following award of Contract, but prior to Contract execution, the Proposer shall provide evidence of necessary local business licenses (City of Spokane).

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61	N/A	N/A	Pending DOR License: If the Washington State DOR Business License is a separate mandatory requirement, would STA accept evidence that the proposer has applied for the license and the application is pending, provided the license is obtained prior to contract award or execution?	Yes, STA will accept proof that the Proposer has applied, prior to the proposal due date, for the appropriate licensing/registration. Any awarded Proposer will be required to obtain any required licensing/registration prior to contract execution.
62	N/A	N/A	If one of the current incumbent partners does not win the solicitation and is not re-engaged, is their current workforce going to stay on through them or will all those people be transitioning to one of these new agencies?	Those staff will not move to the new agencies. We'll make sure that we finalize those staffing needs that are in progress with the current provider.
63	N/A	N/A	Is a local presence required there in Spokane or is it okay if you've got an agency that's national that maybe doesn't have local presence?	It's not required that your agency is located in Spokane. The staffing needs that we have are in-person type staffing needs so the temporary staff themselves would need to be here or able to be here on site, as needed.
64	N/A	N/A	Is there any type of preference to Spokane Transit if we have done any type of business with you in the past or currently doing business with you?	Past performance is something we always consider, but that is not necessarily specific to STA. That's also why we ask for references. There's no preference given for past performance if it was past performance with us versus past performance with a different reference that you provide.
65	N/A	N/A	Will preference be given to Proposers bidding for all job categories as opposed to bidders going for selective job categories?	No.
66	N/A	N/A	Are Bonds required?	No.