

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

AMENDMENT NO. 2

Amendment 2 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 amendment 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
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Jennifer Anderson
Procurement Coordinator

Question #	Document Section	Page Number	Question	STA Response
1	SOW	N/A	Overtime/Holiday Billing: When temporary personnel work overtime or holidays, will STA authorize the applicable premium pay rate and apply the contractor's established markup percentage to that adjusted pay rate?	Yes
2	N/A	N/A	FTA/DOT Testing Requirements: For safety-sensitive assignments requiring FTA/DOT drug and alcohol testing, is the contractor responsible for administering and maintaining the entire compliant testing program, including random testing and reporting, or does STA administer any portion of the program?	If we have a temporary employee that falls into this category, STA would coordinate and administer the testing and reporting
3	N/A	N/A	Acceptance of Staffing Requests: Can awarded contractors decline individual staffing requests that fall outside their recruiting capabilities or insurance coverage without negatively affecting their standing under the contract?	STA would need any contracted provider to be able to fill any staffing request.
4	N/A	N/A	Does STA require specific vendors, testing panels, or screening standards beyond the minimum criminal background check components identified in the RFP, or may Contractors use their existing compliant screening vendors and processes?	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. The background check process, which must follow EEO fair chance hiring practices, may be reviewed at any time. STA reserves the right to require changes to the Contractor's process in order to meet the standards of STA and to ensure compliance with updated legal requirements.
5	N/A	N/A	What is STA's anticipated or typical turnaround time between issuing a temporary staffing request and expecting qualified candidates to be presented?	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.
6	SOW	N/A	Conversion fee (Scope Q vs. Attachment B). Scope Q.1 sets a fixed 480-hour threshold for conversion with no fee. Q.2's example and Attachment B refer to "a set number of hours determined by the Contractor." Is 480 hours the maximum threshold, or may Proposers propose a lower number of hours? Please also confirm that the form's single dollar field should be the rate or formula, since the fee is prorated.	STA will not pay a conversion fee if a temporary employee has worked 480 hours or more and is then hired by STA. If the Proposer would like to propose a lower number of hours-worked with no conversion fee, that is agreeable with STA. Attachment B's single dollar field should be the Proposer's fixed Conversion Fee. The example formula regarding prorating the Conversion Fee, will utilize either the 480 max that STA has set or whatever lower number of hours the Proposer proposes.
7	SOW	N/A	Replacement timing (Scope M vs. P). Section M requires replacement within three (3) calendar days. Section P allows STA to go to another Contractor if replacement is not provided within twenty-four (24) hours. Which standard applies to which situation (separation, performance removal, additional requests)?	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 meeting all requirements herein 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.

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8	4.1	N/A	Proposal format. Is there a page limit? Are electronic or digital signatures acceptable on the forms in Section G, and should the Proposal be a single PDF or can it be uploaded as multiple files to Dropbox?	Proposals shall be submitted as a PDF, in accordance with Section 1.4. All text shall be in the English language. Proposals shall not include any unnecessary, generic or elaborate promotional material. Multiple files may be uploaded to complete a proposal package.
9	N/A	N/A	Do requests tend to come at particular times of year? If so, which months are typically busiest?	Requests are as needed
10	N/A	N/A	Roughly what share of temporary workers under the current contracts were hired permanently by STA?	This is a very small number, only aware of 2 current employees that were previous temporary employees.
11	N/A	N/A	What is the highest number of temporary workers STA has had on assignment at the same time?	Typically the most temporary staff at one time is 3-4
12	A1	N/A	Amendment 1 notes that STA sets the hourly wage for each request. Could STA share the estimated pay rates for the roles it typically fills through a contracted agency?	Most of our temporary positions pay rate is approximately \$20hr-\$25hr
13	N/A	N/A	Will temporary workers operate STA-owned vehicles? If so, will STA's auto liability coverage be primary for claims arising from temporary workers' operation of STA vehicles?	Temporary workers will not operate STA-owned vehicles.
14	4.3.1	N/A	Minimum Staffing Experience: Are three similar staffing projects completed or undertaken within the previous five years a mandatory eligibility requirement, or will comparable experience in other staffing categories suffice? Can subcontractor experience count toward the requirement?	Submitted documentation shall be on a minimum of three (3) projects of similar size and scope. Include the contract amount and contract start and end dates. The projects listed should provide evidence that the Proposer is qualified to successfully perform all services and deliver temporary personnel for most if not all of the positions listed for temporary staffing services contemplated by this RFP. Proposers may opt to provide additional supplemental information in this section as relevant to this RFP.
15	4.3.1	N/A	Mandatory Client References: Are five client references compulsory for responsiveness, and can references from comparable staffing assignments be accepted even if they do not cover every position listed in the RFP?	From the qualified projects and/or ongoing installations listed under staffing experience, the Proposer shall provide a minimum of five (5) references. For each reference, provide the agency name, address, contact person, telephone number and email address.
16	4.3.1	N/A	Audited Financial Statements: Are audited financial statements mandatory with the initial proposal? The RFP states that financial evidence will be required upon request. If requested, can balance sheets, tax returns, bank references, or a letter of credit be submitted instead of audited statements?	Upon request, the Proposer shall provide evidence demonstrating that it has the necessary financial resources to satisfactorily complete the Work required under this RFP. Such evidence shall be in the form of at least one of the following, listed here in order of preference: (1) audited financial statements; (2) balance sheets; (3) tax returns; (4) bank references, (5) a letter of credit, or similar information.
17	3.6	N/A	Mandatory Forms and Certifications: Please confirm the complete list of forms and certifications required at submission. The checklist refers to a Federal Cargo Certification, while the proposal format lists a Federal Buy America Certification. Which document is required, and would any missing certification result in disqualification?	Cargo is not applicable to this type of Contract. A Proposal that does not include the properly completed and executed Proposer Certifications may be considered nonresponsive and removed from further consideration, in the sole discretion of STA.

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18	N/A	N/A	Equal Employment Opportunity (EEO) Plan: Is a written EEO and fair-chance hiring plan mandatory with the proposal? What minimum documentation must be submitted to satisfy this requirement?	Proof of such practices, including the Contractor's plan of action and commitment to equal employment opportunity must be submitted in writing for review as part of the response to this RFP, and upon request for the duration of contract or assignment of temporary personnel supplied by the Contractor.
19	SOW	N/A	Mandatory Background Checks and Drug Testing: Can the vendor comply with all specified background-check requirements, including Social Security number verification and state, federal, and national criminal searches, as well as applicable drug and alcohol testing? Please confirm whether all associated costs must be borne by the vendor without separate reimbursement.	The Contractor shall be responsible for all costs associated with criminal history background checks and/or alcohol/drug testing for their temporary personnel before, during, or after their work assignment ends. These costs shall not be passed through to STA.
20	SOW	N/A	Staffing and Replacement Capacity: Are the three-calendar-day replacement requirement and the 24-hour replacement requirement for unsatisfactory personnel strict contractual obligations? Would inability to meet these timelines affect vendor eligibility?	Yes
21	SOW	N/A	Pricing and Conversion Fees: Must all fees and operating costs be included in the hourly markup, with no separate pass-through charges? Please confirm whether vendors must accept the conversion-fee terms, including no conversion fee after 480 billed hours. Are any other mandatory pricing restrictions applicable?	No pass-through costs shall be charged to STA as a separate fee (e.g., mandated ACA fees). Contractor shall include these costs in the hourly markup percentage. Contractor shall not charge any fees if the temporary employee is hired by STA after 480 total hours billed from the beginning of their assignment at STA for any internally and/or externally advertised position - this is not negotiable.
22	3.12	N/A	Contractual and Federal Terms: Are the federal terms and conditions in the Sample Agreement non-negotiable, and would exceptions to the agreement or inability to meet any mandatory contractual requirement render a proposal non-responsive?	The Contractor must comply with all applicable Federal Terms & Conditions in the Sample Agreement.
23	N/A	N/A	Submission Requirements: Please confirm that the proposal must follow the prescribed Sections A–G structure and be submitted as a PDF through the designated Dropbox link. Are any deviations or omissions grounds for rejection?	Yes
24	SOW	N/A	Scope Q.2 refers to the price form as "Attachment E," but Section 4.3 lists it as Attachment B and Attachment E as the Lobbying Certification. Please confirm Attachment B is correct. The Submittal Checklist also lists an IRS Form W-9 and a Federal Cargo Certification, which are not in Section 4.3 or the attachments. Are these required, and where can we obtain them?	The Price Proposal Form is Attachment B. The Federal Cargo form is not applicable to this solicitation. A W-9 IRS tax form is provided by Contractor.

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25	N/A	N/A	Would an administrative/clerical-only proposal be responsive if it excludes general labor and safety-sensitive positions?	Yes, the RFP is for temporary staffing services so as long as the proposal meets all the requirements of the RFP it will be considered.
26	N/A	N/A	If a disclosed staffing subcontractor employs all furnished personnel, can its Washington workers' compensation satisfy section 3.1.1(C)? What coverage must the prime carry itself, and what evidence is required at proposal versus execution, considering Amendment 1 questions 25 and 32?	If the subcontractor that furnishes the personnel is their employer of record, then the subcontractor must meet the requirements of Section 3.1.1.C. and subcontractor entity information (Name, Address, WA UBI, Fed Tax ID) must be provided with the prime's proposal so that STA may verify this requirement is met. The prime must still meet any applicable requirements of RCW 51 and WAC 296-17 and the prime is likely still required to carry workers compensation insurance for its own staff , proof of this insurance should be provided at the time of proposal (STA does not know the details of business location, number of staff, etc. so Proposer should refer to the resources provided in Section 3.1.3 to determine their specific obligations).
27	N/A	N/A	The Sample Agreement mentions Cyber Liability and Data Liability without specifying limits. Are these policies required, and at what limits?	Section 10.C of the Sample Agreement references the Additional Insured requirements. Cyber Liability and Data Liability policies are not required for this scope of work; therefore, only the required General Liability and Automobile Liability policies need to meet this requirement.
28	N/A	N/A	Is the term a three-year base beginning February 21, 2027, plus two optional one-year renewals, with markup fixed throughout all exercised years?	STA anticipates awarding a five (5) year Contract to multiple Contractors in order to meet the personnel requirements of the various departments within STA with fixed markup. The start date will be negotiated with awarded Contractors.