



Duluth Transit Authority

REQUEST for PROPOSALS

RFP# 2026.06.23

Addendum 1

FOR

TEMPORARY STAFFING - ACCOUNTANT

July 6, 2026

Duluth Transit Authority

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This addendum includes the following:

- 1) Responses to clarification questions received
- 2) Noted changes to RFP language
- 3) REVISED – Section 4. PRICE PROPOSAL SHEET
- 4) REVISED - Section 7. TEMP WORKER – DESCRIPTION OF POSITION

1) Responses to Clarification Questions

Question	Answer
Although the RFP includes DBE clauses, it also states that there is no DBE participation goal for this contract. Kindly confirm whether any DBE certification, forms, or reporting are required at proposal submission.	Form 5.2 on page 28 needs to be completed. If your firm or organization is registered as a DBE, then send copy of registration.
Section 3 includes a sample contract. Please confirm whether bidders are required to submit the contract document signed along with the proposal, or whether signing will be required only after award.	Signing will be required after award.
Please confirm whether the Certificate of Insurance must be submitted with the proposal or only after award, prior to contract execution.	Certificate of Insurance is to be provided within 10 days after the contract is awarded as stated on page 39.
Could you please share the estimated budget, target bill rate range, or not-to-exceed amount allocated for this temporary staffing engagement?	This was an unplanned procurement; we did not set aside a budget for this.
What is the anticipated onboarding/start date for the selected temporary accountant?	As soon as feasible after award.
Please confirm whether this position is fully onsite, hybrid, or remote.	See page RFP section 7 - Location & Work Hours.
Please confirm the expected weekly hours and whether the initial engagement is strictly 10 weeks or may extend beyond that.	See page RFP section 7 - Location & Work Hours.
The price proposal sheet includes a conversion fee field. Could you please clarify the expected conversion period (for example, after 10 weeks) for temp-to-hire conversion?	The conversion fee has been removed.
Please confirm whether bidders are required to submit a live candidate resume or sample resume as part of the proposal submission, or if candidate resumes will only be requested after award during the staffing fulfillment process.	Candidate resumes will only be requested after award during the staffing fulfillment process.
Is there a specific format required for the proposal response?	PDF format is preferred.
Does DTA require proposed personnel to be W-2 employees of the prime contractor, or are C2C staffing arrangements acceptable?	We do not have a preference.
On the Price Proposal Sheet, should offerors provide a range of possible employee base pay rates based on candidate qualifications, or should offerors provide one proposed base pay rate and one corresponding bill rate?	The Price Proposal Sheet allows you to use a range (lowest & highest).
Please clarify how the “Agency Markup” should be presented: as a percentage, a dollar amount per hour, or both.	Dollar amount per hour.

Please clarify how offerors should complete the Base Hourly Rate (Lowest and Highest), Agency Markup, and Total Hourly Rate (Lowest and Highest) fields in the Price Proposal Sheet.	Base Hourly Rate Lowest + Agency Markup Hourly Rate = Total Hourly Rate Lowest Base Hourly Rate Highest + Agency Markup Hourly Rate = Total Hourly Rate Highest
Are travel expenses reimbursable, or must all travel costs be included within the proposed hourly labor rates?	Travel is not reimbursable.
Please confirm if the prime contractor can include a Small or Disadvantaged Business Enterprise (SDBE) or Veteran-Owned Business (VOB) certified subcontractor for this opportunity to meet the goal?	You certainly can, however there is no DBE goal for this contract.
Please confirm whether out-of-state vendors that are certified as Small Business Enterprises (SBEs) in their home state are eligible to participate in this solicitation, or whether only firms certified by the Duluth Transit Authority are eligible to submit a proposal.	All are welcome to participate including out-of-state vendors. There is no preference for SBE or DBE. See RFP section 5.2. The DTA does not certify.
Please confirm if this is a new initiative or a re-bid of an existing contract?	This is a new procurement.
If it is a re-bid, please share the names of the current service providers/incumbent vendors? Additionally, how many active resources are working under the previous contract?	If is not a rebid.
Please provide the historical spending associated with this contract.	Not applicable.
Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?	Not applicable.
Is there a local preference in connection with this RFP?	No.
Will there be an opportunity for a virtual/on-presentation or negotiation meeting during the evaluation process?	No.
What is the expected timeline for award notification and contract execution?	See RFP Schedule.
What is the anticipated volume of staffing requests (e.g., estimated number of requisitions per year)?	This is a onetime request.
Could you please provide details on the job categories, labor classifications or skill sets most requested?	See revised Section 7, part of this addendum.
Will timekeeping be handled through the department's system or will vendors be required to provide a platform?	Vendors provide a platform.
Are the following accurate requirements for this temporary accounting role? <ul style="list-style-type: none"> • Directly supervise the Payroll Accountant and Accounting Clerk. • Provide coaching, performance feedback, and professional development support. • Must be able to drive an automobile. 	Section 7 has been revised, removing these requirements.
Our consultants for this work range from \$140-\$180/HR. Does this range fit with your expectations.	This is a competitive bid. If you feel your pricing is competitive, please bid.
The solicitation requires \$2 million Combined Single Limit (CSL) for Commercial General Liability. Our policy provides \$1 million per occurrence / \$3 million aggregate, along with a \$7 million Umbrella Liability policy. Could you please confirm whether our current insurance coverage satisfies this requirement?	We can accept your current insurance coverage.

The solicitation requires \$1.5 million Combined Single Limit (CSL) for Professional Liability. Our policy provides \$1 million per claim / \$3 million aggregate, along with a \$7 million Umbrella Liability policy. Could you please confirm whether our current Professional Liability coverage satisfies this requirement?	We can accept your current insurance coverage.
This procurement is funded in part through Federal Transit Administration (FTA) Assistance Listing #20.507. Could the agency please confirm whether any additional federal grant compliance documents are required beyond the certifications and forms included in the RFP?	No additional documents are required beyond the certifications and forms included in the RFP.
Could the agency please confirm that the proposed hourly billing rate should be fully burdened and include all costs, including wages, payroll taxes, fringe benefits, recruiting, screening, insurance, overhead, administrative expenses, and profit, with no additional fees billed separately?	Confirmed. No additional fees will be accepted.
Could the agency please confirm whether subcontracting is mandatory for this procurement, or whether respondents may self-perform 100% of the required services? Additionally, please confirm whether proposing without subcontractors or suppliers will have any impact on proposal evaluation, scoring, or award consideration.	Subcontracting is not a requirement or a preference.
What accounting software/ERP systems will the selected candidate be expected to use?	Microsoft Dynamics SL as listed in RFP section 7.
Does DTA intend to award this solicitation to a single staffing agency?	Yes.
Can DTA provide the evaluation point distribution or weighting for each evaluation criterion, as the RFP references a Best Value evaluation but does not specify the scoring methodology?	See RFP section 7; All listed factors will be evenly considered to rank proposals.
Is there any local vendor preference or evaluation preference for firms with a local presence in Minnesota or the Duluth area?	No local preference.

2) Noted changes to RFP language

Page 1: First paragraph; replaced with the following:

The Duluth Transit Authority (DTA) hereby requests proposals from qualified Temp Staffing Agencies with expertise in expeditiously sourcing, screening, and providing quality candidates to fill one temporary staffing need.

Page 21: Section 3, Sample Contract - Article 10. Insurance; replaced with the following:

f. Certificates showing that Contractor is carrying the above-described insurance in the specified amounts shall be furnished to the DTA within 10 days of the execution of this Contract and a certificate showing continued maintenance of such insurance shall be on file with the DTA during the term of this Contract.

3) Section 4. PRICE PROPOSAL SHEET (REVISED)

Offeror's Price Proposal shall contain the information listed below as an Exhibit to Offeror's proposal. Offeror's Price Proposal Exhibit shall be a separate .pdf file included electronically and transmitted as a separate attachment in the email with Offeror's proposal. Offeror's Price Proposal Exhibit shall be signed by Offeror's authorized representative.

Price Proposal must be in US Dollars.

Description	Base Hourly Rate Lowest	Base Hourly Rate Highest	Agency Markup Hourly Rate	Total Hourly Rate Lowest	Total Hourly Rate Highest
Accountant					

Proposal shall remain valid for a period of not less than ninety (90) days from the due date of the RFP solicitation.

Firm Name: _____

Mailing Address:
Rec'd

CITY STATE ZIP CODE

By: _____
(PRINT NAME) TITLE

Signature: _____

Email: _____

Addendum Acknowledgment
Number Date

PHONE NO. _____

4) Section 7. TEMP WORKER DESCRIPTION OF POSITION (REVISED)

The Temp Accountant is responsible for overseeing the day-to-day accounting operations of the Duluth Transit Authority (DTA), ensuring the accuracy and integrity of financial records, and providing timely financial reporting to support organizational decision-making. The Temp Accountant assists the Payroll Accountant and Accounting Clerk and works closely with the CFO on budgeting, audit coordination, and regulatory compliance. Work is performed in accordance with Generally Accepted Accounting Principles (GAAP) and applicable federal and state requirements.

DUTIES AND RESPONSIBILITIES:

1. Financial Reporting

- Maintain the integrity of the general ledger and ensure all accounts are properly reconciled.

2. Accounting Operations

- Oversee accounts payable and accounts receivable functions performed by accounting staff.
- Prepare, review, and approve journal entries, reconciliations, and other accounting transactions.
- Ensure proper coding of transactions to general ledger accounts and grant/project codes.

3. Payroll Oversight

- Oversee the Payroll Accountant in the accurate and timely processing of payroll.
- Ensure payroll compliance with applicable federal, state, and local regulations.

4. Regulatory Compliance & Reporting

- Prepare required reports for MnDOT, WisDOT, and the National Transit Database (NTD).
- Ensure compliance with applicable federal transit regulations and reporting requirements.

5. Other Duties

- Identify and recommend improvements to accounting processes and internal controls.
- Assist the CFO with special projects, analysis, and other duties as assigned.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in accounting, Finance, or a related field required, or an equivalent combination of education and experience.
- Minimum of four (4) years of progressive accounting experience.
- Strong knowledge of GAAP and financial reporting principles.

- Proficiency with accounting software required; experience with Microsoft Dynamics preferred.
- Experience with public sector, transit, or grant accounting a plus.
- Familiarity with MnDOT, WisDOT, or NTD reporting a plus.
- Excellent attention to detail, organizational skills, and ability to manage competing priorities.
- Strong written and verbal communication skills.

PHYSICAL REQUIREMENTS:

- Must be able to sit for an extended period of time.
- Must have manual dexterity to operate a computer and other office equipment.

The physical requirements listed in this section include, but are not necessarily limited to, the motor/physical abilities and skills required of this position to successfully undertake the essential duties and responsibilities of this position. In accordance with Americans with Disabilities Act (ADA), reasonable accommodation may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

LOCATION & WORK HOURS:

Temp accountant role can be located either in-office or may also perform the duties remotely (US Based). If this position is fulfilled remotely, the accountant will provide their own PC computer with MS office, internet connection, and telephone required to perform duties. Temp accountant will be scheduled for 40 hours/week for a maximum of 10 weeks, working standard business hours Monday-Friday 8am-4:30pm CDT.

ADDITIONAL COMMENTS:

The employee the DTA selects should have a background check within 60 days.