

Volusia Transportation Planning Organization (VTPO)

Human Resources Program Development RFP

Questions and Responses

1. What is the size of the organization (staff, budget)?

The Fiscal Year 2010/2011 budget for the VTPO totals \$1,623,813. The Introduction and Background section of the Scope of Services explains that the VTPO staff totals nine members providing professional transportation planning and administrative support services. This includes eight full time positions and one part time receptionist.

2. Is there a targeted budget amount and time schedule for completion of the work?

Planning activities to be undertaken by the VTPO for a two-year period are outlined in the Unified Planning Work Program (UPWP). Funding to review and develop the Human Resources program for the VTPO was included as an amendment to the fiscal year (FY) 2008/09 and 2009/10 UPWP. The budgeted amount for consultant services is \$17,500. Section III of the Scope of Services addresses the anticipated Project Schedule and states "This effort is expected to be complete within 120 days from notice to proceed."

3. Will we accept electronic submissions of proposals for this RFP?

The RFP Notice indicates that we require "Three (3) copies of the Bid Proposal" to be submitted. At this point in time we are not prepared to accept electronic formats as the only form of submission.