

Missouri
Department
of Transportation



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Pete K. Rahn, Director



2007 Missouri Quality Award Winner

ADDENDUM 002
Request For Proposal
Relocation Services
RFB 6-080925

Offerors should acknowledge receipt of Addendum 002 (TWO) by signing and including it with the original proposal. The due date for receipt of proposal has not changed by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Leann Kottwitz Senior General Services Specialist
Contractor/Offeror Signature	Department of Transportation <i>Leann Kottwitz</i>
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: 09/15/08

Question:

Page 26 III Moving Services, Paragraph B Insurance; the cost of insurance a direct expense of the TPA or will MoDOT pay for the first \$75,000 as in a non TPA move?

Response:

In a TPA provided move, MoDOT will not pay and/or reimburse an employee for any insurance premium cost for household goods coverage. The amount of insurance premium paid/reimbursed (for full replacement value coverage) will be a direct expense of the TPA.

Question:

The number of relocations that are documented for 2008 and 2007, is that inclusive of all relocations or just Homeowners?

Response:

It is just homeowners who sold homes.

Question:

If it is just homeowners, are renters entitled to any relocation benefits?

Response:

Yes, please review the section of policy titled, "Renters". Additionally, employees approved for relocation benefits receive a temporary 4% pay increase for six months and can receive up to six months of temporary living expense reimbursement. Reimbursement for moving of household goods is also allowed.

Question:

What is the total number of relocations for MoDOT annually?

Response:

The average is usually between 15 and 20.

Question:

Does MoDOT wish for the relocation provider to process, pay and reimburse expenses for relocation or will the expenses be paid, processed and reimbursed by MoDOT?

Response:

MoDOT prefers that the relocation provider process and pay for the relocation expenses pertaining to the BVO transactions upfront and then bill MoDOT afterward. Any relocations that are handled by MoDOT such as renters will be paid directly by MoDOT and will not involve the third-party relocation company.

Question:

In addition to the basic services cited of BVO Home Sale process and Moving Services is MoDOT requesting the selected supplier to counsel employees to the other aspects of the relocation policy while MoDOT performs those functions (i.e. temporary housing, expense processing)?

Response:

No. MoDOT will provide policy counseling to all other matters of relocation.

Question:

Will the selected supplier have the opportunity to place referrals on the home finding/purchasing side?

Response:

Yes, but only for those employees who are deemed home sellers. Not for non-home sellers.

Question:

The offering cites homeowner volume but does not cite any renter volume. Is MoDOT seeking their selected supplier partner to provide any services to transferring Renters?

Response:

No. However, if a vendor wants to offer Renter services as an Optional Service to their bid they may do so.

Question:

On the last contract negotiations there were numerous items to which MoDOT and the Offeror could not come to agreement (i.e. prior approval of MHTC for any subcontractor use and assignment provisions). Is MHTC willing to negotiate the contract terms stated in this RFP?

Response:

No. However, Exhibit E language "Suggested Definitions and Suggested Processes" can be modified and negotiated as might be needed for purposes of implementing services agreements between the provider and MoDOT.