



National Committee on Uniform Traffic Control Devices

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Questions and Answers Regarding RFP to Provide Executive Secretary Services to the NCUTCD

The following questions have been submitted to the NCUTCD Chair regarding the July 11, 2019 RFP for Executive Secretary Services to the NCUTCD. Identifying information has been removed from the question.

1. I would like to submit a proposal on behalf of XXX to “host” this position, whereby we would hire an admin staff person to make this their primary duty, but they would be an XXX employee. The benefit over an independent contractor would be having access to university resources for both MUTCD knowledge and organizational planning, which an individual on their own may not have. Can you let me know if such a proposal would be given serious consideration? For our proposed budget, could we include fringe and overhead expenses? Or would direct salary only be allowed?

Response: The Board discussed whether we want to be open to proposals from an organization. The decision is that we did want to be open to this option and such a proposal will be given serious consideration. The RFP indicates that the expected salary is \$3500/month (negotiable) plus expenses. The Executive Secretary is a contractor and not an employee. As such, the NCUTCD will not provide benefits to the Executive Secretary. An organization that wishes to provide fringe benefits would be advised to include the cost of those benefits within the monthly salary or use an approach which results in a similar impact on the total cost of the proposal. Expenses are currently direct expenses (see the list in the RFP, currently \$250/month). A proposer who wishes to include overhead expenses should consider the impact of those on the total costs of the proposal. As RFP indicates that the salary is negotiable, you can structure your proposal in any manner you wish if you feel your qualifications or institutional processes justify a different salary or cost structure.

2. Which accounting software is currently used by NCUTCD, and what is the level of satisfaction of the current Executive Secretary and Board with that software?

Response from the current Executive Secretary: Actually we do not have accounting software. I have just done what accounting there is myself over the years..

3. Will there be an overlap between the current Executive Secretary and the new Executive Secretary

Response: As stated in the RFP: “The selected individual or organization will begin serving as the Executive Secretary on April 1, 2020. The successful proposer will also be contracted to start partial services in Fall 2019, working with the current Executive Secretary during a transition period ending March 31, 2020.”

4. While the January meeting is held at the same hotel each year, what is the process for planning the summer meeting?

Response: The NCUTCD summer meeting is held in conjunction with the AASHTO Committee on Traffic Engineering. AASHTO committee members select the region where the meeting will be held in. The AASHTO meeting planner works with the NCUTCD

Executive Secretary to solicit hotel bids. The AASHTO CTE will select from those proposals to establish the city and date of the summer meeting. AASHTO will contract with the hotel for their meeting and the NCUTCD contracts with the hotel for our meeting. In the past, the AASHTO meeting planner has been Housman & Associates.

5. With respect to the requirement to provide two references, are these required for organizational responses or are descriptions of the organization's capabilities and project examples sufficient?

Response: The intent is for us to have someone we can contact to confirm a proposer's ability to do the work they say they can do. If you are providing a related service to other organizations, then identifying the organizations and a contact person in each organization would be adequate. If that is not the case, then identify someone who can attest to your ability to perform the work it is proposing. The purpose of the references is to help us evaluate proposals from individuals or organizations that we are not familiar with.