



February 16, 2024

To: All Potential Bidders  
From: Kelly Vu, Business Services Supervisor  
Re: RFI #1, Q & A, IFB # PS-02-24

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the IFB Payroll Administration Services. All terms and conditions of the original IFB notice remain unchanged.

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### Questions and Answers

#### **Questions:**

If you intend to submit a bid in response to this IFB, please send an email to [ifb@ocfair.com](mailto:ifb@ocfair.com) to confirm that you have received this RFI No. 1.

1. I am contacting you on behalf of (Company's Name). we would like to bid on this RFP-PS-02-24 (Payroll Administration Services).  
Could you please send me the documents or let me know from where we can download these documents.

**Answer:** IFB is available to our website <https://ocfair.com/public-information/rfps/>

2. My firm is interested in submitting a proposal for the above opportunity. As an out of state corporation, are we allowed to participate?

**Answer:** Yes, as long as the company meets the requirement. Please refer to IFB page 9 of 54, S. Corporate Qualification to Do Business in California.

3. Is there a local vendor preference for this bid?

**Answer:** No

4. Is this a new initiative?

**Answer:** No

- a. If not, who are the current vendors?

**Answer:** UTP Productions

- b. What is their current pricing? And can you share their pricing file?

**Answer:** A flat rate of 27% of payroll

5. Is the vendor required to submit all job titles?

**Answer:** Vendor is not required to submit all job titles with the bid proposal; however, it may be required for audit and payment purpose.

6. Is the vendor required to furnish any equipment, materials, or supplies?

**Answer:** It is an offsite job so vendor is required to provide any necessary office equipment, materials and supplies.

7. What are the historical annual spending volumes in the project?

**Answer:** Approximately \$300,000 - \$400,000 per year

8. What is the estimated budget for this project?

**Answer:** Approximately \$400,000 per year.

9. Please confirm that the awarded contractor shall be the employer of record.

**Answer:** No, OCFEC will be the employer of record

10. Please provide job descriptions for each position that would be payrolled since WC codes affect our overall markup.

**Answer:** We don't have job descriptions. And As per Attachment 3, we will only accept a single flat percentage markup.

11. Typically, as a PEO, we provide a markup on the hourly pay rate of each employee. Can we provide our pricing in that manner?

**Answer:** No. As per Attachment 3, we will only accept a single flat percentage markup.

12. Who is the incumbent?

**Answer:** UTP Productions

13. What is the incumbent's pricing?

**Answer:** 27%

14. How much did you spend on these services last year? The last five years?

**Answer:** 27% of approximately \$300,000 - \$400,000 per year

15. What are any challenges or pain points with the present contract vendors?

**Answer:** None

16. What improvements would you like to see with vendors on the new contract?

**Answer:** None

17. Do any of the employees require uniforms?

**Answer:** Yes. We provide.

18. In addition to the below, how many hours on average are worked during each contract term?

**Answer:** It varies depending upon how many shows are booked per year and the individual requirements of each show.

19. What is the contract value?

**Answer:** Contract value depends upon the winning Financial Bid

*-End RFI #1-*