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August 19, 2019

**REQUEST FOR PROPOSALS**  
**Operation of the Hudson Valley Transportation Management Center**  
**Contact No, C037694**

**Q&A #57**

Q57. Can NYSDOT please verify that the annual hours for the following positions are correct?

- Operations Manager (2080)
- Assistant Operations Manager (2080)
- Systems Engineer III (2080)
- Systems Engineer II (4160)
- Systems Engineer I (4160)
- Transportation Analyst III (2080)
- Transportation Analyst II (4160)
- Transportation Analyst I (4160)
- Field Technician (6240)
- Administrative Assistant (4160)

It would seem these estimates are overestimated based on the following premise. When a contractor is required to fill a "Position", the billable hours per year is 2080. This means that when an employee is on PTO (vacation or sick leave), the contractor must have a person fill the position. System Operators is a good example where billable hours should be 2080 since an operator must be on duty at the TMC. However, If the "Person" is a single-body, like the Operations Manager, where the contractor is not required to backfill the person when the employee is on PTO (vacation/sick leave/holiday), then the billable hours are 1880.

A part of the contractor's overhead, companies always budgets vacation/sick/holiday into their overhead cost. Indicating 2080 as the billable hours for these single-body positions, the NYSDOT seems to be over estimating the cost where it indicates a contractor gets paid both billable hours and overhead, already priced. Based on the requirements, should the following positions indicate the 1880 billable hours to NYSDOT?

- Operations Manager
- Assistant Operations Manager
- Systems Engineer III
- Systems Engineer II
- Systems Engineer I
- Transportation Analyst III
- Transportation Analyst II
- Transportation Analyst I
- Field Technician

Administrative Assistant

***ANS: Not all proposers have the same Paid Time Off (PTO) for their employees. The proposer must adjust the overhead to compensate for PTO and the reduced billable hours to meet the estimated costs for full time equivalency in Attachment 18: Cost Proposal Workbook.***