STAFFING PLAN FORM

ANSWER THE FOLLOWING QUESTIONS WITH REGARD TO STAFFING OF THE ON-CALL MOVING CONTRACT FOR THE UMBC.

1. Describe how your firm hires its labor staff (i.e. direct employees, temporary labor pools, subcontractors, etc.) What type of training is done with the employees?
2. Describe how this move contract will be staffed by your firm. Include a) the number of supervisors and "teams of movers" to be assigned; b) the staffing at the "send" and the "receive" sides; c) the number of workers and how they will be organized; and d) the number of trucks and drivers to be utilized.
3. Describe how communication will occur between and amongst the moving teams. As well, describe how the Lead Move Supervisor will communicate and coordinate with the University's department coordinators.

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1. Describe how communications and coordination will be handled with 1) any subcontractors you may have and 2) the University's project management team.
2. Complete for the Account Manager and Lead Move Supervisor/Foreman, as well as for the area/teams who will be assigned to the University for the "On-Call" Moving Contract:

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| --- | --- | --- | --- | --- |
| NAME | TITLE | DUTIES FOR MOVE | # OF YEARS MOVING EXPERIENCE | # OF YEARS WITH PROPOSING FIRM |
|  | Account Manager |  |  |  |
|  | Lead Move Supervisor |  |  |  |
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