



# **Request for Proposals**

## **Microtransit Software**

**RFP #2-24**

**Issue Date April 1, 2024**

OCCK Transportation

340 N. Santa Fe Avenue

Salina, Kansas 67401

P.O. Box 1160

Salina, Kansas 67402-1160

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## 1.0 Introduction

Sealed proposals shall be received by OCCK Transportation, attn Trell Grinter, at PO Box 1160, Salina Kansas 67402-1160 at or before May 17th, 2024 4:30pm Central Standard Time, for the development and implementation of Microtransit Software as described in this Request for Proposal (RFP) document. Proposals received after the date and time specified above shall be considered late proposals and shall not be considered.

OCCK Transportation (OCCK) operates CityGo, serving Salina with 5 fixed routes and 2 regional routes connecting North Central Kansas. OCCK also operates a large Regional OnDemand/Paratransit service throughout North Central Kansas, we are looking to enhance and expand this service with OnDemand and Microtransit software. All services are expected to increase ridership and expand services within the next 5 years.

OCCK Transportation (OCCK) is seeking a “best value” proposal. In doing so OCCK may not award to the lowest priced firm but will weigh other factors listed in 4.1 Evaluation Criteria. OCCK reserves the right, in its sole and exclusive discretion to accept or to reject any and all proposals, in whole or in part. All proposals shall be subject to all applicable state and federal laws. The award to be let under this solicitation is subject to financial assistance contracts between OCCK, the Federal Transit Administration, and the State of Kansas. Proposal documents shall be clearly marked with the RFP number and shall be mailed or delivered to:

OCCK Inc. Transportation  
ATTN: Trell Grinter, Director of Transportation  
PO Box 1160  
Salina, Kansas 67402-1160  
Fax: 785-822-0989

The anticipated schedule for selection of a proposer is as follows:

Request for Proposals Released	April 1st, 2024
Advertisement	April 1st-April 30th, 2024
Deadline for Questions Regarding the RFP	May 2nd, 2024 @ 4:30pm
Response to Questions	May 6th, 2024 EOD
Proposals Due	May 17th, 2024 @ 4:30pm
Interviews/Demos (if deemed necessary)	Week of May 20th-23rd, 2024
Contract Award (tentative)	June 7th, 2024 by or at 12:00pm

## 2.0 Instructions to Proposers

### 1. Proposal Format

OCCK requires two copies of all documents, one unbound original and an electronic copy on USB/jump drive is required. Each must be clearly labeled. Proposals shall be prepared simply and economically on letter sized paper. Documents can be stapled or assembled with a plastic spine. No three ring binders please. Cost of service must be included on the firm's form provided in a separately sealed envelope appropriately labeled.

### 2. Terms and Conditions

All proposals are subject to the provisions specified in his RFP. Terms and conditions included as a part of published price lists, catalogs, and/or other documents submitted as a part of the proposal are waived and will have no effect either on the proposal or any contract which may be awarded because of the proposal. The attachment of any other terms and conditions may be grounds for rejection.

#### 2.1 Due Date

Sealed proposals must be received by OCCK no later than 4:30pm Central Standard Time on May 17th, 2024

#### 2.2 Contact Information

For questions or additional information contact the buyer via email: Trell Grinter, Director of Transportation, [transit@occk.com](mailto:transit@occk.com) or at 785-826-1583. Include the RFP number on the subject line of all email correspondence.

Proposers are encouraged to contact Trell Grinter if there is anything in the specifications that would prevent them from submitting a proposal. Electronic submissions are the preferred method of answering questions, although written submissions via mail or fax will be accepted and must be received no later than May 2nd, 2024 @ 4:30pm

### 3. Bidder's Notice of Intent to Submit a Proposal

Email Trell Grinter indicating your intent to submit a proposal. Include the RFP number on the subject line of the email. You will receive an email response indicating your notice was received. The same procedure will be followed to request clarification in writing of any point in the RFP. Responses to questions are considered official only when answered in writing in an addendum.

### 4. Amendments to the Request for Proposals

Any amendments to the solicitation will be posted on the OCCK Inc. Transportation website at [www.salinacitygo.com/business](http://www.salinacitygo.com/business) In addition, any bidder that has submitted a Notice of Intent to Submit a Proposal via email will be notified of any amendment by email. The bidder will be required to acknowledge the receipt of all amendments as part of the proposal package.

### 5. Acceptance and Rejection

OCCK reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the offer, to accept any item in the proposal. If either a unit price or extended price is obviously in error or the other price is obviously correct, the incorrect price will be disregarded. OCCK reserves the right to make partial, progressive, or multiple awards where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated

requirements as to quantity , quality, delivery, service, geographical areas, or other factors deemed by OCCK to be pertinent or peculiar to the purchase in question.

## 6. Time for Consideration

The offer shall be valid for a minimum of 90 days from the date of the proposal opening

## 7. Payment Terms

Payment terms are Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. An invoice shall be rendered to pwallerius@occk.com , by the 3<sup>rd</sup> of each month for services provided for the previous month.

## 8. Condition of Goods

Unless otherwise indicated in the proposal, it is understood and agreed that any items offered or shipped pursuant to this RFP or resulting contact shall be new.

## 9. Deviations From Specifications

Any deviation from specifications indicated herein must be clearly stated by the proposer in writing; otherwise, all items offered by proposer shall be deemed to be in strict compliance with these specifications, and the successful proposer will be held responsible thereto. Deviations must be explained in detail by the proposer on an attached sheet(s). This paragraph shall not be construed as inviting or permitting any deviation whatsoever by proposer from the stated specifications or implying that any such deviation will be acceptable to OCCK.

## 10. Information and Descriptive Literature

Proposers are to furnish all information requested in the spaces provided on the proposal form. Further, as may be specified elsewhere, each proposer must submit with its proposal descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous proposal does not satisfy this provision.

## 11. Confidentiality of Proposals

Access to records received by or generated by OCCK is governed by Kansas Law. Any information the proposer judges to be proprietary data should be submitted in a separate sealed envelope and clearly marked as proprietary information.

## 12. Pre-Proposal Conference

A pre-proposal conference will not be held.

## 13. Pricing/Quantity

Pricing information is required in accordance with the firm's Price Proposal Sheet to be submitted by proposer. Base quantities and priced option quantities should be defined on the price proposal sheet. The term of this contract is for a one (1) year pilot, with the opportunity to extend based on success of the pilot.

## 14. Signature Requirements for Proposal Documents

All documents submitted, as part of a proposal package must be signed by the person having the legal authority to bind the corporation or firm, and that signature must be attested/notarized. Failure to comply with the signature requirements may result in the proposal being rejected as non-responsive.

## 15. Proposal Evaluation

OCCK shall evaluate all proposals using the factors listed below and shall select the proposal that represents the “best value”. Pursuant to Federal; Transit Administration purchasing guidelines, an award will be made to the responsible proposer whose proposal is most advantageous to OCCK with price and other factors considered. See Section 4.1 Evaluation Criteria of this RFP document.

## 16. Proof of Insurance

Proposals must include proof of insurance at the minimal levels required in the general terms contained in this RFP.

## 17. Conflicts of Interest

Proposer must identify any conflicts of interest that exist related to past, present or planned activities or interests, financial or otherwise, with regard to OCCK or organizations that may be substantially affected by OCCK activities. In the absence of any known conflict of interest, the proposer shall submit in its proposal a statement that no conflicts of interest exist.

## 18. Post Award

A post-award debriefing is provided to un-successful proposers upon written request. OCCK shall provide the following information, if applicable:

- The agency’s evaluation of the proposer’s proposal or bid, including any noted deficiencies or weaknesses.
- The overall evaluation summary, including rating for each evaluation criteria for the debriefed proposer.
- The overall ranking of all offers, when any ranking was developed by the agency during source selection.
- A summary of rationale for the award.
- For acquisitions of commercial items, the make and model of the item to be delivered by the successful proposer.

## 19. Protest Procedures

OCCK has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting OCCK’s Transportation Director. Any protest filed by a proposer in connection with the RFP must be submitted in accordance with OCCK’s written procedures.

## 3.0 Scope of Work

### 1. Required Base Software Features

OCCK, Inc Transportation is seeking proposals, including information and pricing, from qualified vendors to provide a cloud-based web-portal access provided anytime of the day (24 hours a day, 7 days a week, 365 days a year). The software shall include the minimum capabilities below:

- The system will be hosted by the vendor and accessible via any industry-standard web browser (Chrome, Edge, Firefox, etc.) without the need to install any software or plug-ins.
- Approximately fifteen (15) staff would require access to the system. System will support concurrent logins with no degradation of performance. It is estimated that concurrent users would not exceed seven (7). The software shall provide administrative user access allowing creation of new accounts for instant access and the ability to alter user permissions to control view and edit access.
- System must be able to run on a standard PC and operate on future operating systems. Preference will be given to those suppliers who have successfully tested their systems on browser-based hardware clients (e.g. Chromebook or Surface Go)
- Allow OCCK to grant access to the program to its contractors for no additional fees.
- Products need to export routing data for signups as GTFS and XML which is compatible with current CAD/AVL (Avail) software that OCCK may use.

Vendor shall back-up and protect, for a minimum of sixty (60) days, any software configuration settings, any OCCK provided data that has been modified for use by the software and any new data produced by the software itself. System backups must be encrypted, stored offsite, and air gapped from the production environment.

At the time of implementation, the vendor's software must be the current version. OCCK desires a salutation that requires no installation of any kind on OCCK's computer or servers with everything stored on vendor's servers/cloud. The vendor must always ensure that OCCK is utilizing the latest approved and beta tested software version available.

OCCK requires a proven solution. Vendors must have successfully implemented and maintained the full system at a minimum of five (5) public transit systems.

### 2. Planning Software Capabilities

OCCK requires a software tool to analyze and evaluate its existing and proposed Microtransit services. The tool will be used to understand financial, operational, demographic and ridership impacts of existing or altered paratransit/ondemand and fixed route services. The planning module within the product shall also be capable of being a centralized solution for management of current route, bus stop, timepoint and service schedule data with the following capabilities.

- Ability to import and compliment existing transit routes schedules and bus stops.
- Ability to edit existing zone/route geometry, schedules, and bus stops. Edit and create tools shall be easy to use, e.g. drag and drop.
- Allow zone creation and modification of existing zones, bus stop locations, time points, trips, relief points, etc.



- Ability to have multiple patterns and run times for zones; based on time of day, day of the week and seasonal service, including scheduled or on-demand route deviations.
- Software must be capable of Rostering.
- The service panning tool shall run numerous service scenarios and factor in operating issues (run time, on-time performance) based on variables entered.
- Access to geographic and demographic data covering OCCK's enticing service area within the product. This includes the latest Census and American Community Survey data layers covering factors like age, disability, minority, poverty, employment, single car or car free households, etc.
- Generate hours and miles of service by route and time of day. This includes revenue and deadhead data.
- Notify users when a zone/route is not assigned or is missing a running time. Ensure that the software does not allow entering a vehicle at the same time on different routes.
- Product should include a user-friendly mapping tool, analysis tools, and visualization features to assist OCCK in service development, grant writing, public outreach, etc.
- The mapping should provide a display of geographic data layers and routes for analysis.
- Provide a tool to assess a route's ridership potential, Title VI impacts and employment impacts of service based on most current and past data. This includes the latest and past Census and American Community Survey data layers covering factors like age, disability, minority, poverty, employment, single car or car free households, etc. Commuting CTPP data from the American Community Survey, key destinations (schools, hospitals, parks, SNAP retailers, etc.) as well as data layers agencies use for applying for federal grants.
- Mapping tools should allow OCCK to add its own data layers to assist in service development, such as local sidewalk gap maps, fixed routes, ondemand and paratransit services, and bicycle networks, bike share locations, local land uses and key destinations, etc.
- Ability to estimate service cost based on OCCK rates, like hourly rates, mileage rates and/or per trip rates. Including cost factoring for revenue and deadhead service.
- Lock finalized versions of the schedule.
- Flag invalid trip information but allow for manual overrides. Report on overridden items
- Produce maps and graphics for displaying scenarios to staff and the public. Possibly layer other maps.
- Ability to future transition our traditional our radio network to Voice over Internet Protocol (VoIP)
- Ability to connect with Passengers via app, providing a "where's my bus feature?" that includes ticketing and other necessary information.
- Capability for passengers to call in ride to dispatch for scheduling.
- Ability to input and track multiple funding types based on destination, passenger or ride source.
- Messaging ability to allow drivers and dispatch to communicate without using radio.
- Passenger information to be input based on OCCK OnDemand and Paratransit procedures. Drivers will need ability to access notes on passengers, e.g. type of mobility device and requested assistance.

The product will allow other software to utilize applicable service data via data export and/or application programming interface. OCCK's goal is to eliminate maintenance of the same data in multiple software products. See "Access to Data and Interface" section.

\*OCCK serves a 14 county area in North Central Kansas. Our Funding mechanism is based on type of service, hours and miles of service operated within each city/county. OCCK desires a planning tool that can calculate revenue service hours and miles of each route within each municipality. The calculation would be based on shape files of each boundary. The resulting data is used by OCCK to determine each area's financial contribution toward the system.

### 3. Zoning and Driver Scheduling Software Capabilities

The software shall, at a minimum have the blocking, run cutting, and driver scheduling capabilities listed below:

- Optimisation of zones, trips and runs to create maximum efficiency and cost savings
- Ability to create zones and accommodate routes that are interlined and not.
- Ability to set block parameters such as max miles and run times for vehicle limitations.
- Zoning and blocking with customizable parameters for desired optimizations based on cost or resources.
- Allow user to manually build blocks and override routing and run times
- Driver information and integration for operator friendly notifications to allow staff to add comments or notes unique to the route. OCCK would like route name, date pull out times, turn by turns directions accessible, time point table, and service notes.
- Ability to warn users of work rule violations when manually zoning, blocking/run cutting and allow for work rules to be overridden. Ability to highlight or report on overrides.
- Accommodate route revisions and scenarios developed in the planning module of this software.
- Customizable input parameters based on OCCK driver rules or applicable regulatory requirements without vendor assistance (after training). Ability to include variables like relief time, relief travel, and driver meal breaks. Ability to alter parameters, rules or requirements when change occurs or to test impacts of potential changes to work rules and/or regulations.
- Ability to run zones for special events in isolation or as additions to the current schedule.
- Ability to identify and account for seasonal services.
- Ability to program different run times by day of week, day of year, time of day or season.
- Construct work assignments via rostering process with customization parameters for days off, driver rules and cost considerations.
- Ability to rapidly perform and compare numerous run cutes to test results of changing parameters of service delivery.
- Ability to specify vehicles used on a zone, trip, block or route. System parameters would account for cost difference between vehicle type used
- Allow multiple schedule versions with the ability to run-cut a user-selected schedule.
- Ability to save versions and results for comparisons, viewing and reporting.
- Ability to include cost metrics
- Develop rostered work that is based on any one or combination of the following: Start and end time, route, type of work, total weekly pay, full days of work.
- Ability to lock final schedule versions.
- Ability to build an easy grid style roster schedule view showing driver by row and assignments by day, week, month, year.
- Ability to export roster result

- Ability to report and export reports on hours, miles of service, including dead hours and miles, platform time by route and system wide.
- Ability to optimize shift filling on various parameters such as limiting overtime, compliance with work rules, etc.
- Exported documents and reports shall integrate with Microsoft Office and/or be saved in a .pdf format.
- Product provides easily understandable graphic displays of scheduling options to communicate with drivers or other interested parties.
- Ability to produce reports related to the run cuts, blocks, run analysis, pull in/pull out sheets, roster, deadhead miles and hours and layover time.
- Ability to archive and easily copy zone, route, schedule, trip, block, run and schedule information related to the entire service year.

#### 4. Access to Data and Interface

The awarded vendor is expected to partner with OCCK and other authorized vendor products to interface and share data via import/export of files or API, when applicable.

OCCK does not currently have a specific product for CAD/AVL. The product selected would need to integrate with CAD/AVL programs used though other entities or in the future by OCCK.

Similar to the GTFS data standard, OCCK follows other national efforts to standardize key data sources and allow for easy integration between technology companies. This vision includes concepts identified as “Mobility Data Interoperability Principles”, which can be found by visiting <https://www.interoperablemobility.org/>

#### 5. Data Ownership

All data in the Cloud environment is understood to be the property of OCCK. If the agreement between OCCK and cloud provider or vendor is canceled, it is understood that all data can be exported to OCCK. In the event of a contract termination, the contractor agrees to make all necessary good-faith efforts to cooperate in the transition of OCCK information back to OCCK or to other, new vendors.

The contractor shall not use, disclose, or distribute any data provided by OCCK except as may be requested to OCCK and for OCCK purposes. In the event the Contractor is contacted by any law enforcement or regulatory agency with any lawful order regarding OCCK data, the Contractor shall promptly notify OCCK of such contact to the extent allowed by law. The Contractor shall provide copies of OCCK data to OCCK upon request.

If applicable, GPS data, and specifically route identifiers and location coordinates are not considered potentially sensitive data. Both parties understand that this GPS data may be an element of the system and that temporary access to this GPS data may, in fact, be disclosed to the public through the public's use of an associated application or website to enhance the public's use of OCCK.

#### 6. Product Training

The selected vendor will provide an intensive training program to OCCK employees (dispatchers, supervisors, and administrators). The training will cover operation of the entire system supplied in conjunction with this solicitation, including any optional items purchased. The training will prepare OCCK attendees for operation, administration and implementation of the system.

Training can be provided onsite at OCCK's office or via video conferencing at times that are convenient to OCCK staff.

OCCK prefers a vendor that has a recorded video training of modules for use by existing or new staff after the initial training is completed. In addition, OCCK is expected to receive a detailed SOP for all user levels operating the system.

The awarded vendor shall deliver five (5) complete sets of training materials in printed, hard copy format. All training materials shall be available in digital format and downloadable by OCCK. Initial training cost must be included in the base system cost. Ongoing training shall also be provided to OCCK staff, as needed, for any new product features and updates released by the vendor after product implementation at no extra cost.

## 7. Support and Maintenance

Ongoing product support shall be included in the fee. Vendor's support will be accessible via phone, web and email with a turnaround response time of less than 3 hours for any mission critical components. Base support shall be available during abnormal business hours. Standby support shall be available at all other times, including weekends, night and holidays when needed in case of severe emergencies.

Software enhancements (point releases) shall be included for the duration of the project. A notification from the awarded vendor summarizing changes will be emailed to OCCK prior to implementing enhancements or upgrades.

Any proposed ongoing licensing and maintenance fees must include a commitment to maintaining a minimum level of reliability or uptime. A fully functioning scheduling application is essential to maintaining transit operations. OCCK's expectation is that the selected product will function as described in this scope and be available.

## 8. Optional Modules and Services

OCCK is open to considering any product capability not listed in the scope described in this RFP. If these items are not already included in the base cost, they should be priced out separately in the Cost Proposal Form and fully described in the Written Proposal Response for consideration. OCCK reserves the right to select or decline any of the optional items or modules included in the proposal. Below are specific options

**Mobile and Web App:** OCCK would consider a mobile and/or web-based application for the work force to use to view the current schedule, view upcoming work assignments, pick runs, swap shifts, etc. System would allow review of operator requested shift changes and provide analysis to determine if allowable under work rules, overtime or another applicable factor.

**GTFS File and Data Management:** OCCK strongly desires a product that will manage service data related to GTFS files. This includes the ability to import existing GIS compatible files (shape files and/or Geodatabase format) and GTFS files and export Geodatabases, shape files, excel documents, PDF files, PNG files, KML files, and General Transit Feed Specification Files. OCCK uses a 3 to 4 digit code that is unique to each stop. This identifier shall be stored in the software and accessible when referencing or creating bus stops.

It is highly preferred that the GTFS file management tool can be maintained and edited by OCCK staff. Edits to data would be made by OCCK staff in just one location of the product. After any service edits (route, stop, timepoint, or schedule changes), the product shall allow easy export of revised GTFS files ready for import into Google's transit feed.

Detour Mapping: OCCK creates detour maps using image files or snips from route maps and basic edit tools in desktop software, like MS Word and Adobe Acrobat. The edit tools draw over route lines not served, cross out bus stops missed and create lines for the new detour route. These basic detour maps can be shared with drivers and dispatchers internally as well as with riders on social media and posted on our website. OCCK would be interested in equivalent tools in the Scheduling and Planning software that allow quick editing for purposes of creating route-specific maps to display segment closed, new detour route, and any existing bus stops impacted by the detour. After edits are finished in the software, OCCK could snip the display or export the results in a PDF file that clearly shows the detour visually and is easily understood by our customers with nearby landmarks and street names.

## 9. Proposal Requirements

The response to this RFP shall consist of the following sections

1. Corporate Background and Experience
2. Financial Statement
3. Project Staffing and Organization
4. Technical Approach
5. Outsourcing
6. Cost Proposal

### **Corporate Background and Experience**

This section shall include background information on the organization and should give details of experience with similar projects. A list of references (including contact persons, email addresses and telephone numbers) for whom similar work has been performed shall be included

### **Financial Statement**

The vendor's most recent audited financial statement or similar evidence of financial stability shall be provided

### **Project Staffing and Organization**

This section shall include the proposed staffing, deployment and organization of personnel to be assigned to this project

### **Technical Approach**

This section shall include, in narrative form, the Vendor's approach to accomplishing the tasks outlined in the Scope of Work Requirements section of the RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

### **Outsourcing**

The Vendor shall detail the manner in which it intends to utilize resources or workers located outside of the United States, and OCCK will evaluate the additional risks, cost and other factors associated with such utilization to make the award for this proposal as deemed by the awarding authority to be in the best interest of OCCK.

For any proposed or actual utilization or contract performance outside of the United States, the proposal shall include:

- a. the location of work performed under a state contract by the vendor, any subcontractors, employees or other persons performing the contract.
- b. The corporate structure and location of corporate employees and activities of vendors, its affiliates, or any subcontractors.

### **Price Proposal**

The vendor shall submit a Price Proposal on their own form containing:

- a. Base cost of software and services
- b. Software license costs
- c. Hardware costs
- d. Training costs (including personnel and travel expenses)
- e. Software support costs
- f. Other costs (e.g. office expenses)
- g. Total cost: a total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated.

## **10. Mandatory Requirements**

The following are mandatory requirements for qualifying as a responsible proposer. A proposer that is found to not meet these qualification requirements may be determined to be non-responsive and its proposal rejected. The following table details which requirements proposers must meet for each project within this RFP

1. Proof that the proposer's human and physical resources are sufficient to allow it to perform the contract as specified and to assure delivery of all products and equipment within the time specified by the contract. Please supply a list of all staff complete with a description of their role, relevant work experience, certifications and expertise, within your response.
2. Evidence of satisfactory performance on at least three (3) past contacts of a similar nature.
  - a. project name and description of services provided
  - b. Project location
  - c. Size of project
  - d. Completion date
  - e. Customer name and contact information (be sure to include email address).
3. Proposers shall also include a list of organization that they have contracted with for the last three (3) years with contact information that, at a minimum includes, names, email addresses and phone numbers, and/or any customers that have canceled a contract in the last three (3) years and reason for cancellation

4. Proposers must fully complete the included price proposals worksheet and all applicable forms/certifications to be considered responsive proposers. Failure to fully complete the price proposal worksheet will result in the proposer being classified as non-responsive

### **Basis of Award**

Any contract resulting from this RFP will be awarded to that firm whose proposal is deemed by OCCK to be qualified considering the evaluation criteria stated above and provides OCCK with the best value among those considered technically acceptable.

“Best Value” will be determined solely by OCCK.

OCCK reserves the right to meet or communicate with any proposer to clarify the responsiveness of this proposal and the responsibility of the proposer’s organization and its sub-proposers, in order to ascertain ethical acceptability.

Contractors that submit proposals in response to this “Request for Proposals” must have the capability of providing the services listed. OCCK assumes no obligation of any kind for expenses incurred by any respondent to that solicitation. All submittals become the property of OCCK and will not be returned. The submittal shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this project.

- Proposals shall be signed by an officer authorized to bind the proposer and shall contain a statement to the effect that the proposal constitutes a firm offer for at least 90 days from the last day of receipt of proposals set forth herein.
- Each criterion for selection must be addressed.
- There is a minimum twelve (12)-point font requirement for the basic text of the entire submittal. Any charts, graphs, tables of organizations, etc. must be of readable size.
- Maximum length of proposal is 60 pages excluding required forms and Pricing sheet, cover letter, resumes and proposal tabs/dividers.
- One (1) original and one (1) electronic copies of the submittals are due no later than 4:30pm May 17th, 2024 to Trell Grinter, Director of Transportation, PO Box 1160, Salina Kansas 67402-1160
- Submittals shall be in a sealed, opaque envelope, clearly marked RFP#2-24 Fixed Route Scheduling Software.
- The proposed fee shall be provided in a separate, sealed envelope.
- Late submittals, will be deemed non-responsive and will not be considered for the project.

From the date of the RFP until 4:30pm May 2nd, 2024, all questions and inquiries should be submitted in writing by mail, fax or email to the following: Trell Grinter, [transit@occk.com](mailto:transit@occk.com) or fax at 785-822-0989 or by mail at Trell Grinter, OCCK Transportation PO Box 1160, Salina Kansas 67402-1160

All prospective offerors will be notified of questions and responses by addendum by the close of business on May 6th, 2024, EOD.

Prices shall not be made public until the contract is awarded. Proposals may not be withdrawn after the submission date.

This solicitation does not obligate OCCK to pay for costs incurred in the preparation of proposals or to award a contract. OCCK reserves the right to accept or reject any or all proposals, or to cancel in part or in whole, this solicitation.

## 11. Proposal Format

### **Cover Letter**

Include a Letter of Transmittal signed by the person(s) with the authority to bind the firm and answer questions or provide clarification concerning the submitted proposal. Include the following information:

- Firm name, address, telephone number
- Email of proposal contact
- Contact Name and Title
- Year business established
- Type of Organization indicated whether a sole proprietor, partnership or corporation and whether or not a disadvantaged business enterprise (DBE)
- List of subcontractors, their role on the team and whether a DBE

The cover letter should not exceed three (3) pages.

### **Statement of Qualifications**

Please state qualifications and relevant experience in conducting business similar to that which is required herein, within the last five (5) years. Include the same information for proposed subcontractors.

### **References**

Provide four (4) client references from prior transit system work conducted in the last five (5) years. Include organization name, address, telephone number, and name and title of a contact person. Include the same information for proposed subcontractors. In addition, please provide a listing of all your contracts over the last three (3) years.

### **Resumes of Key Personnel**

Provide resumes showing the names, experience and professional qualifications of the key personnel to be assigned to this project. If subcontractors, joint ventures, or both are contemplated, include qualifications, experience and references of the entire team.

### **Disclosure of Proposal Contents**

To the extent permitted by State and Federal law, information provided in all proposals will be held in confidence and not revealed or discussed with competitors. All material submitted becomes the property of OCCK and may be returned only at OCCK's option. Proposals submitted to OCCK will be reviewed and evaluated by persons of the OCCK's choosing, other than competing proposers. OCCK retains the right to use any and/or all ideas presented in reply to the RFP. Eventual selection or rejection of proposals does not affect this right.





## 4.0 Firm Selection Procedure

Selection of the successful proposal shall be generally based on the information provided by the developer in response to the Request for Proposals and any subsequent interview that may be conducted. Developer interviews will be held solely at the option and discretion of OCCK. The process for selection shall occur in the following sequence.

- Review and ranking of proposals
- Establish a “short list”
- Interview “short listed” firms (at the option and discretion of OCCK)
- Identify best qualified firm(s)
- Award contract

A project selection committee will be formed to evaluate the proposals and to make recommendations to OCCK Transportation Leadership. This committee may consist of representatives from various departments within OCCK. Composition of this committee is at the sole discretion of OCCK. Names of the committee members will not be released prior to the time of interviews.

The committee will review the proposals for format to ensure conformance with the requirements of the RFP and may select finalists to interview with the Committee as part of the Committee’s evaluation process. OCCK does not guarantee that an interview will take place thus reserving the right to select a firm based solely on the information provided in the proposals received in response to the RFP.

The OCCK Director will review the committee recommendation and decide whether to accept, reject or modify the recommendation before presenting it to OCCK Leadership if necessary.

### 4.1 Evaluation Criteria

OCCK is following a “Best Value” approach to selecting a developer for this RFP. In doing so, OCCK may not award to the lowest priced firm but will weigh other factors as listed below in making a selection.

The following information and criteria, in order of importance, will be used to evaluate and rank responses and the presentation, should OCCK choose to conduct interviews with short-listed firms.

1. Project Understanding and Approach: This criterion is a combination of the Proposer’s approach to the problem and the quality of the RFP submission and response. (20 points)
2. Technical Capabilities and Solution Functionality: This criterion refers to the Proposer’s technical capabilities, the proposed solution functionality, and the ability to best meet the performance specifications outlined in the RFP and Scope of Work. (25 points)
3. Quality, Experience of Proposed Key Project Personnel (15 points)
4. Vendor Past Project-Related Experience and Client References (15 points)
5. Price (20 points)

## 5.0 Proposal Forms

The following additional forms shall be included.

1.0 Statement of Bidder's/Proposer's Qualifications

2.0 Authorization for Information

3.0 Customer Reference Listing

## 1.0 Statement of Bidder's/Proposer's Qualifications

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Should this page not be part of the bid/proposal packet, your bid will be classified as not in compliance and may be disqualified. The questions may be answered on separate attached sheets. Bidder/Proposer may submit additional information they desire.

1. Name of Bidder/Proposer \_\_\_\_\_
2. Permanent Main Office Address \_\_\_\_\_
3. Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
4. Fax Number \_\_\_\_\_ Email \_\_\_\_\_
5. When Organized \_\_\_\_\_
6. If a Corporation, where Incorporated \_\_\_\_\_
7. How many years have you been engaged in business under your present firm or trade name?  
\_\_\_\_\_
8. List previous business names, if any \_\_\_\_\_
9. Have you ever failed to complete any work awarded to you? \_\_\_\_\_
10. Have you ever defaulted a Contract Agreement? \_\_\_\_\_
11. If you answered yes to 9 or 10 above please attach explanation
12. Attach background and experience of the principal members of your organization, including the officers.
13. DUNS # \_\_\_\_\_ Provide D&B report or other statement of credit.

**Bidder/Proposer may submit any additional information they desire.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By duly sworn deposes and says that they are \_\_\_\_\_(Title) and that the answers to the foregoing questions and all statements therein contained are true and correct.

By: \_\_\_\_\_

Name of Corporation or Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

State of \_\_\_\_\_

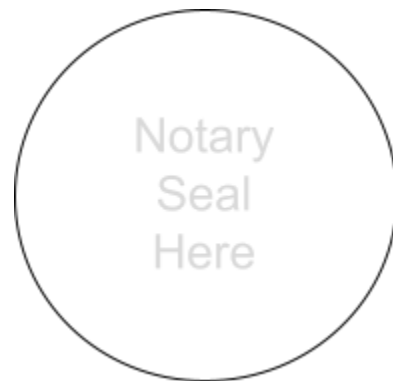
County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public \_\_\_\_\_

Notary Number \_\_\_\_\_

My Commission Expires \_\_\_\_\_



## 2.0 Authorization for Information

The undersigned hereby authorized and requests any person, firm or corporation to furnish any information requested by OCCK in verification of the recitals comprising this Statement of Proposer's Qualifications, that I, being duly sworn deposes and says that the answers to the foregoing questions and all statements contained are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By duly sworn deposes and says that they are \_\_\_\_\_ (Title) and that the answers to the foregoing questions and all statements therein contained are true and correct.

By: \_\_\_\_\_

Name of Corporation or Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public \_\_\_\_\_

Notary Number \_\_\_\_\_

My Commission Expires \_\_\_\_\_



### 3.0 Customer Reference Listing

Vendor shall furnish the names, address, agreement, telephone numbers and length of services and size of property of a minimum of five (5) firms or government organizations for which the vendor is currently furnishing or has in the past furnished service for.

1. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Month/Year Completed \_\_\_\_\_  
Value of Contract \_\_\_\_\_
2. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Month/Year Completed \_\_\_\_\_  
Value of Contract \_\_\_\_\_
3. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Month/Year Completed \_\_\_\_\_  
Value of Contract \_\_\_\_\_
4. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Month/Year Completed \_\_\_\_\_  
Value of Contract \_\_\_\_\_
5. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Month/Year Completed \_\_\_\_\_  
Value of Contract \_\_\_\_\_

## A. General Terms

The following clauses will be incorporated in any contract awarded pursuant to this RFP

### 1. Assignment

- A. The successful proposer may not assign or subcontract its rights or obligations under the contract without prior written permission of OCCK, and no such assignment or subcontract will be effective until approved in writing by OCCK.
- B. OCCK reserves the right to assign all or a portion of this contract to any other agency and/or governmental entity, or a Contractor of OCCK.

### 2. Advertising

The proposer agrees not to use the existence of this contract or the name of OCCK as part of any commercial advertising without the prior written approval of OCCK's Director of Transportation or designee.