

NOTICE TO BIDDERS

California Vanpool Authority

Request for Proposals (RFP)

Proposal Deadline: November 5, 2018, 1:30 P.M.

Dear Vendor:

The purpose of this Request for Proposals is to obtain a multi-year, professional services contract with a qualified consultant to provide planning support and technical assistance with the development of the National Transit Database (NTD) to meet Federal Transit Administration (FTA) reporting requirements.

You are invited to submit a proposal on or before the proposal date above. The work is defined in the attached specifications.

Proposals acceptance at the office of:

CALIFORNIA VANPOOL AUTHORITY
1340 NORTH DRIVE
HANFORD, CA 93230

Proposals arriving later than 1:30 P.M. or at a different location will not be considered and they will be returned unopened to the sender.

Proposals shall be submitted in a sealed envelope, clearly marked:

**RFP-11-05-2018
FTA Services**

Be sure to complete and attach all necessary documents.

During the proposal stage, all correspondence and verbal requests shall be directed to:

Mr. Ronald Hughes
California Vanpool Authority
1340 North Drive
Hanford, CA 93230

Ron.Hughes@co.kings.ca.us
Voice: (559) 852-2773

INSTRUCTIONS TO CONTRACTORS

The AGENCY will evaluate each complete proposal submitted. Negotiations may or may not be conducted with respondents; therefore, the proposal submitted should contain the respondent's most favorable terms and conditions, since the selection and award may be made without discussion to any respondent.

It is the intent of the Agency to award a contract to the best-qualified Contractor that demonstrates experience in performing janitorial services. During the evaluation process, the Agency reserves the right, where it may serve the Agency's best interest, to request additional information or clarifications from proposing firms, or to allow corrections of errors or omissions.

SCHEDULE OF EVENTS

<u>Event</u>	<u>Date of Event</u>
RFP Issue Date	October 8, 2018.
Deadline for Receipt of Written Questions	October 22, 2018.
Prepared Response to Questions	October 29, 2018.
RFP due at 1:30 p.m. at 1340 North Drive.....	November 5, 2018.
<i>Review of Proposals</i>	<i>November 7, 2018</i>
<i>Award of Contract @ CalVans Board Meeting</i>	<i>December 13, 2018</i>
<i>Contract Begins.....</i>	<i>January 1, 2019</i>

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0. BACKGROUND

California Vanpool Authority (CalVans), a joint powers Agency, is responsible for the operation of a number of vanpool vehicles located throughout a number of California Counties. The California Vanpool Authority's Board is the policymaking body for the CalVans program. CalVans Staff administers, plans, markets, and monitors the systems. CalVans is seeking a firm to provide transit planning support and technical assistance its Hanford office.

1.1. DISADVANTAGED BUSINESS PARTICIPATION AND EQUAL OPPORTUNITY PROVISIONS

California Vanpool Authority has adopted a Disadvantaged Business Enterprise (DBE) Program. The DBE program was adopted to insure that small disadvantaged firms have an equal opportunity to participate in the AGENCY FTA projects. The term "Disadvantage Business" means approved by the State of California as a certified DBE whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disadvantaged firms are encouraged to submit proposals as prime contractor for this project. Price alone will not be an acceptable basis for rejecting DBE proposals as prime contractors or subcontractors on this project unless it is determined that a reasonable price cannot be obtained from a DBE

1.2. DEFINITION OF TERMS

- "RFP" means the Request for Proposal
- AGENCY means California Vanpool Authority
- "Board" means the Board of California Vanpool Authority
- "Firm", "Auditor" "Offeror", "Vendor", "Supplier", "Consultant", "Contractor" and "Subrecipient" are used interchangeably throughout this invitation to mean the person, firm, or corporation or other entity submitting a Bid in response to the Request for Proposal.
- "Bid" and "Proposal" are used interchangeably to mean an individual's or entity's offer in response to this Request for Proposal.

1.3. PROJECT OVERVIEW

The California Vanpool Authority (herein referred to as "Agency") is seeking a contractor to provide transit planning support and technical assistance for the **Federal Transit Administration (FTA) Reporting Requirements**.

The Agency seeks to obtain technical assistance in meeting the National Transit Database (NTD) report development; transit finance; transit planning and regional coordination; and Federal regulatory compliance.

The Agency will evaluate each complete proposal submitted and select an Offeror that provides the most cost effective and efficient technical support of its fixed-route, paratransit, and non-revenue fleet operation. The selected Offeror shall provide "on-call" technical assistance and continual coordination with other local governments, regional planning organizations, State, and Federal agencies on behalf of the County's interest in maintaining a timely response to all transit regulations.

1.4. CONTRACT TERM

The term of this contract shall be for a two (3) year period, with two (2) one-year options to renew at the AGENCY's discretion. In the event the Agency exercises any option year(s), the fixed rates shall be adjusted for each option year to no more than the national Consumer Price Index (CPI) for all urban consumers for the last twelve months.

1.5. SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until a Contractor is selected and the selection is announced by the procurement officer, the procurement officer in charge of this solicitation. Any unauthorized contact may disqualify the Firm from further consideration. Contract information for the single point of contact is as follows:

Procurement Officer:	Ronald Hughes
Address:	CalVans 1340 North Drive P.O. Box 209 Hanford, CA 93232
Telephone Number	(559) 852-2696
Fax Number	(559) 587-0714
E-mail Address:	Ron.hughes@co.kings.ca.us

1.6. REQUIRED REVIEW

1.6.1. REVIEW RFP. Contractor should carefully review the instructions, mandatory requirements, specifications, standard terms and conditions, and contract attached to this RFP and promptly notify the procurement officer identified above in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specification, or error which they discover upon examination of this RFP. This should include any terms or requirements within the RFP that either preclude the Contractor from responding to the RFP or add unnecessary cost.

This notification must be accompanied by an explanation with the suggested modification and be received by the deadline for receipt of written or e-mail inquiries set forth below. The AGENCY will make any final determination of changes to the RFP.

1.6.3. FORM OF QUESTIONS. Firms with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the procurement officer referenced above on or before September 7, 2018. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline will not be considered.

1.6.4. AGENCY'S ANSWERS The AGENCY will provide an official written answer by to all questions received by October 22, 2018. The **AGENCY's response will be by formal written addendum posted on the agency's website located at CalVans.org.** Any other form of interpretation, correction, or change to this RFP will not be binding upon the AGENCY. **Firms must sign and return with their RFP response an Acknowledgement of Addendum for any addendum issued.**

1.7. GENERAL REQUIREMENTS

1.7.1. ACCEPTANCE OF STANDARD TERMS AND CONDITIONS/CONTRACT. By submitting a response to the RFP, Firm agrees to acceptance of the standard terms and conditions and contract as set out in Attachment A of this RFP. Much of the language included in the standard terms and conditions and contract reflects requirements of both the State of California and FTA. Requests for additions or exceptions to the standard terms and conditions, contract terms, including any necessary

licenses, or any added provisions must be submitted to the procurement officer referenced above by the date for receipt of written/e-mail questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the Firm's ability to respond to the RFP or perform the contract. The AGENCY reserves the right to address non-material requests for exception with the highest scoring Firm during contract negotiation. Any material exceptions requested and granted to the standard terms and conditions and contract language will be addressed in any formal written addendum issued for this RFP and will apply to all Firms submitting a response to this RFP. The AGENCY will make any final determination of changes to the standard terms and conditions and/or contract.

1.7.2. RESULTING CONTRACT. This RFP and any addenda, the "Firm's RFP response, including any amendments, a best and final offer, and any clarification question responses shall be included in any resulting contract. The AGENCY's contract, attached as Attachment A, contains the contract terms and conditions which will form the basis of any contract between the AGENCY and the highest scoring Firm. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract along with any attachments prepared by the AGENCY, will govern in the same order of precedence as listed in the contract.

1.7.3. UNDERSTANDING OF SPECIFICATIONS AND REQUIREMENTS. By submitting a response to this RFP, Firm agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

1.7.4. PRIME CONTRACTOR/SUBCONTRACTORS. This highest scoring Firm will be the prime contractor if a contract is awarded they shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The AGENCY reserves the right to approve all subcontractors. The Firm shall be responsible to the AGENCY for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Firm. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this RFP shall create any contractual relationships between any subcontractor and the AGENCY.

1.7.5. Firm's SIGNATURE. The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The Firm's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude the AGENCY from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

1.7.6 OFFER IN EFFECT FOR 120 DAYS. A proposal may not be modified, withdrawn or canceled by the Firm for a 120-day period following the deadline for proposal submission as defined in the Scheduled of Events, or receipt of best and final offer, if required, and Firm so agrees in submitting the proposal.

1.8. SUBMITTING A PROPOSAL

1.8.1. ORGANIZATION OF PROPOSAL. Firms must organize their proposal into sections that follow the format of this RFP, with tabs separating each section. A point-by-point response to all relevant elements in Sections 3, 4, and 5 is required. If no explanation or clarification is required in the Firm's response to a specific subsection, the Firm shall indicate so in the point-by-point response or utilize a blanket response for the entire section with the following statement:

"(Firm's Name)" understands and will comply.

A Firm making the statement "Refer to our literature..." or "Please see www....com" may be deemed non-responsive or receive point deductions. If making reference to materials located in another section of the RFP response, specific page numbers and sections must be noted. The Evaluation Committee is not required to search through literature or another section of the proposal to find a response.

1.8.2. FAILURE TO COMPLY WITH INSTRUCTIONS. Firms failing to comply with these instructions may be subject to point deductions. The AGENCY may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read or are missing any requested information.

1.8.3. PRICE SHEET Firms must respond to this RFP by providing a fee schedule with a fixed fee for the work contemplated on the project.

1.8.4. COPIES REQUIRED AND DEADLINE FOR RECEIPT OF PROPOSALS. Firms must submit two (2) original proposals. Proposals must be sealed and labeled on the outside of the package "RFP No. 07-20-2018, "FTA Services". **Proposals must be received at 1340 North Drive, Hanford, CA 93230 prior to 1:30 PM, November 5, 2018. Facsimile responses WILL NOT be accepted.**

1.8.5. LATE PROPOSALS. **Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.** It shall be the Firm's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Firm at the expense of the Firm or destroyed if requested.

1.8.6. ADDRESSING OF PROPOSALS. Proposals **MUST** be returned in a sealed package and marked as shown below:

RFP# 11-05-2018
FTA Services
California Vanpool Authority
1340 North Drive
Hanford, CA 93232

Proposals that are not returned in a sealed package, with the Request for Proposal Number clearly labeled on the outside WILL BE DISQUALIFIED.

1.9. COST OF PREPARING A PROPOSAL

1.9.1 AGENCY NOT RESPONSIBLE FOR PREPARATION COST. The cost for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the AGENCY are entirely the responsibility of the Firm. The AGENCY is not liable for any expense incurred by the Firm prior to execution of a contract.

1.9.2 ALL TIMELY SUBMITTED MATERIALS BECOME AGENCY PROPERTY. All materials submitted in response to this RFP become the property of the AGENCY and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the AGENCY and Firm resulting from this RFP process.

SECTION 2: RFP STANDARD INFORMATION

2.0. COMPETITION

The AGENCY encourages free and open competition among Firms. Whenever possible, the AGENCY will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the AGENCY's need to procure technically sound, cost-effective services and supplies.

2.1. RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

2.1.1 PUBLIC INFORMATION. The proposals received shall become the property of California Vanpool Authority and are subject to public disclosure. Proposal prices and information submitted by proposers will be made available to proposers after Board has approved award of contract. Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the proposer as business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are reasonably marked as "Trade Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most, or all, of their proposal as exempt from disclosure may be deemed non-responsive.

2.1.2 PROCUREMENT OFFICER REVIEW OF PROPOSALS. Upon opening the proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.1.1 above, providing the following conditions have been met;

- Confidential information is clearly marked and separated from the rest of the proposal.
- The proposal does not contain confidential material in the cost or price section.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Firm must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

The claim of a trade secret must be reasonable. If materials or information are included in a request for trade secret coverage that is not reasonable considered a "trade secret," the proposal will be rejected as non-responsive and will not be considered. In such cases, a Firm will not be given an opportunity to revise the proposal.

2.2. CLASSIFICATION AND EVALUATION OF PROPOSALS

2.2.1 INITIAL CLASSIFICATION OF PROPOSALS AS RESPONSIVE OR NON-RESPONSIVE. All proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found non-responsive at anytime during the procurement process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be non-responsive, it will not be considered further.

2.2.2 DETERMINATION OF RESPONSIBILITY. The procurement officer will determine whether a Firm is responsible and that the prices are reasonable. Firms may be asked to provide any information required to determine the responsibility of the Firm.

2.2.3 EVALUATION OF PROPOSALS. The procurement officer will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring Firm or, if necessary, to seek discussion/negotiation or a best and final offer in order to determine the highest scoring Firm. All

responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the AGENCY may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the AGENCY.

2.2.4 COMPLETENESS OF PROPOSALS. Selection and award will be based on the Firm's proposal and other items outlined in this RFP. Submitted response may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Firms outside the formal response or subsequent discussion/negotiation or "best and final offer," if requested, will not be considered, will have no bearing on any award, and may result in the Firm being disqualified from further consideration.

2.2.5 BEST AND FINAL OFFER. The "Best and Final Offer" is an option available to the AGENCY under the RFP process, which permits the AGENCY to request a "best and final offer" from one or more Firms if additional information is required to make a final decision. Firms may be contacted asking that they submit their "best and final offer," which must include any and all discussed and/or negotiated changes. The AGENCY reserves the right to request a best and final offer for this RFP, if any based on price/cost alone.

2.2.6. EVALUATOR/EVALUATIONRECOMMENDATION FOR CONTRACT AWARD. The procurement officer will provide a written recommendation for contract award that contains the scores justification and rationale for its decision.

2.2.7. REQUEST FOR DOCUMENTS NOTICE. The procurement officer will issue a "Request for Documents Notice" to the highest scoring Firm to obtain the required documents/information, such as insurance documents and/or best and final offer, and any other necessary documents. Receipt of the "Request of Documents Notice" does not constitute a contract and **no work may begin until a contract signed by all parties is in place.** The procurement officer will notify all other Firms of the AGENCY's selection.

2.2.8. CONTRACT EXECUTION. Upon receipt of all required materials requested in the "Request for Documents Notice," a formal contract utilizing the contract attached as Attachment A , the RFP, as well as the highest scoring Firm's response to the RFP will be provided to the highest scoring Firm for signature. The highest scoring Firm will be expected to accept and agree to all material requirements contained in the contract as set out in this RFP. If the highest scoring Firm does not accept all material requirements, the AGENCY may move to the next highest scoring Firm, or cancel the RFP. Work under the contract may begin when the contract is fully executed i.e., when the contract is signed by all parties.

2.3. AGENCY'S RIGHTS RESERVED

While the AGENCY has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes as a commitment by the AGENCY to award and execute a contract. Upon a determination such actions would be in its best interest, the AGENCY, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP
- Reject any or all proposals received in response to this RFP
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal
- Not award if it is in the best interest of the AGENCY not to proceed with contract execution
- If awarded, terminate any contract if the AGENCY determines adequate funds are not available.

SECTIONS 3: SCOPE OF WORK

3.0. OVERVIEW

Information Requested

The Agency is seeking a qualified consultant that demonstrates extensive knowledge and experience in providing professional transit support services. Each proposal must contain a statement of qualifications that includes the following information:

3.0.1 STATEMENT OF QUALIFICATIONS

1. General Information – Provide the name, address, and telephone number of the individual or firm, as well as the name of the person authorized to negotiate contract terms and make binding agreements. Include the professional qualifications necessary for completing the work;
2. Background – Provide background and history of the company's consulting experience which specifically addresses the organization's knowledge and experience. Use of a resume attachment is acceptable;
3. Services and History– Provide a list of available services as well as a listing and description of work completed;
4. Response Time – Description of individual or firm's resources that allow for a timely delivery of services, including the names and qualifications of the firm's personnel that will be working with the CalVans staff;
5. Fees – In a separately sealed envelope as part of the proposal, provide a fee schedule. This information will not be used as a determining factor during proposal scoring; rather, it will be used to establish a compensation amount for the term of the agreement;
6. Public Agencies – Include narrative description of experience with public agencies, if any; and
7. References – Provide three or more references that can supply information on the quality of the services provided by your firm.

3.0.2 PROPOSAL CONTENT

The Agency requires each Consultant to submit a proposal clearly addressing requirements outlined in the Scope of Work section of this RFP. The proposal shall not exceed 30-pages and must include a minimum of three recent or current client references, which include the address and telephone number of each reference. Resumes and a company qualification brochure may be added to the 30-page proposal, provided they are located in an Appendix at the back of the proposal. Material contained in appendices will not be used for evaluation purposes in the scoring of proposals.

Should a consultant have concerns about meeting any requirements of this RFP they may include a clearly labeled subsection within an appendix with individual statements specifically identifying their concerns and exceptions. If no exceptions are stated the Agency shall assume the Consultant understands all of the requirements of the RFP, including the professional services agreement and takes no exceptions to them. The requirements and expectations stated within this RFP shall be included in the Agreement as an exhibit.

Though the Consultant may submit a proposal organized according to his preference, it must be clear and concise. The proposal must contain information covering the following topics:

Scope of Work

Provide an outline expressing the Consultant's understanding of the Project and summarizing the basic approach proposed to provide the required planning and technical assistance with NTD report development and compliance.

Personnel

List the Principal-in-Charge, Project Manager, and key project staff who will be directly involved in this project. Include a statement of qualifications and experience of each person. Include all anticipated sub-consultants, listing names, addresses, telephone numbers, key staff personnel, and the hours expected to be committed to the project and a project organizational chart of key personnel. Submit concise resumes of key individual(s) that would be assigned to the Project and other staff personnel available to support the Project.

Project Management

Include timeline showing project milestones and both sequential and concurrent tasks required to complete the Scope of Work presented.

Estimate of Consultant Fee

The proposal shall include a full description of all fees proposed by the Consultant for performing all the services to be provided as outlined in the Scope of Work.

3.1 WORK TASKS

3.1.1 NATIONAL TRANSIT DATABASE

Develop and provide training for transit providers throughout the state. Prepare appropriate database setup and waivers. Prepare Basic, Financial, Asset Management, Service, Resource, and Federal modules. Prepare funding allocation modules to reflect service mode, delivery, and operation. Provide vehicle survey passenger mile computation for Financial and Service data reporting. Provide clarification and justification to draft report issues. Prepare required quarterly and monthly Ridership, and Safety and Security reports. Assist the County with other public transportation planning efforts.

3.1.4 RESEARCH AND PROGRAM COMPLIANCE

Provide specialize knowledge of transit policies, circulars, guidance, and statutes of the US DOT, Federal Transit Administration's program review areas. Review the Agency's transit operations for system enhancements and federal program compliance. Identify and propose system adjustments to demonstrate the Agency's compliance with federal requirements. Draft required policies, programs, and other documents as needed, within the contractual area of expertise.

The successful Offeror will provide responding documents in an acceptable retrievable format program. All work task submissions will be compatible with the County's word processing, publishing, and spreadsheet programs: Microsoft Word, Excel, or Adobe format.

3.2. GENERAL CONTRACTOR RESPONSIBILITIES

The successful Contractor shall be responsible for all coordination of personnel associated with the NTD reporting at the AGENCY's facility. These activities include, but are not limited to the following:

- Prepare appropriate system access and data waiver requests from the FTA/NTD contractor;
- Research data and prepares statistical reports summarizing vanpool service operations;
- Create a transit system database and setup modules for Basic, Financial, Asset Management, Service, Resource and Federal Funding Allocations reporting;
- Coordinate Independent Auditor and Statistician activities for financial and service data reporting;

- Conduct sampling methodologies as prescribed in FTA Circulars 2710.1A and 2710.2A;
- Provide clarification of issues noted by the NTD contractor;
- Prepare required monthly Safety and Security reports;
- Prepare required monthly Ridership reports;
- Maintain fleet status data and availability of transit records for future reporting;
- Determine Agency Federal funding contribution multi-UZA; and
- Review and analyze report data of service variations of correct operating levels.

3.3. AGENCY RESPONSIBILITIES

The AGENCY will be responsible for providing direction to the Contractor. These activities include, but may not be limited to, the following:

- Identify all agency personnel contacts at the time of contract award;
- Provide monthly service data to Contractor for review and analysis;
- Approve all annual and monthly NTD data submitted by the Contractor;
- Provide immediate notice of all safety related incidents and vehicle accidents; and
- Provide results of Independent Audit for inclusion with the NTD Annual report;

SECTION 4: PROPOSER'S EXPERIENCE AND PAST PERFORMANCE

4.0. AGENCY'S RIGHT TO INVESTIGATE AND REJECT

The AGENCY may make such investigations as deemed necessary to determine the ability of the Contractor to provide the supplies and/or perform the services specified. The AGENCY reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Contractor fails to satisfy the AGENCY that the Contractor is properly qualified to carry out the obligations of the contract. *This includes the AGENCY's ability to reject the proposal based on negative references.*

4.1. "CONTRACTOR" QUALIFICATION/INFORMATIONAL REQUIREMENTS

Contractor's proposal should demonstrate the qualifications of the Contractor and of the particular staff to be assigned to this engagement.

In determining the capabilities of a Contractor to perform the services specified herein, the following information requirements must be met by the Contractor. The response, "(Contractor Name) understands and will comply" is not appropriate for this section. **(Note: Each item must be thoroughly addressed. Contractors taking exception to any requirements listed in this section may be found non-responsive or be subject to point deductions.)**

4.1.1. CONTRACTOR QUALIFICATIONS AND EXPERIENCE Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.

4.1.2 KEY PERSONNEL PERFORMING SERVICES Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key individuals. This information shall include the functions to be performed by the key individuals. All key personnel include all partners, managers, seniors, and other professional staff that will perform work and/or services.

4.1.3. SIMILAR ENGAGEMENT Provide a detailed description of comparable contracts (similar in scope and services to those requested herein) which the Proposer has either ongoing or completed within the past five years. The description should identify for each project; (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference. The AGENCY reserves the right to contact clients as references.

SECTION 5: PRICE PROPOSAL

5.0. PRICE PROPOSAL

The Proposed Price Proposal shall be provided under separate, sealed cover as a part of the RFP submittal.

Contractor should review the requirements of this RFP and address all services in their fee schedule that might reasonably be expected in the performance of contract including travel and out-of pocket expense. By submitting a response to this RFP, you agree that by federal regulation we cannot advance any funds, deposits, or pay any fees for which performance has not been rendered.

Indicate how the AGENCY will be invoiced for services. This information should be broken down by type frequency of service (i.e., daily, weekly, monthly, etc). Contractor should endeavor to provide a comprehensive, fee schedule, as the AGENCY will not include compensation in the contract for items not addressed.

The Contractor shall state the total fixed fee(s) to complete the project as described in Section 3.0., Scope of Work. The proposed fixed fee shall cover all services and delivery specified by the proposed scope of work, including but not limited to:

- All professional services, supplies, insurance, communications, travel, and profit.

The price proposal submitted under separate, sealed cover, along with the proposed project approach, will be used as a basis for any contract negotiations. The actual scope of services and fees included in the contract may be negotiated and may vary to satisfy the AGENCY's actual needs.

5.1. CONFLICT OF INTEREST

Contractor shall disclose any financial, business or other relationship with the AGENCY or any member of the AGENCY staff that may have an impact on the outcome of the project. Contractor shall also list current clients who may have a financial interest in the outcome of the project.

SECTION 6: EVALUATION AND AWARD

6.0. EVALUATION CRITERIA

The evaluator/evaluation committee will recommend an award based on a best-value determination using the following criteria.

- Technical Information including: methodology in performing the services. The specific policies, plans procedures, or techniques to be used in providing the services to be performed and the project/delivery schedule identifying which tasks will be provided at what projected intervals. The approach to project organization and management, responsibilities of Contractors management and staff personnel that will perform work in this project.
- Proposer's Experience and Past Performance including: Contractor's past performance and experience, number of years that the Contractor has been in existence, the current number of employees, and the primary markets served, the detailed description of comparable contracts either ongoing or completed with in the past five years.
- Key Personnel Performing Services including: titles and the responsibilities of personnel assigned to the project, qualifications and other vital information, relevant experience of key personnel that will perform major or critical aspects of the work.
- Cost-Price Realism: The AGENCY may not necessarily make an award to the Proposer with the highest technical ranking nor award the Proposer with the lowest Price Proposal, if doing so would not be in the overall best interest of the AGENCY. As proposals are considered by the AGENCY to be more equal in their technical merit, the evaluated cost or price becomes more important so that when technical proposals are evaluated as essentially equal, cost or price may be the deciding factor.

6.1. SCORING GUIDE

In awarding points to the evaluation criteria, the Procurement Officer will consider the following guidelines:

6.1.1 SUPERIOR RESPONSE (90-100%). A superior response is a highly comprehensive, excellent reply that meets all of the requirements of the RFP. In addition, the response may cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to the AGENCY.

6.1.2 GOOD RESPONSE (75-89%). A good response meets all the requirements of the RFP and demonstrates in a clear and concise manner a thorough knowledge and understanding of the project, with no deficiencies noted.

6.1.3 FAIR RESPONSE (60-74%). A fair response minimally meets most requirements set forth in the RFP. The Firm demonstrates some ability to comply with guidelines and requirements of the project, but knowledge of the subject matter is limited.

6.1.4 FAILED RESPONSE (59 or Less). A failed response does not meet the requirements set forth in the RFP. The Firm has not demonstrated sufficient knowledge of the subject matter.

6.2. WEIGHT OF CRITERIA

Work Task		50 points possible
Category	Section of RFP	Point Value
Work Tasks: Capability	3	50

Past Performance		25 points possible	
Category	Section of RFP	Point Value	
A.	Contractors Qualifications and Experience	4	
B.	Staff Qualifications	4	25

Price Proposal		25 points possible	
Category	Section of RFP	Point Value	
A.	Price Proposal	5.0	20