

Clark County-Springfield Transportation Coordinating Committee  
Request for Proposals (RFP) – RFP #2008-1  
Consolidated Transit/Paratransit Feasibility Study

## **REQUEST FOR PROPOSALS**

Clark County-Springfield Transportation Coordinating Committee  
Consolidated Transit/Paratransit Feasibility Study  
RFP #: 2008-1

**For Service Provision**  
January 1, 2009 to February 28, 2009

Offered by  
**Clark County-Springfield Transportation Coordinating Committee**  
**3130 E. Main St., Suite 2A**  
**Springfield, Ohio 45505**  
**937-521-2135**

**Deadline for Proposal Submission is December 15, 2008**  
**REQUESTS TO EXTEND DEADLINE WILL NOT BE GRANTED**

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**CLARK COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**  
**Consolidated Transit/Paratransit Feasibility Study**  
**2008-1**

**SECTION I. GENERAL PURPOSE & PROVIDER INFORMATION**

**1.1 Purpose**

The Clark County-Springfield Transportation Coordinating Committee (hereinafter “CC-STCC”) in coordination with the Clark County Department of Job & Family Services (hereinafter “CCDJFS”) is soliciting proposals for a consultant firm that can provide an adequate statement of qualifications and proposal that satisfies all terms outlined in this request. Firm selection criteria will be based upon qualifications, experience, schedule availability, knowledge of the planning area specific to transit/paratransit operations and overall merit of the proposal itself.

**1.2 Background**

In 2007, the Clark County-Springfield Transportation Coordinating Committee (CC-STCC), a Metropolitan Planning Organization (MPO), lead the development of the Coordinated Public Transportation Human Service Transportation Plan for Clark County – the Springfield planning area. Also participating in the plan development were: the Miami Valley Regional Planning Commission, the Springfield City Area Transit (SCAT), the WorkPlus Division of the Clark County Department of Job & Family Services, Elderly United, Clark County Board of Mental Retardation and Developmental Disabilities (MR/DD) Agency, The Salvation Army, and a local grass-roots citizen action non-profit agency by the name of Justice Action Mercy (JAM).

The plan, developed as a coordination effort, resulted in a listing of projects to benefit area transit and paratransit providers which participated in the planning process. Among the projects listed was a study which was considered one of the highest priorities in the effort to coordinate transit and paratransit services in the planning area for the purpose of transporting welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.

**1.3 Objectives of the Project**

The objective of the study is to determine the merits of consolidating all or some of the local transit and paratransit provider services with the goal of developing and maintaining transportation services to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment and to develop and recommend a financial footprint in which a consolidated area transit/paratransit agency could operate utilizing the existing and potential financial resources while meeting the operational requirements of the funding sources and the service users.

**1.4 Anticipated Procurement Timetable**

<b><u>Date</u></b>	<b><u>Event/Activity</u></b>
November 19, 2008	CC-STCC releases RFP to potential providers; Q&A period opens - RFP becomes active - Proposers may submit inquiries for RFP clarification
December 3, 2008	Q&A Period Closes 1:00 p.m. (for inquiries for RFP clarification) - No further inquiries for RFP clarification will be accepted
December 5, 2008	CC-STCC provides Final Q&A clarification document
December 15, 2008	<b>Deadline for Proposers to Submit Proposals to CC-STCC (9 a.m.)</b> - This is the proposal opening date, beginning of the CC-STCC process of proposal review
December 19, 2008	Proposal Review Team makes final recommendation.
December 22, 2008	Letter of intent to award contract issued by CC-STCC. - Request for authorization of a contract submitted for approval to the Board of Clark County Commissioners. - All applicants notified.
January 1, 2009	Service provision begins.

CC-STCC reserves the right to revise this schedule in the best interest of the Clark County-Springfield Transportation Coordinating Committee and/or to comply with the County procurement procedures and regulations and after providing reasonable notice.

**1.5 Internet Question & Answer Period; RFP Clarification Opportunity**

Providers may ask clarifying questions regarding this RFP via email during the Q&A Period as outlined in Section 1.4, Anticipated Procurement Timetable. To ask a question, providers must submit all questions in writing, via email, to [twalsh@clarkcountyohio.gov](mailto:twalsh@clarkcountyohio.gov) prior to the closing time and date for the Question & Answer Period.

Questions about this RFP must reference the relevant part of this RFP, the heading for the provision under question, and the page number of the RFP where the provision can be found. The provider must also include the name of a representative of the provider, the company name and business phone number. CC-STCC may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include identification for the originator of the question. CC-STCC will not respond to any questions submitted after **1:00 p.m.** on the date the Q&A period closes.

CC-STCC responses to all questions asked via email will be posted on the Internet website dedicated to this RFP, for reference by all providers. Providers will not receive personalized or individual email responses. Clarifying questions asked and CC-STCC responses to them comprise the “CC-STCC Q&A Document” for this RFP.

Provider proposals in response to this RFP are to take into account any information communicated by CC-STCC in the Final Q&A Document for the RFP. **It is the responsibility of all providers to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFP.**

Accessibility to the CC-STCC Q&A Document will be clearly identified on the website dedicated to this RFP, once that document is made available.

Providers are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, NOT on details of any current or past related contract. Requirements under a current project may or may not be required by CC-STCC under any future contract, and so may not be useful information for providers who choose to respond to the RFP. If providers ask questions about existing or past contracts using the Q&A process, CC-STCC will use its discretion in deciding whether to provide answers. Interested providers should also refer to RFP Section 1.7, Contract Period, for related information.

There is an established time period for the Internet Q&A process (see Section 1.4, Anticipated Procurement Timetable, above). CC-STCC will only answer those questions submitted within the stated time frame for submission of provider questions, and which pertain to issues of RFP clarity, and which are not requests for public information. CC-STCC is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

Should providers experience technical difficulties accessing either the CC-STCC website where the RFP and its related documents are published, they may contact [twalsh@clarkcountyohio.gov](mailto:twalsh@clarkcountyohio.gov).

## **1.6 Communication Prohibitions**

From the issuance date of this RFP until an actual contract is awarded to a provider, there may be no communications concerning the RFP between any provider that expects to submit a proposal and any employee of CC-STCC, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.5, Internet Question & Answer Period; RFP Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between CC-STCC and any provider that could submit a proposal in response to this RFP;
3. As part of any provider interview process or proposal clarification process initiated by CC-STCC, which CC-STCC deems necessary in order to make a final selection;

4. If it becomes necessary to revise any part of this RFP, CC-STCC will post those revisions, amendments, etc., to the website dedicated to this RFP,\* and
5. Any Public Records Request (PRR) made through CC-STCC.

**\*Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested providers through the original web page established for the RFP. All interested providers must refer to that web page regularly for amendments or other announcements. CC-STCC may not specifically notify any provider of changes or announcements related to this RFP except through the website posting. It is the affirmative responsibility of interested providers to be aware of and to fully respond to all updated information posted on this web page.

CC-STCC is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Internet Q&A process described in this RFP. Any attempts at prohibited communications by providers may result in the disqualification of those providers' proposals.

### **1.7 Contract Period**

CC-STCC is seeking to contract with a provider to conduct a feasibility study for consolidating the transit/paratransit systems in Clark County for the period January 1, 2009 to February 28, 2009. It is expected that the provider submit the completed study by the end of the contract period, February 28, 2009.

Potential providers are to be aware that CC-STCC may, at its sole discretion, negotiate with all technically qualifying providers for a revised cost proposal if the cost proposals of all technically qualifying providers are in excess of the available funding for this project. Section 6.1 C. of this RFP establishes further information on CC-STCC procedures to be implemented if this occurs.

### **1.8 Termination Clause**

CC-STCC may terminate any contract entered into when it is determined by CC-STCC in its best interest to do so, by giving at least thirty (30) days advance notice, in writing, to the Contractor. The Contractor shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

## **SECTION II. PROVIDER SELECTION CRITERIA**

### **2.1 Overview of Criteria**

Provider selection will be based on the following criteria:

- A. Qualifications
- B. Experience in providing similar services
- C. Schedule availability

- D. Knowledge of the planning area specific to transit/paratransit operations
- E. Overall merit of the proposal

### **SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES**

#### **3.1 Scope of Work/Tasks**

The study will provide guidance and recommendations for the Mobility Committee as to how and what projects can be developed to increase access to jobs and job related trips in the Clark County area. The Committee will use this to develop a game plan with the goal of reducing barriers to coordination.

The following is a list of the expected results of this study:

- A. *Determine the stakeholders.*** This will include determining which local transit and paratransit providers will consider participating in the study. Other stakeholders to consider may include local transit and paratransit contractors, universities, hospitals and local governments.
- B. *Research the financial resources for each of the stakeholders.*** This task should first consider the current financial resources of the participating agencies. Then determine if there are any government or other grant program requirements that would preclude the participation by any government or non-governmental agency in Clark County from accepting funding from an other governmental or non-governmental agency and to develop strategies that could mitigate these restrictions. Then consider transit/paratransit needs and financial commitments of the other stakeholders.
- C. *Develop a system.*** This task will develop the framework by which all of the participating providers will be able to operate under one consolidated agency.
- D. *Confirm the abilities.*** As quality of service provided is a known variable of high priority in this study, this task requires the consultant to confirm that potential services provided under the consolidated agency will meet the requirements of the participating service providers' current and prospective funding providers, all stakeholder commitments and service users.
- E. *Make recommendations.*** The consultant will, after developing a system and confirming its abilities, give options and select from the current service providers which would be among the best suited to be the host agency for the other agencies to consolidate into. This may include the proposal of a "new" mobility management agency. This study will also describe a project by which existing SCAT service can be extended an hour before and after its current schedule. With this expansion of service we can expect an additional 200 workers in the existing service area to be able to use SCAT to get to work and work related activities. This should increase transit use by 150,000 one-way trips annually. These estimates are above and beyond service that is currently being provided.
- F. *Set a timetable.*** This task will be done at the conclusion of the study to bring together all of the necessary components of implementation into a timetable that fits the needs of all participating stakeholders.

It will be the responsibility of the consultant that is selected to perform this study to collect all of the necessary information for this study. The CC-STCC, CCDJFS, and members of the Mobility Committee will work closely with the consultant to provide all necessary information to enable them to develop a complete and comprehensive analysis of potential coordination actions.

### **3.2 Specification of Deliverables**

The provider must provide the CC-STCC and CCDJFS with ten hard copies of the study. Furthermore, two compact discs or jump drives including all background documentation, notes, spreadsheets, charts and graphics pertaining to the study must be submitted to both agencies. The electronic format copies should also include a text selectable PDF of the complete study document, MS Word and MS Excel source documents.

All documentation leading up to the completion of the study, as well as, the study document itself is the property of the CC-STCC and CCDJFS combined. The document may only be used by the consultant after the contract limits with the written permission of both agencies.

### **3.3 Implementation**

The selected consultant may be considered for further simple consultation throughout the implementation of the timetable at no additional charge. This includes in-person presentations at meetings, telephone conversations and emails all to clarify details of the study. This should be considered in the cost of this proposal.

The production of further reports/study supplements beyond the scope of work in this proposal may be acquired throughout the implementation of the timetable with no additional proposal requirement and at the justifiable rates included in this proposal.

### **3.4 Pricing for Study**

Providers are to complete a Fee Schedule and return with their proposals as the contents of their Cost Proposal.

**Providers are to provide a fixed fee for the completion of the Scope of Services in Section III of this RFP.**

## **SECTION IV. LIMITATIONS AND OTHER REQUIREMENTS**

### **4.1 Limitations**

This RFP does not commit CC-STCC to award a contract or to pay any cost incurred in the preparation of a proposal. CC-STCC reserves the right to accept or reject any or all

proposals received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

CC-STCC will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. CC-STCC may reject all responses if proposed rates are unreasonable or if the proposers do not meet the RFP acceptance criteria.

All proposals submitted in response to the RFP will become the property of CC-STCC and the CCDJFS.

#### **4.2 Interview**

Providers submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from CC-STCC and/or other county agency staff or other representatives it may appoint, as appropriate. CC-STCC reserves the right to select from responding providers for interviews and may not interview all providers submitting proposals. The provider shall bear all costs of any scheduled interview.

#### **4.3 Proposal Cost**

Costs incurred in the preparation of this proposal are to be borne by the provider and CC-STCC will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the provider and will not be CC-STCC's responsibility (see Section 4.2, above).

#### **4.4 Certifications**

Any provider responding to any CC-STCC RFP, or any other procurement opportunity, is required to provide certification of insurance. The following are the standard requirements of insurance for Contractors who hold contracts with Clark County. Providers must provide, in their proposals, assurances regarding the items outlined below:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability insurance (over and above Commercial General Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$300,000 (Combined Single Limit) or, \$100,000 per person and \$300,000 per accident for Bodily Injury and \$100,000 per accident for property damage.

- e. The Board of Clark County Commissioners (not the Clark County-Springfield Transportation Coordinating Committee) must be named as “Additional Insured” on the policies listed in paragraphs b, c, and d above.
- f. Professional liability or errors and omissions insurance (if applicable) for a minimum of \$1,000,000 per incident. Note: The type of coverage will vary based on the profession or service of the contractor. Normally, at least errors and omissions coverage should be obtained with a minimum of \$1,000,000 per incident liability limit with the County named as additional insured. (“Additional insured” designation may be unavailable for some professions.)

See Section 5.2 of this RFP for specific instructions regarding inclusion of these documents in proposals. Failure to provide proper certifications as part of the proposal submitted to CC-STCC may result in the disqualification of the provider’s proposal from consideration.

#### **4.5 Declaration of Material Assistance Requirements**

Any provider responding to any CC-STCC RFP, or any other procurement opportunity, is required to provide certification that the provider has not provided material support or resources to any organization listed on the “Terrorist Exclusion List” (TEL) maintained by the U.S. Department of State. The Declaration of Material Assistance Form, which can be accessed at

[http://www.homelandsecurity.ohio.gov/DMA\\_Terrorist/HLS\\_0038\\_Contracts.pdf](http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf) must be printed, completed, and signed by the interested proposer’s authorized representative, and returned to CC-STCC as a component of the provider technical proposal/bid. Failure to properly complete the form or to provide it as part of the proposal submitted to CC-STCC may result in the disqualification of the provider’s proposal from consideration.

Providers may access the TEL from the Ohio Homeland Security Office website, located at [http://www.homelandsecurity.ohio.gov/DMA\\_Terrorist/terrorist\\_exclusion\\_list.pdf](http://www.homelandsecurity.ohio.gov/DMA_Terrorist/terrorist_exclusion_list.pdf) or via e-mail to [dma-info@dps.state.oh.us](mailto:dma-info@dps.state.oh.us) for the current list of excluded organizations and additional information.

#### **4.6 Subcontractor Identification and Participation Information**

Any providers proposing to use a subcontractor for any part of the work described in this RFP must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor’s legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the provider is selected;

5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

**There may be no dollar amounts of any kind included with subcontractor information; inclusion of dollar amounts will result in the disqualification of the primary provider's entire proposal.**

#### **4.7 Waiver of Minor Proposal Errors**

CC-STCC may, at its sole discretion, waive minor errors or omissions in provider's Technical and/or Cost proposals when those errors do not unreasonably obscure the meaning of the content.

#### **4.8 Proposal Clarifications**

CC-STCC reserves the right to request clarifications from providers of any information in their Technical and/or Cost proposals, and may request such clarification as it deems necessary at any point in the proposal review process.

### **SECTION V. PROPOSAL FORMAT & SUBMISSION**

#### **5.1 Proposal Submission Information**

CC-STCC requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- **Ten (10) paper copies (one signed original and nine copies) and** either two compact discs or jump drives including all background documentation, notes, spreadsheets, charts and graphics pertaining to the study must be submitted to both the CC-STCC and CCDJFS, as well. The electronic format copies should also include text selectable PDF of the complete study document, MS Word and MS Excel source documents.

**AND**

- in a sealed, separate envelope, **Ten (10) paper copies (one signed original and nine copies) and** either two compact discs or jump drives including the Cost Proposal.

The providers' total proposal submissions (both the technical and cost proposals in all required copies) must be received by CC-STCC and CCDJFS complete no later than 9 a.m. on December 15, 2008. Faxed submissions will not be accepted. **Proposals must be addressed to:**

**CC-STCC:**

**Thea J. Walsh**

**Transportation Director  
Clark County – Springfield TCC  
3130 E. Main St., Suite 2A  
Springfield, Ohio 45505**

**CCDJFS:**

**Erin Thomas-Brodine  
Contract Manager  
Clark County Department of Job & Family Services  
1345 Lagonda Avenue  
Springfield, Ohio 45503**

Providers' original technical and cost proposals must contain all the information and documents specified in Section 5.2, Format for Organization of the Proposal. All copies (both paper and compact disc/jump drives) of the original proposal must include copies of ALL information, documents, and pages in the original proposal.

Along with the Technical Proposal, the provider must submit the Cost Proposal in a separate, sealed envelope/package labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR CONSOLIDATED TRANSIT/PARATRANSIT FEASIBILITY STUDY RFP SUBMITTED BY [PROVIDER’S NAME HERE].”**

The compact disc/jump drive copies of the Technical Proposal must include all components of the technical proposal, including any required or voluntary attachments to it. The compact disc/jump drive copies of the Cost Proposal must include all cost proposal components, including any required or voluntary attachments. **The compact disc/jump drive containing the Cost Proposal must be submitted in the sealed envelope containing the hardcopy Cost Proposal. The compact discs/jump drives containing the Cost Proposal must be submitted separately from the compact discs/jump drives containing the Technical Proposal.** The compact discs/jump drives must be labeled with the provider’s name, the RFP number, and the proposal submission date or proposal due-date, at minimum. The requested compact discs/jump drives will be used by CC-STCC and CCDJFS for archiving purposes and for fulfillment of Public Records Requests. Failure to include them or to properly label them may, at CC-STCC and/or CCDJFS discretion, result in the rejection of the provider from any consideration.

All proposal submissions must be received, complete, at the above addresses, via mail or hand delivery by the above date and time. Materials received separately from a provider’s proposal submission (e.g. letters of recommendation from past customers of the provider’s services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be delivered. CC-STCC and CCDJFS are not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the addresses specified above.

For hand delivery on the due date, providers are to deliver the proposals to the addresses specified above. **CC-STCC and CCDJFS are not responsible for any proposals delivered to any address other than the addresses provided above.**

## **5.2 Format for Organization of the Proposal/Proposal Content**

### **A. Technical Proposal**

The provider's Technical Proposal must contain the following components, organized in the format described below. Any other information thought to be relevant, but not applicable to a specific RFP section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. CC-STCC reserves the right not to review submitted appendices which includes information/materials not required in the RFP.

Providers must organize their Technical Proposals in the following order:

#### **Section 1** Provider Assurances Form

Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization  
Assurances and Certifications  
A copy of the most recently completed financial audit

**Section 2** *Identifying Information:* The name of the proposing organization, address, name of contact person, telephone number, e-mail address, etc. should be clearly identified.

#### **Section 3** *Provider Selection Criteria:*

Proposers shall demonstrate the following in their proposals:

- A. Qualifications
- B. Experience in providing similar services
- C. Schedule availability
- D. Knowledge of the planning area specific to transit/paratransit operations
- E. Overall merit of the proposal

**Section 4** *Services to be Provided:* This section shall be comprised of the feasibility study, which must address each of the items that appear in Section III. Scope of Work & Specification of Deliverables.

**Section 5** *Other pertinent information:* This section may include additional information not requested elsewhere.

**Section 6** *References:* A list of references should be provided, to include at least the following: name of organization to which the proposer provided services,

description of the service provided, contact person, telephone and e-mail address.

All pages in the Technical Proposal must be sequentially numbered, with the exception of Section 1 contents.

**IMPORTANT:** Any provider Technical Proposals found to contain any prohibited cost information shall be disqualified from consideration. Prohibited cost information is defined as any dollar amounts which CC-STCC might find indicative of the relative cost or economy of the proposed project. However, information on the assets, value, or historical business volume of the provider is NOT considered to be such prohibited cost information, and MAY be included in any provider’s technical proposal. Any prohibited cost information must be submitted with the separate, sealed project budget/Cost Proposal. The Technical Proposal is defined as any part of the provider’s proposal (either as required by CC-STCC or sent at provider’s discretion, such as work plan, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc.) which is not specifically identified by CC-STCC as a required component of the separate, sealed project budget/Cost Proposal. Should a provider feel it is important to include any documents containing such prohibited cost information in the technical proposal, the cost information in those documents must be made unreadable by the provider before submission of the proposal to CC-STCC.

## **B. Cost Proposal**

**Ten** (one signed original and nine copies) copies of the Cost Proposal must be submitted in a separate, sealed envelope, and labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR CONSOLIDATED TRANSIT/PARATRANSIT FEASIBILITY STUDY RFP SUBMITTED BY [PROVIDER’S NAME HERE].”**

This envelope/package must also contain the labeled Cost Proposal compact discs or jump drives. The Cost Proposal must include a statement that the prices quoted are firm. Contribution of other funds or in-kind support is encouraged and should be documented in the cost proposal.

At the provider’s discretion, additional documentation may also be included with the Cost Proposal, as explanatory information, but when making the provider selections and when executing the contract, CC-STCC will consider only the dollar amounts displayed on the cost proposal budget form.

In calculating their total proposed cost, providers must consider cost resulting from each deliverable listed in Section III of this RFP, as well as all program costs, primary and incidental, necessary to complete all program activities (whether identified by CC-STCC in this RFP or not).

**C. IMPORTANT – PROVIDER DISQUALIFIERS FOR PROPOSAL ERRORS**

Any provider’s Technical Proposal found to contain any cost information shall be disqualified from consideration. Cost information is defined as any dollar amounts which might be deemed to be indicative of the relative cost or economy of the proposed project. Information on assets, value, or historical business volume of the provider is NOT considered to be such prohibited cost information and MAY be included in any provider’s technical proposal as information on business capacity and stability. All prohibited cost information must be submitted with the separate, sealed Cost Proposal. The Technical Proposal is defined as any part of the provider’s proposal (either as required by CC-STCC or sent at provider’s discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any subcontractors, etc., which is not specifically identified by CC-STCC as a required component of the separate, sealed Cost Proposal. Should a provider determine to include in the technical proposal any documents which contain such cost information, the cost information in those documents must be made unreadable by the provider before submission of the proposal to CC-STCC. Failure to follow these instructions may result in disqualification.

**SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION**

**6.1 Scoring of Proposals**

CC-STCC will contract with a provider that best demonstrates the ability to meet requirements as specified in this RFP. Providers submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Cost Proposal. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from CC-STCC and their designees. Providers should not assume that the review team members are familiar with any current or past work activities with CC-STCC. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Selection of the provider will be based upon the criteria specified in Sections II., III., IV., and V. of this RFP. Any proposals not meeting the requirements contained in those sections of this RFP will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when no prejudice will result to the rights of any provider or to the public. In scoring the proposals, CC-STCC will score in three phases:

**A. Phase I. Review—Initial Qualifying Criteria:**

In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration.**

1. Was the proposal received by the deadline as specified in Sections 1.4 and 5.1?
2. Did the provider submit ten paper copies and two compact discs/jump drives of their Technical Proposal, as well as their Cost Proposal (in a separate sealed envelope labeled: **“NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR CONSOLIDATED TRANSIT/PARATRANSIT FEASIBILITY STUDY RFP SUBMITTED BY [PROVIDER’S NAME HERE].”**)?
3. Does the provider’s proposal include all required affirmative statements and certifications, signed by the provider’s responsible representative, as described in **Attachment A.** to the RFP?
4. According to those certifications, does the provider affirmatively indicate that it is not on the federal debarment list; that it is fiscally solvent; that it will meet all Federal, State, and Local compliance requirements; and that the person signing the form is authorized to enter into a contract with CC-STCC?
5. Does CC-STCC’s review of the Auditor of State website verify that the provider is not excluded from contracting with CC-STCC by ORC Section 9.24 for an unresolved finding for recovery (i.e. the proposal of any provider whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?
6. Does the provider’s proposal include the required certifications, as described in Section 4.4 of this RFP?
7. Does the provider’s proposal include the completed Declaration of Material Assistance Form, as required by this RFP?

**B. Phase II. Review—Criteria for Scoring the Technical Proposal:**

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review by assessing how well the provider meets the requirements as specified in Sections II, III, IV, V, and VI of this RFP. Using the evaluation criteria for Phase II scoring, outlined below, the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal.

A maximum of 100 points will be awarded for the Technical Proposal. A technical proposal must achieve a total of at least 65 points (a score which represents that the provider can successfully perform the resulting contractual duties) out of the possible 100 points to qualify for continued consideration. Any proposal which does not meet the minimum required technical proposal points will be disqualified from any further consideration and its cost proposal will neither be opened nor considered.

**IMPORTANT:** Before submitting a proposal to CC-STCC in response to this RFP, providers are strongly encouraged to use the Evaluation Criteria (below) and the above technical performance scoring information to review their proposals for completeness, compliance and quality.

**Evaluation Criteria**

CC-STCC will evaluate the proposals using the criteria described below.

<b>Category</b>	<b>Points</b>
Provider Qualifications	20
Experience in providing similar services	20
Schedule availability	20
Knowledge of the planning area specific to transit/paratransit operations	20
Overall merit of the proposal	20
<b>Total</b>	<b>100</b>

All remaining qualified Technical Proposals will proceed to the next level of review, which is consideration of the Cost Proposal. Any other proposals will be disqualified from further consideration, and the corresponding Cost Proposals will neither be opened nor will be scored.

**C. Phase III.—Criteria for Considering the Cost Proposal**

The Cost Proposal will be reviewed by CC-STCC. The grand total of each technically qualified provider’s Cost Proposal is divided by that provider’s Technical Proposal score. This compares the cost with the quality of the Technical Proposal, which will provide an average cost-per-quality point earned on the Technical Proposal.

A maximum of 30 points will be awarded for the Cost Proposal. A cost proposal must achieve a total of at least 20 points (a score which represents that the provider can successfully perform the resulting contractual duties) out of the possible 30 points to qualify for continued consideration. Any proposal which does not meet the minimum required cost proposal points may be disqualified from any further consideration.

If the cost proposals of all technically qualifying proposers (as determined by the scoring process described in this section and by the Technical Proposal Evaluation Criteria outlined in Section B.) are in excess of the available funding for this project, CC-STCC may, at its sole discretion, negotiate with all technically qualifying providers for a revised cost proposal. Providers may then submit one last and best offer, or may request that CC-STCC view its original cost proposal as its last and best offer, or may formally withdraw from further consideration, and shall formally

indicate its choice according to directions provided by CC-STCC at that time. Upon receipt of all last and best offers, and assuming that one or more have submitted a cost proposal that is within project budget, CC-STCC will then consider those providers' revised cost proposals which are within the budget according to the cost-point assignment process described in this section, above, and in the Technical Proposal Evaluation Criteria, above, for calculation of the winning score.

## **6.2 Review Process Caveats**

CC-STCC may, at its sole discretion, waive minor errors or omissions in providers' Technical and/or Cost proposals when those errors do not unreasonably obscure the meaning of the content.

CC-STCC reserves the right to request clarifications from providers to any information in their Technical and/or Cost proposals, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by CC-STCC, and providers' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.6 of this RFP. Such communications are expressly permitted when initiated by CC-STCC, but are at the sole discretion of CC-STCC.

Should CC-STCC determine a need for interviewing providers prior to making a final selection, results to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those providers' proposal scores, or will replace certain criteria scores, at the discretion of CC-STCC. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all providers participating in the interview process for that RFP.

CC-STCC reserves the right to negotiate with providers for adjustments to their proposals should CC-STCC determine, for any reason, to adjust the scope of the project for which this RFP is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by CC-STCC, but are at the sole discretion of CC-STCC.

Any provider deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the contract.

## **6.3 Final Provider Recommendation**

The PRT will recommend to the Transportation Director of CC-STCC the technically qualified provider offering the proposal most advantageous to CC-STCC, as determined by the processes and requirements established in this RFP.

#### **6.4 Tie Breaker**

In the event that two or more of the proposals have a score which is tied after final calculation of both the technical proposal and the cost proposal, the proposal with the higher score in the technical proposal will prevail.

### **SECTION VII. PROTEST PROCEDURE**

#### **7.1 Protests**

Any potential, or actual, provider objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual provider objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
  1. The name, address, and telephone number of the protestor;
  2. The program name of the RFP being protested;
  3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  4. A request for a ruling by CC-STCC;
  5. A statement as to the form of relief requested from CC-STCC; and
  6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
  
- B. A timely protest shall be considered by CC-STCC, if received within the following periods:
  1. A protest based on alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 9 a.m. the closing date for receipt of proposals, as specified in Section 1.4, Anticipated Procurement Timetable of this RFP.
  2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 9 a.m. of the tenth (10<sup>th</sup>) calendar day after the issuance of the Letter of Intent to Award the contract.
  
- C. An untimely protest may be considered by CC-STCC if it determines that the protest raises issues significant to CC-STCC's procurement system. An untimely protest is one received by CC-STCC after the time periods set forth in Item B. of this section.

D. All protests must be filed at the following location:

Transportation Director  
Clark County-Springfield Transportation Coordinating Committee  
3130 E. Main St., Suite 2A  
Springfield, Ohio 45505

- E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the CC-STCC Transportation Director determines that a delay will severely disadvantage CC-STCC. The provider(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. CC-STCC shall issue written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.

## 7.2 Caveats

**CC-STCC is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CC-STCC and the proposal review team, none of the proposals are responsive to the objectives and needs of CC-STCC. CC-STCC reserves the right to not select any provider should CC-STCC decide not to proceed. Changes in this RFP of a material nature will be provided via the agency website. All providers are responsible for obtaining any such changes without further notice by CC-STCC.**

## **SECTION VIII. ATTACHMENTS AND THEIR USES**

- A. Provider Assurances Form *(To be completed and included in the proposal packet as specified in Section 5.2, A. Technical Proposal, Section 1)***

**ATTACHMENT A**  
**Provider Assurances Form**

**Purpose:** The Clark County-Springfield Transportation Coordinating Committee (CC-STCC) requires the following information on providers who submit proposals or bids in response to Requests for Proposals (RFPs) or other competitive opportunity in order to facilitate the development of the contract (or finalization of a purchase) with the selected provider. CC-STCC reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline set by CC-STCC. Further, some of this information (as identified below) **must** be provided in order for CC-STCC to accept and consider a proposal/bid. **Failure to provide such required information will result in the proposal’s immediate disqualification.**

**Instructions:** Provide the following information regarding the provider submitting the proposal or bid. Providers must print this attachment, complete and sign it and include it in their proposals. It is mandatory that the information provided is certified with an original signature from a person with authority to represent the provider. Providers are to provide this completed and signed form as a component of their original proposal, according to instructions in the RFP for proposal/bid composition.

**Providers must provide all information**

<b>1. CC-STCC RFP #:</b>	<b>2. Proposal Due Date:</b>
<b>3. Provider Name:</b>  (legal name of the provider – person or organization – to whom contract/purchase payments would be made)	<b>4. Provider Federal Tax ID #:</b>  (this number MUST correspond with the name in Item #3)
<b>5. Provider Corporate Address:</b>	<b>6. Provider Remittance Address: (or “same” if as same as Item #5)</b>
<b>7. Print or type information on the provider representative/contact person <u>authorized to answer questions on the proposal/bid:</u></b> Provider Representative: Representative’s Title: Address: Phone #: Fax #: E-Mail:	
<b>8. Print or type the name of the provider representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the provider, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function):</b> Provider’s Representative: Representative’s Title: Address: Phone #: Fax #: E-Mail:	

I recognize that I must give assurances for each item below. If I cannot, I will explain why the assurances were not met or this proposal will be automatically rejected. The assurances are:

1. We affirm that, as applicable, no party listed in Division I or J of Section 3517.13 of the Ohio Revised Code or spouse of such party has made, as an individual, within the past two previous calendar years, one or more contributions totaling in excess of \$1,000 to the Governor of Ohio, to his campaign committees, to any member of the Clark County Board of Commissioners or their individual campaign committees.
2. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
3. We are not currently on any Federal, State of Ohio, or local Debarment List.
4. We included in our proposal a copy of our most recently completed financial audit confirming that we are fiscally solvent.
5. We have, or will have: all of the fiscal control and accounting procedures needed to ensure that contract funds will be used as required by law and contract.
6. We have additional funding sources and will not be solely dependent on any funds awarded through a contract as a result of this RFP.
7. **We will meet all applicable Federal, State and Local compliance requirements.** These include, but are not limited to:
  - Records accurately reflect actual performance.
  - Maintaining record confidentiality, as required.
  - Reporting financial, participant, and performance data, as required.
  - Complying with Federal and State non-discrimination provisions.
  - Meeting requirements of **Section 504 of the Rehabilitation Act of 1973.**
  - Meeting all applicable labor laws, including Child Labor Law standards.
  - Drug Free Workplace

**We will not:**

- Use contract funds to assist, promote or deter union organizing.
- Use contract funds in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

**I hereby assure that all of the above are true:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title