



VENTURA COUNTY TRANSPORTATION
COMMISSION (VCTC)

REQUEST FOR PROPOSALS (RFP)

RFP 2025-01

**AMERICANS WITH DISABILITIES (ADA)
PARATRANSIT ELIGIBILITY CERTIFICATION
SERVICES**

January 10, 2025

NOTICE INVITING PROPOSALS

1. Purpose of the Procurement and Period of Performance

The Ventura County Transportation Commission (VCTC) is soliciting technical and price Proposals to provide Americans with Disabilities Act (ADA) Paratransit Eligibility Certification Services. The period of performance will be for three years with the option for two 1-year extensions.

2. Proposal Due Date and Submittal Requirements

Proposals must be received by **3:00 PM Pacific Time (PDT) on Thursday, February 21, 2025.**

2.1. Technical Proposals shall be delivered electronically to the following email address: dlopez@goventura.org. The cost proposal shall be emailed to the separately. Emails shall be clearly labeled with VCTC's RFP number and the solicitation title: "**VCTC RFP 2025-01: ADA Paratransit Eligibility Certification Services.**"

2.2. A Proposal is deemed to be late if it is received by VCTC after the deadline stated above or referenced in the solicitation's addendums. Proposals received after the submission deadline shall be deemed non-responsive and cost proposals will be returned, unopened to the Proposer. It is the Proposer's sole responsibility to ensure that the Proposals are received by VCTC by the date and time stated in the RFP and/or related solicitation documents.

3. Validity of Proposals

Proposals and subsequent offers shall be valid for a period of one hundred and twenty (120) days. An award may be made without further discussion. VCTC reserves the right to withdraw or cancel this RFP at any time without prior notice and VCTC makes no representation that any contract will be awarded to a proposer responding to this RFP.

4. Pre-Proposal Meeting and Questions

There will be an optional virtual Pre-Proposal meeting on **Wednesday, January 22nd at 11:00 AM (PDT)**. Prospective bidders are requested to submit written questions to dlopez@goventura.org. Responses shall be shared with all known prospective proposers by written addenda only. The meeting link will be provided at <https://www.goventura.org/work-with-vctc/contracts/>.

Instructions to Proposers

A. Proposal Timeline

RFP Issuance	
VCTC Contact	Dolores Lopez dlopez@goventura.org
Pre-Proposal Conference (optional)*	January 22, 2025 at 11:00 AM (PST)
Questions Due	Monday, January 27, 2025 at 4:00 PM (PST)
Answers Due	Wednesday, February 5, 2025 at 5:00 PM (PST)
Proposals Due	Friday, February 21, 2025 at 3:00 PM (PST)
Award Date	May 2, 2025
Contract Start Date	July 1, 2025

*Pre-Proposal Conference will be held virtually and a link to the meeting will be available on VCTC’s Contracting webpage at <https://www.goventura.org/work-with-vctc/contracts/>

B. Purpose

The VCTC is soliciting technical and price proposals to provide ADA Paratransit Eligibility Certification Services. The VCTC is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities. In addition, VCTC provides commuter bus service connecting the various urbanized areas, as well as local bus service under the brand name “Valley Express” in the cities of Santa Paula and Fillmore and the adjacent unincorporated area. VCTC also manages ADA Paratransit Eligibility Certification Services on behalf of the county transit operators.

C. Background

Ventura County is a diverse coastal county with a population of approximately 830,000, encompassing both urban and rural areas. VCTC is a regional transportation planning agency committed to keeping Ventura County moving. By working in close partnership with each of the cities and the County, VCTC is ever mindful of maintaining the character of Ventura County while prioritizing transportation investments. VCTC uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors or staff, transit operators, and interested citizens.

Ventura County's local bus service operators include:

- Camarillo Area Transit (CAT) Provides ADA paratransit services
- Gold Coast Transit District (GCTD) Provides ADA paratransit services
- Intercity (operated by VCTC)
- Kanan Shuttle (operated by the County of Ventura)
- Moorpark City Transit (MCT) Provides ADA paratransit services
- Ojai Trolley (operated by the City of Ojai within GCTD's service area)
- Simi Valley Transit (SVT) Provides ADA paratransit services
- Thousand Oaks Transit (TOT) Provides ADA paratransit services
- Valley Express (operated by VCTC) Provides ADA paratransit services

D. Period of Performance

VCTC intends to award a Fixed Price contract for a period of three (3) years, with the option of two (2) one-year extensions. VCTC reserves the right to award the contract at a time other than stated in the proposed schedule.

E. Examination of Documents

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required and documents included under the RFP.

F. Request for Clarification/Approved Equals

F.1. Whenever any material, product or service is specified or indicated in the contract documents by brand name, trade, patent, or proprietary name or by the name of the manufacturer, the item so specified or indicated shall be deemed to be followed by the words, "Or Equal."

F.2. At any time during this procurement up to the time specified in the "Proposal Schedule" (Section A), proposers may request, in writing, a clarification or interpretation of any aspect, or a change to any requirement of the RFP or any addendum to the RFP. Requests may include suggested substitutes for specified items and for any brand names. Whenever a brand name is used in this solicitation it shall mean the brand name or "approved equal." Such written requests shall be made to the Contracting Officer and may be transmitted by facsimile or via email. The Proposer making the request shall be responsible for its proper delivery to VCTC per "Contracting Officer" (Section A) on the form provided in "Request for Pre-Offer Change or Approved Equal." VCTC will not respond to oral requests. Any request for a change to any requirement of the Contract Documents must be fully supported with

technical data, test results, or other pertinent information evidencing that the exception will result in a condition equal to or better than that required by the RFP, without substantial increase in cost or time requirements. Any responses to such written request shall be provided by VCTC in the form of addendum only. Only written responses provided as addendum shall be official and all other forms of communication with any officer, employee or agent of VCTC shall not be binding on VCTC.

F.3. VCTC, at its sole discretion, shall determine whether the substantiating data demonstrates that an “approved equal” item(s) is equivalent in all respects to the item specified in the contract documents.

G. Vendor Contract

G.1. All correspondence, communication and/or contact with regard to any aspect of this solicitation is authorized only with the designated Contracting Officer identified in “A. Proposal Schedule” above, or their designated representative. Proposers and their representatives shall not make any contact with or communicate with any employees of VCTC, or its directors and consultants, other than the Contracting Officer in regard to any aspect of this solicitation or offers. Ex parte’ communications with members of VCTC’s Board of Commissioners or any person responsible for awarding a contract, including the Contracting Officer is prohibited under California Public Contract Code Section 20216. All communications shall be in writing and will be made public.

G.2. If it should appear to a prospective Proposer that the performance of the work under the contract, or any of the matters relating thereto, is not sufficiently described or explained in the **RFP** or Contract Documents, or that any conflict or discrepancy exists between different parts thereof or with any federal, state, local or agency law, ordinance, rule, regulation, or other standard or requirement, then the Proposer shall submit a written request for clarification to VCTC within the time period specified above.

H. Addenda to RFP

H.1. VCTC reserves the right to amend the RFP at any time. Any amendments to or interpretations of the RFP shall be described in written addendum. VCTC shall provide copies of Addendum to all prospective Proposers officially known to have received the RFP. Prospective Proposers, or their agents, shall be responsible to collect the addendum at the address provided in “Contracting Officer” (Section A. above) or receive the same otherwise. Notification of the addendum will also be mailed or delivered to all such prospective Proposers officially known to have received the RFP and to the address provided by each prospective Proposer. Failure of any prospective Proposer to receive the notification or addendum shall not relieve the Proposer from

any obligation under its proposal as submitted or under the RFP, as clarified, interpreted or modified. All addendum issued shall become part of the RFP. Prospective Proposers shall acknowledge the receipt of each individual addendum and all prior addenda in their proposals. Failure to acknowledge in their proposals receipt of addendum may, at VCTC's sole option, disqualify the proposal.

H.2. If VCTC determines that the addendum may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that VCTC determines will allow Proposer sufficient time to revise their proposals. Any new Due Date shall be included in the addendum.

I. Format of Proposals

Proposals must be submitted and organized in the order listed below. The proposal shall include, at a minimum, the following:

I.1. Cover Letter

I.2. Title Page

I.3. Table of Contents

I.4. Profile of Firm – This section should include details regarding the proposer's ability and experience to provide the services contained in the RFP. Information such as corporate overview of services or activities performed shall be included (i.e. history of firm, founding date, firm size, vision/mission statement, office location from which the work will be provided and the staff allocation at that office, etc.).

I.5. Project Team

I.5.1. Size of team

I.5.2. Education, qualifications, and specific experiences in performing the work that is being solicited in this RFP

I.5.3. Project Organization Chart

I.5.4. Resumes of Key Personnel – Commitment of key personnel identified by percentage of allocation in providing services for this contract.

I.6. Work Plan

I.6.1. Provide a work plan or description of how the work will be performed by the contractor. (e.g. – outline a proposed work plan and methodologies that will be employed to accomplish the work).

I.6.2. The name of the Project Manager / Liaison and a list of personnel to be assigned to the project and the roles and qualifications.

I.6.3. Indicate whether or not your firm will be subcontracting portion(s) of the work. If so, indicate the name of the subcontractor and the portion of the work to be subcontracted. Describe your firm’s approach to resolving problems that may be encountered during the life of this contract

I.7. Summary of Contract Services (Client References)

I.7.1. The proposer must identify all areas that will be subcontracted and name of the firms performing such work. List their key personnel and their qualifications.

I.7.2. Proposer must list all services, equipment and facilities that the proposer has provided and/or operated under contract during the past five (5) years. Include company name, address, phone number, and contact.

I.7.3. VCTC reserves the right to interview any organization and visit any of the facilities listed as subcontractors.

I.8. Required Forms - Any other information required by this RFP or its addenda which may not be listed above.

I.9. Cost/Price Proposal – Proposers shall submit pricing to provide the services for the work described in Attachment A – Scope of Work

J. Proposal Packaging Requirements

J.1. Please note that all addenda must be acknowledged. Proposer is instructed to use Attachment G – Acknowledgement of Addenda – to acknowledge all addenda released during this solicitation.

J.2. Sealed original proposal plus one (1) electronic copy, must be received at the address shown in “Proposal Schedule” (Section A) not later than **3:00 PM (PDT) on Friday, February 21, 2025**. All labor and materials shall be furnished in strict accordance with the delivery schedule and the Contract terms and conditions. All Proposals shall be valid for a period of 120 days.

J.3. Proposer shall submit the Cost/Price Proposal (Attachment B) with the proposal. Prices are to be quoted exclusive of California State and Local Sales Tax. Proposer shall pay all taxes which are legally enacted at the time bid is submitted and shall secure and pay for all permits and government fees, licenses and inspections necessary for the proper execution and completion of the Contract. All invoices submitted by awarded contractor, shall itemize applicable California State and Local Sales tax, or state “sales tax included”.

K. Pre-Contractual Expenses

K.1. VCTC will not be liable for any pre-contractual expenses incurred by any Proposer in preparation of its proposal. Proposer shall not include any such expenses as part of their proposal.

K.1.1. Pre-contractual expenses are defined as expenses incurred by the proposer in: Preparing a proposal in response to this RFP;

K.1.2. Submitting that proposal to VCTC.

K.1.3. Negotiating with VCTC any matter related to this proposal; and

K.1.4. Any other expenses incurred by proposer prior to date of award, if any, of the Agreement.

L. Joint Proposals

Where two or more firms desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture.

M. Taxes

Proposals are subject to State and Local sales taxes. However, VCTC is exempt from the payment of Federal Excise and Transportation Taxes. Firm is responsible for payment of all taxes for any goods, services, processes, and operations incidental to or involved in the contract.

N. Modification or Withdrawal of Proposals

N.1. A modification of a proposal already received will be accepted by VCTC only if the modification is received prior to the Proposal Due Date, or is specifically requested by VCTC. All modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal.

N.2. A Proposer may withdraw a proposal already received prior to the Proposal Due Date by submitting, in the same manner as the original proposal, to VCTC a written request for withdrawal executed by the Proposer's authorized representative. After the proposal Due Date, a proposal may be withdrawn only if VCTC fails to award the contract within the proposal validity period prescribed in "Due Date" or any agreed upon extension thereof. The withdrawal of a proposal does not prejudice the right of a Proposer to submit another proposal within the time set for receipt of proposals.

N.3. This provision for modification and withdrawal of proposals may not be used by a Proposer as a means to submit a late proposal and, as such, will not alter VCTC's right to reject a proposal.

O. Subcontractors and Assignments

O.1. Every proposer must include in their proposal: The name and location of the place of business (address) of each subcontractor who will perform work or labor or render service to the proposer in or about the work in an amount in excess of one-half of one percent of the proposer's total proposal.

O.2. The portion of the work that will be done by each subcontractor. The proposer shall list only one subcontractor for each portion of work as defined by the proposer in its proposal.

O.3. The dollar amount of the work which will be done by each such subcontractor.

O.4. Proposer shall complete form List of Subcontractors (Attachment H) with the above requested information.

P. Disadvantaged Business Enterprise

There is no DBE goal on this project, however DBE participation by Proposers is encouraged. It is the policy of VCTC to ensure non-discrimination in the award and administration of all contracts and to create a level playing field on which DBEs can compete fairly for contracts and subcontracts.

Q. Confidentiality and Public Records Act

Access to government records is governed by the State of California Public Records Act (CPRA). (Government Code Section 6250 et. seq.) Except as otherwise required by state law, VCTC will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such

proprietary information, trade secrets of confidential commercial and financial information, which a Proposer believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

Proposer fully understands the scope of work/specifications and has checked carefully all words and figures inserted in said RFP and further understands that VCTC shall not be responsible for any errors or submissions in the preparation of this proposal.

Q.1. Exclusive Property

Q.1.1. Responses to this Proposal become the exclusive property of VCTC and are subject to the CPRA.

Q.1.2. Those elements of each Proposal that are trade secrets, as the term is defined in California Civil Code section 3426.1 (d) or otherwise exempt by law from disclosure and which are not prominently marked as TRADE SECRET, CONFIDENTIAL or PROPRIETARY may be subject to disclosure.

Q.2. Disclosure of Records

Q.2.1. Upon a request for records from a third party regarding this proposal VCTC will notify in writing the party involved. The party involved must respond within twenty (20) calendar days with the identification of any and all “proprietary, trade secret, or confidential commercial or financial” information and the party involved shall agree to indemnify VCTC for its defense costs, (Including reasonable attorney fees) associated with its refusal to produce such identified information; otherwise, the requested information may be released and VCTC shall not be held liable for complying with the records request.

Q.2.2. If disclosure is deemed to be required by law or by an order of the court, VCTC shall not, in any way, be liable or responsible for the disclosure of any such records including without limitation those so marked.

Q.2.3. Any documents that are not marked “TRADE SECRET” or “CONFIDENTIAL” or “PROPRIETARY,” will be made available.

Q.3. Exemption from Disclosure May be Deemed Unresponsive

Q.3.1. VCTC will take into consideration documents that the Proposer deems exempt from disclosure which must be marked “TRADE SECRET” or “CONFIDENTIAL” or “PROPRIETARY.”

Q.3.2. Proposers who indiscriminately identify all or most of their proposals as exempt from disclosure without justification may be deemed non-responsive.

Q.4. Indemnification of VCTC by Proposer

Q.4.1. The Proposer agrees to indemnify, hold harmless and defend VCTC and each of its board members, officers, officials, employees and agents from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of a CPRA request for any of the contents of a Proposal labeled as protected information and identified as, among other things, “TRADE SECRET” or “CONFIDENTIAL” or “PROPRIETARY.” This obligation shall survive the RFP process, including the awarding of the Contract

Q.4.2. Proposer agrees to absorb all costs and expenses, including attorneys’ fees, in any action or liability arising under the California Public Records Act pertaining to protected information contained and labeled as such in the proposer’s proposal.

Q.5. Public Interest

Q.5.1. The public interest exemption of the CPRA provides that an agency may withhold the disclosure of a record by showing that the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

Q.5.2. To protect the integrity of the proposal process, in most instances, price proposals and information regarding the contents of a Proposal, will not be released or made available to other Proposers or the public until contract award is made by VCTC’s Board of Directors and after the conclusion of any protest.

Q.5.3. VCTC shall employ sound business practices no less diligent than those used for VCTC’s own confidential information to protect the confidence of all licensed technology, software, documentation, drawings, schematics, manuals, data and other information and material provided by Proposers and the Contractor pursuant to the Contract which contain confidential

commercial or financial information, trade secrets or proprietary information as defined in or pursuant to the state law against disclosure of such information and material to third parties except as permitted by the Contract. The Contractor shall be responsible for ensuring that confidential commercial or financial information, trade secrets or proprietary information, with such determinations to be made by VCTC in its sole discretion, bears appropriate notices relating to its confidential character.

Q.6. Acceptance/Rejection of Proposals

Q.6.1. VCTC reserves the right to reject any or all proposals for sound business reasons, to undertake contract negotiations with one or more Proposers, and to accept that proposal, which in its judgment, will be most advantageous to VCTC, price and other evaluation criteria considered. VCTC reserves the right to consider any specific proposal, which is conditional or not prepared in accordance with the instructions and requirements of this RFP to be non-responsive. VCTC reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other Proposers.

Q.6.2. If there is any evidence indicating that two or more Proposers are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the proposals of all such Proposers shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by VCTC.

Q.6.3. VCTC reserves the right to reject a proposal that includes unacceptable conditions, exceptions and deviations.

R. Cancellation of Procurement

VCTC reserves the right to cancel the procurement, for any reason, at any time before the Contract is fully executed and approved on behalf of VCTC.

S. Availability of Funds

This procurement is subject to the availability of funding. VCTC's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the contract purposes can be made. No legal liability on the part of VCTC for any payment shall arise until funds are made available to the Contracting Officer for this contract and until the Contracting Officer receives notice of such availability, by issuance of a written Notice to

Proceed by the Contracting Officer. Any award of Contract hereunder is conditioned upon said availability of funds for the Contract.

T. VCTC's Rights

Each Proposal will be received with the understand that acceptance by VCTC of the Proposal to provide services described herein shall constitute a contract between the proposer and VCTC which shall bind the Proposer on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted Proposal and specifications.

VCTC reserves the right, in its sole discretion to:

- Accept or reject any and all Proposals, or any item or part thereof, or to waive any informalities or irregularities in Proposals.
- Withdraw or cancel this RFP at any time without prior notice. VCTC makes no representations that any contract will be awarded to any Proposer responding to this RFP.
- Issue a new RFP for the project
- To postpone the Proposal opening for its own convenience.
- Investigate the qualifications of any Proposer, and/or require additional evidence or qualifications to perform the work.

U. Conflict of Interest and Code of Conduct

Proposer agrees to avoid organizational conflict of interest. An organizational conflict of interest means that due to other activities, relationships or contracts, the Firm is unable, or potentially unable to render impartial assistance or advise VCTC; Firm's objectivity in performing the work identified in the specifications is or might be otherwise impaired; or the Firm has an unfair competitive advantage. Firm is obligated to fully disclose to VCTC in writing any Conflict of Interest issues as soon as they are known to the Firm. All disclosures must be disclosed at the time of Proposal submittal.

V. Evaluation, Negotiation, and Selection

VCTC intends to award this project to the Responsible and Responsive Proposer whose overall score is the highest.

V.1. Opening of Proposals

- **V.1.1.** Proposal will be reviewed and evaluated in accordance with the criteria and procedures described in this document. Proposers determined to be within a

competitive range and that have a reasonable chance of receiving a contract may be contacted to schedule a meeting with VCTC to carry out further negotiations and discussions. VCTC reserves the right to award to a proposer without further discussions, negotiations, or it may determine that no proposer meets the needs of VCTC.

V.2. Evaluation Team

V.2.1. An evaluation team will be assembled by VCTC's Director of Transit or designee. The team will be made up of staff of VCTC, subject matter experts and representatives of other external government agencies affected by this procurement.

V.3. Proposal Selection Process

V.3.1. The following describes the process by which proposals will be evaluated and a selection made for a potential award. Upon receipt of the proposals, copies will be distributed to the evaluation team members, together with scoring sheets, which include the evaluation criteria, and the points assigned to each category. Each team member will review the Proposers' submittals and in conjunction with the criteria contained in Section V-4 below. All Proposals shall be evaluated and ranked for the purpose of determining the competitive range and to select a proposal determined to be the most advantageous to VCTC.

V.3.2. Proposals that do not comply with the instructions contained in these RFP documents and do not include the required information shall be rejected as non-responsive and shall not be considered for the competitive range. VCTC reserves the right to waive technical defects, discrepancies and minor irregularities in an RFP and/or submitted proposal(s). VCTC reserves the right to award any alternatives set forth in the solicitation documents in its sole discretion. Submitted proposals may be rejected if there is any alteration of the RFP forms, additions not called for, conditional proposals, incomplete proposals, or irregularities of any kind. VCTC reserves the right to reject any proposal not in compliance with the solicitation documents, or prescribed public contracting procedures and requirements. Written notice of rejection of all submitted proposals shall be sent to all Proposers. ALL UNSIGNED PROPOSALS SHALL BE REJECTED.

V.3.3. Submittal of a proposal shall mean that the Proposer has accepted the VCTC Contract Documents in their entirety without exception.

V.3.4. When the individual members of the evaluation teams have completed their evaluations, the entire team will meet to discuss and review the proposals. Once the discussions have been completed, members will have an opportunity to revise their scores independently. A final consensus meeting shall be held to confirm the most technically qualified and best value proposal submitted for award. The VCTC Contracting Officer, or designee, shall serve as Chairperson of the Evaluation Committee.

V.3.5. Proposals that have been determined not to be in the competitive range and cannot be reasonably made to be within the competitive range, will be notified in writing, that they are no longer under consideration.

V.4. Qualification Requirements

V.4.1. The Proposers, whose proposals have been determined by the evaluation process to be in the competitive range, will be notified and scheduled to meet with VCTC for further discussions, clarifications and negotiations. Any Proposal deviations submitted by the Proposer will be discussed as part of the negotiations process. However, VCTC at its discretion may in its best interest, reject any and all such conditions, exceptions and deviations. Any proposal which fails to comply with the VCTC instructions and requirements listed in the solicitation documents shall be deemed non-responsive and their proposal shall be rejected.

V.4.2. As part of the negotiation process, VCTC reserves the right to conduct site visits to inspect the Proposer's facility(-ies). VCTC shall also have the right to contact other party with whom the Proposer has experience with this type of request, and other relevant references which the Proposer has listed.

V.4.3. At the conclusion of the discussion and negotiation processes, each of the Proposers still determined by VCTC to be within the competitive range will be afforded the opportunity to submit a revised proposal with a clear understanding that VCTC will then choose that proposal, which it finds to be most advantageous based upon the evaluation criteria and final scoring. The results of the evaluations and the selection of a proposal for any award will be documented in a report to the final acquisition approval authority within VCTC.

V.4.4. Proposal Evaluation Criteria

V.4.4.1. Listed below is the point scale system by which proposals from responsible Proposers will be evaluated and ranked for the purpose of determining any competitive range and to make any selection of a proposal for a potential award.

<u>EVALUATION CRITERIA</u>	<u>MAXIMUM POINTS</u>
RESPONSIVENESS – All documents have been received as requested, prior to the due date.	PASS/FAIL
RESPONSIBILITY – All requested documents include the required signatures and, if needed, required notary review, signature and stamp. All financial documents received represent that the Proposer has the financial capacity to perform this project.	PASS/FAIL
1. Qualifications of the Firm: Technical experience in performing work of a closely similar nature; strength and stability, experience, and technical competence of subcontractors; assessment by client references.	30
2. Staffing and Project Organization: Qualifications of project staff, particularly key personnel and especially the Project Manager; key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section; logic of project organization; adequacy of labor commitment; concurrence in the restrictions on changes in key personnel.	20
3. Project Understanding and Approach: Project understanding and approach, including an understanding of ADA regulations and detailed description of the proposed ADA eligibility process.	20
4. Work Plan: Depth of Proposer's understanding of VCTC's requirements and overall quality of work plan; logic, clarity and specificity of work plan; appropriateness of resource allocation among the tasks; reasonableness of proposed schedule; utility of suggested technical or procedural innovations.	15

5. Cost and Price: Reasonableness of the total price as well as the individual tasks; adequacy of data in support of figures quoted; cost control.	15
TOTAL POSSIBLE	100

V.4.5. Evaluation Procedures

V.4.5.1. All aspects of the evaluations of the proposals and any discussions and/or negotiations, including documentation, correspondence and meetings, will be kept confidential during the evaluation and negotiation process.

V.4.5.2. Proposals will be analyzed for conformance with the instructions and requirements of the RFP and Contract documents. Any proposal which fails to comply with the VCTC instructions and requirements listed in the solicitation documents shall be deemed non-responsive and their proposal shall be rejected. Proposers are advised that the detailed evaluation forms and procedures will follow the same proposal format and organization specified in Section L. Therefore, Proposer shall pay close attention to and strictly follow all instructions and requirements. Submittal of a proposal means that the Proposer has accepted all of the Contract documents, except such conditions, exceptions, reservations or understandings explicitly, fully and separately stated on the forms and according to the instructions contained herein the RFP, Addenda, or other related documents. Any such conditions, exceptions, reservations or understanding which do not result in the rejection of the proposal are subject to evaluation under the criteria of “Proposal Evaluation Criteria” (Section V-4)

V.4.5.3. Evaluations will be made in strict accordance with all of the evaluation criteria and procedures specified in “Proposal Selection Process” above. VCTC shall select for any award the highest ranked proposal from a responsible Proposer, qualified under “Qualification Requirements” which does not render this procurement financially infeasible and is judged to be most advantageous to VCTC based on consideration of the evaluation “Proposal Evaluation Criteria”.

V.4.6. Qualification of Responsible Proposers

V.4.6.1. Proposals will be evaluated in accordance with requirements of “Qualification Requirements” to determine the responsibility of Proposers. Any proposals from Proposers whom VCTC finds not to be responsible and finds cannot be made to be responsible may not be considered for the competitive range. Final determination of a Proposer’s responsibility will be made upon the basis of initial information submitted in the proposal, any information submitted upon request by VCTC, and information resulting from Agency inquiry of Proposer’s references, and its own knowledge of the Proposer.

V.4.7. Detailed Evaluation of Proposals and Determination of Competitive Range

V.4.7.1. Each proposal will be evaluated in accordance with the requirements and criteria specified in “Proposal Selection Process” (Section...).

V.4.7.2. The following are the minimum requirements that must be met for a proposal to be considered responsive for inclusion in the competitive range. All of these requirements must be met; therefore, they are not listed in any particular order of importance. Any proposal that VCTC finds not to meet these requirements and that cannot be remedied as part of the negotiation process will be determined to be non-responsive and will not be included in the competitive range. The minimum requirements are as follows:

V.4.7.2.1. Proposer is initially evaluated as responsible in accordance with the requirements of “Qualification Requirements” (Section X-4.) Final determination of responsibility will be made through the evaluation process.

V.4.7.2.2. Proposer has demonstrated its responsiveness by following the instructions of the RFP and included sufficient detail information, such that the proposal can be evaluated. Any informalities in regard shall be determined by VCTC to be either a defect and non-responsive or an informality that VCTC will waive in accordance with “Acceptance/Rejection of Proposals” (Section...).

V.4.7.2.3. Proposal price would not render this procurement financially infeasible, or it is reasonable that such proposal price might be reduced to render the procurement financially feasible.

V.4.7.3. VCTC will document its evaluations in accordance with the criteria and procedures of “Proposal Selection Process” (Section...). Any proposal deficiencies which may render a proposal non-responsible and non-responsive will be documented. VCTC will make specific note of questions, issues, concerns and areas requiring clarification by Proposers and to be discussed through any contact with Proposers, which VCTC finds to be within the competitive range. Rankings and spreads of the proposals against the evaluation criteria will then be made by VCTC as a means of judging the overall relative spread between proposals and of determining which proposals are within the competitive range or may be reasonably made to be within the competitive range.

V.4.8. Proposals Not Within the Competitive Range

V.4.8.1. The Proposers, whose proposals are found by VCTC to be within the competitive range, will be notified and any questions and/or requests for clarifications provided to them in writing. Each such Proposer may be contacted by VCTC to discuss answers to written or oral questions, clarifications, and any facet of its proposal.

V.4.8.2. In the event that a proposal, which has been included in the competitive range, contains conditions, exceptions, reservations or understandings to any Contract requirements, said conditions, exceptions, reservations or understandings may be negotiated during contract negotiations. However, VCTC shall have the right to reject any and all such conditions and/or exceptions, which fail to comply with the VCTC instructions and requirements listed in the solicitation documents may be deemed non-responsive and their proposal to be outside the competitive range and rejected.

V.4.8.3. No information, financial or otherwise, will be provided to any Proposer about any of the proposals from other Proposers. Proposers will not be given a specific price or specific financial requirements they must meet to gain further consideration, except that proposed prices may be considered to be too high with respect to the marketplace or unacceptable. Proposers will not be told of their rankings among the other Proposers.

V.4.8.4. At its sole discretion, VCTC reserves the right to conduct site visits to inspect the Proposer’s facilities and/or other transit systems which the

Proposer has supplied, including representative examples of the services and equipment provided similar to the scope of this RFP.

V.4.8.5. VCTC expects that all responsible and responsive Proposers shall submit their Best Offer upon initial submission in response to this solicitation.

V.4.8.6. VCTC reserves the right to make an award to a Proposer whose proposal it judges to be most advantageous to VCTC based upon the evaluation criteria, without conducting any written or oral discussions with any Proposers or solicitation of any BAFO.

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