# SECTION III: CONTENTS OF PROPOSAL

# PROPOSAL SUBMITTAL REQUIREMENTS

## 3.1 Procurement Process and Evaluation Criteria

Proposals for the RTIS System will be received and evaluated by ITP, in accordance with the procedures set forth herein.

## 3.2 Proposal Preparation and Submission

### 3.2.1 Interpretation of RFP or Proposed Contract Documents

Clarification of any part of the RFP or Proposed Contract Documents may be submitted in writing to the Contracting Officer for ITP. Any interpretation of the RFP or Proposed Contract Documents will be made only by Addendum duly issued by the Contracting Officer or his designee. A copy of such addendum will be mailed, or emailed or delivered to each person receiving a Request for Proposal. Oral explanation will not be binding. Proposer will submit the receipt of addenda form acknowledging receipt of each Addendum at the time of proposal submission.

Deviations to Section VI -Terms and Conditions shall be submitted at the time of response to the RFP, and are subject to negotiations. Failure to submit deviations will constitute an acceptance.

### 3.2.2 Proposal Submission

The proposer shall prepare and submit an original (printed on one side) and four (4) copies and one (1) electronic copy of its proposal. A proposer may not submit more than one main proposal. The proposal is to be executed as follows: If proposer is a corporation, an officer of the corporation, shall execute the original of the proposal. The corporation shall affix its seal on all pages requiring signature in the original copy.

If proposer is a Partnership or Joint-Venture, all partners or joint-ventures shall execute all copies of the proposals unless one partner or joint ventures has been authorized to sign for the Partnership or Joint-Venture, in which case, evidence of such authority satisfactory to the Purchasing Agent shall be submitted with the proposal. If proposer is a Sole Proprietor, he/she shall execute the proposal.

Response to the RFP should follow the format described in this section. The required elements should be presented in clear, factual statements and supported by any necessary attachments regarding individual components. The proposal should be typed on 8 1/2 x 11 inch paper with binding on the left hand side. Unnecessarily elaborate presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings and expensive visual and other presentation aids are neither necessary nor wanted.

Proposers are advised to adhere to proposal requirements. Firms that fail to organize their proposal in adherence with Sections 4.2, and 10.5 as provided in the RFP shall have points subtracted from their total score. Proposals shall be tabbed based on the major sections in the table of contents. Also, firms are reminded that their proposal will be evaluated on a section-by-section basis. If vital information that ought to appear in a given section does not appear in the required section, the appropriate number of points may be subtracted for that section.

All costs incurred in the preparation and/or presentation of this proposal shall be wholly absorbed by the respondent. Any supporting documentation and/or manuals submitted will become the property of ITP.

### 3.2.3 Cover Letter

This is to be a document which details your firm's understanding of the purpose of the requested systems. The cover letter must be signed by a representative of the proposing firm, authorized to negotiate with ITP. The document must include a brief statement of understanding and approach of work not to exceed five (5) pages. This should include:

* An overview of the proposed methodology of providing systems to ITP.
* Approach in determining equipment and systems selection.
* Identification of any potential problems or obstacles which may be encountered.
* Additional applicable information as necessary.
* Company name, address, contact person, telephone number and e-mail address.

### 3.2.4 Proposal

The Proposal shall be organized with the following sections:

* **Cover Letter** – as described in section 1.2.3;
* **Understanding of Requirements** – proposer will clearly describe their understanding of ITP’s services and operational objectives related to proposed ITS system design, implementation and operation;
* **Qualifications of Firm** – proposer will clearly and specifically describe relevant qualifications of firm or team to undertake the requested services;
* **Relevant Firm Experience** - proposer will clearly and concisely document similar projects successfully completed by the firm or team. Proposer must identify project name, client contact, services performed, and completion date;
* **Project Staffing and Management** - proposer will identify the key personnel who will be assigned to the project. For each person, the proposer will identify number of years of relevant experience, role on this project, and experience and role on similar projects. Proposer will provide a project management organization chart identifying the project manager, QA/QC responsibility and show the roles proposed for key staff;
* **Staff Experience** – proposer will provide resumes for all staff assigned to the project;
* **System Design and Implementation Proposal** – proposer will clearly and concisely describe the initial design of the proposed ITS system including identifying ITS capabilities to be supported, system components, integration and a system implementation plan proposal. Proposer will provide a technical response matrix addressing proposer’s response to all technical requirements (Sections 4-17) of the RFP as described below;
* **Price Proposal** – the proposer will complete the price proposal sheet (attached) and submit same with proposal; and
* **Required Forms and Certifications** – the proposer must complete and submit all required certifications and forms identified herein.

If a potential proposer wishes to raise an objection to any provision of the RFP, it must be done, in writing, no later than ten (10) days prior to the date responses to the RFP are due.

As part of the Real Time Information System Proposal, the proposer must respond to the Compliance Matrix provided in Appendix C – Compliance Matrix

Conform – some sections call for an explanation of the method proposed.

Exceed – Explain the specific way in which the proposal is better for ITP than the requirement

Alternate – Explain the alternate solution proposed. If the alternate is not as good for ITP it must be placed in the next category.

Does not conform.

### 3.2.4.1 Proposal Delivery

Proposals shall be submitted no later than Wednesday, September 25, 2019 at 2:00 p.m. All prospective proposers shall submit proposals in sealed packages to ITP. The following information shall be stated on the face of the envelope: proposer's name, address, subject matter of proposal, including identifying numbers, and proposal due date.

### 3.2.4.2 Withdrawal of Proposals

Proposers may withdraw their proposals at any time prior to the date and hour specified in the advertisement for the receipt of proposals. However, the proposal pricing must be valid for a period of one hundred eighty (180) calendar days from submission date. No proposer shall withdraw or cancel his proposal for a period of one hundred eighty (180) calendar days after said advertised date and hour for the receipt of proposals.

### 3.2.4.3 Refusal of Proposal

ITP reserves the right to refuse to accept any proposal from any person, firm or corporation that is in arrears or is in default to ITP upon any debt or contact, or that is a defaulter, as surety or otherwise, upon any obligations to ITP, or had failed to perform faithfully any previous contract with ITP.

### 3.2.4.4 Consideration of Proposals

Failure to comply with the instructions of this RFP may be cause for rejection of your proposal. ITP reserves the right to extend the proposal due date and to excuse informalities in the proposal process when, in the judgment of ITP, the best interests of ITP will be served and the spirit of competition will be maintained.

### 3.2.4.5 Acceptance of Proposals

ITP will notify one proposer of award in writing or reject all proposals within 90 days from the date of opening of proposals, unless the preferred proposer, upon request of the Contracting Officer or designee, extends the time of acceptance. The contract shall not be in force and effect until the Contracting Officer of ITP, or his designee has affixed his signature to the contract document, or a limited notice to proceed stating a specific task and dollar amount has been executed by the Contracting Officer.

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# SECTION IV: EVALUATION OF PROPOSALS

## 4.0 Evaluation of Proposals

Submittals shall be reviewed for responsiveness by ITP’s Procurement Department prior to evaluation. Respondents must meet all of the following to be considered:

* Submittal meets ITP’s deadline.
* Organization of proposal. Proposals submitted as required in Section 4.
* Completeness of proposal. All required forms, questionnaires, and information are complete, signed and dated.
* The required DBE participation has been obtained or evidence of a good faith effort is provided.

Proposers may be asked to submit additional information if needed.

The core of the evaluation process is the scoring of the technical proposal. ITP's prime objective in the evaluation process will be to identify those firms capable of submitting the best overall proposal. These firms will then be considered to be in the competitive range and will be invited for negotiations.

All proposals will be evaluated by ITP staff or others that ITP decides to include in the evaluation process. Evaluation will be based primarily on the written proposal. ITP reserves the right to negotiate with one or more of the firms responding to this RFP solely upon its assessment of the qualifications and abilities of the firm and content of the proposal submitted relative to the required work. ITP also reserves the right to award a contract based on the original submittal, without negotiation, with any offeror.

## 4.1 Excellence of Proposed System Design

This section represents approximately 40 % of the total points awarded for the evaluation.

Sub-criteria:

* system life cycle: usable, expandable, maintainable over an extended period of time, measured by amount of use of standard, non-proprietary interfaces;
* minimization of risk by use of proven components;
* use of the most current and available state-of-the-art technologies; and
* cost/savings analysis as per Section 4.2.4.

## 4.2 Performance Capabilities

This section represents approximately 40% of the total points awarded for the evaluation.

Sub-criteria:

Financial solvency based on a review of financial statements.

* Past performance

At least three (3) customer references including the contact name, address, phone and email address shall be provided to the ITP. The scope and dollar value of the reference projects shall also be provided. The ITP will check to determine their level of satisfaction and how well the Proposer performed on similar work.

* Similar projects

The number, magnitude and similarity of projects identified or otherwise known to ITP will be considered to determine the level of project experience.

* Project management team & plan

Resumes, personnel availability, project schedule and the proposed management plan. ***Note: Substitution of team members prior to or after contract issuance is expressly prohibited without prior approval from the ITP Project Manager.***

* Bus installation team experience

ITP will review the experience and capabilities of the team.

* Training Program

The overall quality of the proposed training program.

* Land mobile radio manufacturer experience

The experience of the radio manufacturer in producing and supporting mobile communication systems will be evaluated.

## 4.3 Evaluation of Price Proposal

This section represents approximately 20% of the total points awarded for the evaluation.

## 4.4 Basis of Award

ITP will make award to the responsible offeror whose offer conforms to the solicitation and is most advantageous to ITP, based on cost or price and technical factors listed in the evaluation criteria.

## 4.5 Failure to Execute Contract or To Furnish Bond or Insurance

In the event the selected proposer fails to execute the contract or to furnish the performance and insurance requirements within ten (10) working days after acceptance of the proposal, the contract award may be annulled by ITP.

All businesses which submit proposals and all businesses awarded contracts by ITP are notified that no contract, modification, amendment, change order or extension, if any, shall be effective, or in any way obligate ITP, until it has been executed by ITP signatory duly authorized by ITP’s Regulations, Bylaws, and Procedures.

## 4.6 Evaluation Process

Step 1: The evaluation procedure will be a two-step process. All initial proposals received will be scored by an evaluation committee. Those proposals which are judged to be the strongest will be short-listed. Short listing will not be arbitrary. Those firms that have a reasonable expectation of winning the competition will be advanced to the second step of the process. Those proposers who lack sufficient points will be rejected at the end of Step 1.

Step 2: Those short listed firms will be allowed to make oral presentations to the evaluation committee. *An additional 50 points will be awarded based on the presentation and response to staff questions*. A Best and Final Offer may also be requested. Each presentation will be scored by the committee. The firm which receives the highest combined score from both the proposal and the presentation will be judged to be the most technically qualified.

This contract will be a fixed price contract.