

Request for Proposals

RFP # 2024102

Fixed Route Software

Issued: November 6, 2023

Amended (1): November 21, 2023

Amended (2): November 24, 2023

Due Date: December 8, 2023

Submit (1) electronic copy to:

Teresa Elliott

telliott@startransit.org

Subject Line: RFP #2024102 Fixed Route Software

STAR Transit
PO Box 703
Terrell, TX 75160
877-631-5278

Table of Contents

Section 1 Request for Proposals	1
1.1 INTRODUCTION	1
1.2 SOLICITATION SCHEDULE AND DETAILS	1
1.3 INSTRUCTION TO OFFEROROS SUBMISSION REQUIREMENTS	2
1.4 EVALUATION CRITERIA AND PROCEDURES	16
1.5 RESPONSE TO PROPOSALS ACCEPTANCE/REJECTION OF PROPOSALS	18
1.6 TYPE AND TERM OF CONTRACT	22
1.7 BONDING AND INSURANCE	22
1.8 DISADVANTAGED BUSINESS ENTERPRISES	22
Section 2 Project Specifications	23
2.1 PURPOSE	23
2.2 PROJECT LIST	23
Section 3 Required Forms	25
3.1 ACKNOWLEDGMENT OF ADDENDUM	26
3.2 REQUEST FOR CHANGE OR APPROVED EQUAL	27
3.3 PROPOSAL DEVIATION FORM	28
3.4 DBE COMPLIANCE STATEMENT	29
3.5 DBE SCHEDULE OF UTILIZATION	30
3.6 DBE GOOD FAITH EFFORTS DOCUMENTATION (PAGE 1 OF 3)	31
3.7 CONFLICT OF INTEREST ACKNOWLEDGEMENT AND CERTIFICATION	34
3.8 REFERENCES	35
3.9 PRICING SCHEDULE	36
3.10 SUSPENSION AND DEBARMENT CERTIFICATION FORM	37
3.11 DELINQUENT STATE BUSINESS TAX CERTIFICATION	39
3.12 OFFER	40
3.13 FEDERAL AND STATE REQUIRED CLAUSES	41

Section 1 Request for Proposals

1.1 INTRODUCTION

STAR Transit is a political subdivision of the State of Texas organized and operating under the Texas Government Code §791.003. STAR Transit provides services to over 235,000 rides per year through a variety of rural and urban public transportation options within several jurisdictions immediately east and south of the City of Dallas. This service area includes Cities of Seagoville, Balch Springs, Mesquite, Hutchins, DeSoto, Cedar Hill, Duncanville and Kaufman, Rockwall. The Mission of the organization is to provide people with safe, affordable, convenient, and desirable mobility options to enrich quality of life by connecting all to services and opportunities. STAR Transit is the recipient of Federal Transit Administration (FTA) and Texas Department of Transportation (TxDOT) funding. This project may be financed jointly by federal, state, and local authorities, including FTA and TxDOT.

The Request for Proposals (RFP) process and the performance of the requested services will be in accordance with the guidelines and regulations of the FTA “Third Party Contracting Guidelines,” FTA Circular 4220.1F, and all other applicable federal, state, and local laws and regulations. STAR Transit is a tax-exempt organization and is free from all state and federal taxes. No such taxes shall be included in the Offeror's charges to STAR Transit. All costs incurred in the preparation of the proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by STAR Transit. Issuance of this RFP and receipt of proposals does not commit STAR Transit to award a contract. STAR Transit reserves the right to postpone the proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, or to cancel all or part of this RFP for sound business reasons, at any time before the contract is fully executed and approved on behalf of STAR Transit.

STAR Transit is seeking proposals from qualified and experienced firms for the Fixed Route Software project as described in Section 2, Project Specifications, in this solicitation.

1.2 SOLICITATION SCHEDULE AND DETAILS

RFP Issued:	November 6, 2023
Deadline for Questions:	November 22, 2023
Responses to Questions Posted:	November 24, 2023
Proposals Due:	December 8, 2023 by 4:00pm
Interviews (if needed):	December 13-19, 2023
Notice to Proceed (NTP) on or before:	December 29, 2023

STAR Transit reserves the right to make changes to the above-mentioned schedule. All such changes shall be made by an amendment to the solicitation or a letter to all the firms.

Scope

STAR Transit is requesting proposals, priced on a fixed price basis, from qualified sources, to provide and deploy up-to-date fixed route software that includes automatic passenger counting abilities, rider alerts/announcements, live vehicle tracking and compliance with all Americans with Disabilities Act regulations and all other regulations for other funding sources, including but not limited to PHI and HIPPA.

The purpose in soliciting Request for Proposals (RFP) is to secure an offer(s) that will provide quality fixed route software to meet the service needs of fixed route transit services. Please visit www.STARtransit.org for more information about the STAR Transit Transportation Program.

Offeror Communications and Requests

Communication or correspondence in regard to any aspect of this solicitation or offers will only be with the Project Manager or her designated representative. Offerors shall not make any contact with or communicate with any other members of STAR Transit, its employees, and consultants.

All questions and communication in regard to any aspect of this RFP #2024102 must be in writing and directed to Teresa Elliott via email at telliott@startransit.org. Offerors may request a clarification or interpretation of any aspect, a deviation, or a change to any requirement of the RFP or any addendum to the RFP up to **December 8, by 4:00 P.M. CST**. Deviation requests are to be submitted on the deviation form.

Responses to written requests will be provided by STAR Transit 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 STAR Transit shall not be binding by STAR Transit. Any clarifications or further instructions to Offerors, whether as a result of questions raised by Offerors or initiated by STAR Transit itself, will be sent to all Offerors in written addendum form.

Addendum to RFP

STAR Transit reserves the right to amend the RFP at any time. Any amendments to or interpretations of the RFP will be in written addendum. Prospective Offerors officially known to have received the RFP will be emailed or mailed the addendum. Offerors are responsible for collecting the addendum from the Contracting Officer. Failure of any prospective Offeror to receive addendum will not relieve the Offeror from any obligation under its proposal as submitted or under the RFP, as clarified, interpreted, or modified. All addendum issued will become part of the RFP. Prospective Offerors must acknowledge the receipt of each individual addendum in their proposal. Failure to acknowledge any addendum in the submitted proposals may at STAR Transit's sole option disqualify the proposal.

If STAR Transit determines that the addendum may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed allowing Offerors sufficient time to revise their proposals and the new due date shall be included in the addendum.

Conditions, Expectations, Reservations or Understandings

Proposals stating conditions, exceptions, reservations, or understandings (hereinafter "deviations") relating to the RFP may be rejected. Offerors may submit an alternate proposal that states deviations so long as a basic proposal not containing deviations is submitted. Offerors may propose alternates either within one overall proposal or by submitting more than one proposal.

Any and all deviations must be explicitly, fully, and separately stated in the proposal by completing the Proposal Deviation Form, setting forth at a minimum the specific reasons for each deviation so that it can be fully considered and, if appropriate, evaluated by STAR Transit. All deviations not found by STAR Transit to be unacceptable shall be evaluated in accordance with the appropriate evaluation criteria and procedures and may result in the Offeror receiving a less favorable evaluation than without the deviation.

1.3 INSTRUCTION TO OFFEROROS SUBMISSION REQUIREMENTS

Proposals in one (1) electronic file must be received by December 8th by 4:00 P.M. CST.

Proposals and subsequent offers shall be valid for a period of 90 days. Late proposals will be returned to Offeror and will not be considered under any circumstances.

Submit one (1) electronic copy to Teresa Elliott, Project Manager. telliott@startransit.org
Subject Line: Fixed Route Software RFP

Proposal Formant and Contents Requirements

Failure to provide the required information with the Proposal may automatically disqualify the Proposal from consideration for award.

Proposals should be typed. A lengthy narrative is discouraged. To provide for comparability between proposals, all proposals must be submitted in the following order separated by sections. Offerors not addressing these topics or not using the prescribed order may be judged non-responsive and disqualified from the RFP process.

Section 1 Business Organization. State the full name, address, and phone number of the Offeror and, if applicable, the branch office or division that will perform or assist in performing the work. The capacity of the person submitting the proposal should also be provided. Indicate whether the Offeror is licensed to operate in the State of Texas, Kaufman County, Texas, and the City of Terrell, Texas.

If the Offeror is a partnership, limited liability company, limited partnership, or joint venture, the proposal should state the full names and addresses of all partners, members, or joint ventures' who own at least a ten percent interest in the Offeror.

The person signing the proposal must initial any erasures, corrections, or other changes appearing on the proposal form.

Section 2 Required Forms and Certifications: (Required Forms Section)

- Acknowledgement of Addendum – If Addendums have been released.
- Request for Change or Approved Equal
- Proposal Deviation – (Only if Offeror Requested Deviation)
- DBE Compliance Statement
- DBE Good Faith Effort
- Conflict of Interest
- References
- Pricing Schedule
- Suspension and Debarment Certification Form
- Delinquent State Business Tax Certification
- Federal and State Required Clauses

Section 3 Purpose of Proposal. State in precise terms the means by which the Scope of Services will be fulfilled.

Section 4 Statement of Qualifications: The Offerors' experience and history relevant to STAR Transit's needs should be discussed, including a description of the Offeror's direct experience where services comparable in size and scope has been performed in the last two (2) to five (5) years. Offeror shall provide the name, address and telephone numbers of persons who may be contacted as references.

Willingness to Contract: State that the Offeror is willing to enter into a contract consistent with the terms herein.

Section 5 Criminal Background: For all persons and entities mentioned in any of the foregoing responses, indicate whether they (1) have ever been convicted of, (2) have an indictment pending for, or (3) have during the last five years been investigated for a criminal offense that is not related to the operation of an automobile. Convictions, indictments, or investigations for the crime of driving while intoxicated shall be disclosed. Convictions indictments, or investigations shall be disclosed regardless of whether for a violation of federal, state, local or non-U.S. laws.

Section 6 Pricing Structure. Identify the following items as part of its base cost proposal. Each item must be listed separately:

Software Purchase/License Costs – The cost of supplying the software solution for three (3) vehicle licenses must be included in the proposal.

On-Site Costs – All supplemental costs associated with the user assessment, database conversion, etc., must be included in the software/license price above. Price proposals must include labor and travel costs.

STAR Transit will provide all the Mobile Data Terminal (MDT) Hardware. STAR Transit currently utilizes Samsung Galaxy Tab A tablets. Any proposed dispatching solution including interactive technologies should be compatible with current STAR Transit hardware and must be operable on future iterations of the Android or I-pad operating systems.

Maintenance and Support – Maintenance and technical support price shall be included in the base proposal. Alternatives for maintenance for subsequent years should also be included.

Other Costs – Any other costs not identified above that are integral to the implementation of the proposed scheduling system should be identified and the cost included in the proposal.

Upfront/Initial Cost – A one-time initial cost must be included in the base proposal and listed separately.

Hardware Costs – Offerors are responsible for providing cloud-based support services and the IT infrastructure resources that will be necessary for the transit system to implement the offeror's proposed technology solution. This may include, but it not limited to:

Workstation specifications (e.g., minimum configuration necessary to support optimal operation of vendor's products, including operating system, RAM, processor speed, hard drive, etc.).

Telecommunications and other infrastructure, as necessary.

Section 7 Technical Specifications

Fixed Route Software Systems – The successful software solution will contain the following elements:

Part 1 Computer Aided Dispatch \ Automated Vehicle Location System Requirements

Automated Vehicle Location (AVL) Requirements

- The Automated Vehicle Location (AVL) component shall store, and regularly update real-time location information of fleet vehicles every 5 seconds at most.
- The AVL system must provide location when GPS is not present or intermittent, such as in tunnels, underground parking facilities, areas impacted by bouncing GPS signals ('urban canyon effect'), or multi-level roadway systems.
- The system must have the capability to automatically determine whether the vehicle is stopped or if the GPS signal is unavailable or weak.
- The system shall display the previous location (breadcrumb trail), assignments, position, passenger load and adherence status of all vehicles in the system, at any time within the past, and "replay" previous vehicle paths.
- Route and bus stop overlays shall be displayed on an easy-to-read and updated digital map. Users should be able to view routes and stops individually or as an entire system

- System shall allow users to view the current location, route assignments, delay status (running on/off route, on-time, early, or late), bunching or gapping, of all vehicles on a digital map.
- Proposals shall list details on which mapping service is provided and how often maps are updated.
- The system shall determine dynamic estimated time of arrival to the next vehicle stop for each vehicle based on data from the AVL system.
- The real-time ETA information shall be available for internet access on public website, apps, and all signs. Explain in detail how the system makes real-time arrival predictions.
- The interactive AVL System map must provide, but not limited to the following:
 - Current road network, traffic, and satellite views.
 - Permit zooming, panning, and scrolling of the geographic display.
 - Display vehicle icon, current speed, direction on travel, vehicle information, current passenger load, and vehicle status on-time, late early).
 - Allow centering geographic display on and automatically tracking/following a specified vehicle.
 - Viewing and digitally editing system geofences (patterns, stops, announcements).
 - Viewing each vehicles' active schedule adherence.
 - Find a vehicle on the map based upon user defined criteria.
 - Display current vehicle location when off-route, off job, out-of-service, etc.
 - Set geographic boundaries around fixed routes for off route notifications (geofencing).
 - System should provide a yard map, showing available vehicles at the yard.

Computer Aided Dispatch (CAD) Requirements

- Provide a cloud-based or browser-based ITS system enabling the scheduling of driver assignments, trip schedules, automatic status updates, and GPS vehicle location.
- System must have the capability to display schedule time points for every stop on each route. This must be done for each trip on the route, and for each block on the route.
- The system shall allow user to 'drill down' using graphical interface to show On-Time Performance (OTP) status at the system, route, route block, and stop levels.
- The Computer Aided Dispatch (CAD) component shall be the primary means of assigning overseeing and communicating with fleet vehicles.
- Demonstrated ability for agency staff to efficiently revise routes, stops, patterns, and announcements and push out to vehicles on the same day or scheduled date of publication.
- The CAD/AVL system shall also have the capability to input changes to the line, pattern, and schedule data from a workstation for full or ad-hoc changes and detours at the trip, run and line levels.
- The CAD/AVL shall correlate the operational and status data for each vehicle and operator and provide multiple views of this information to simplify the management of the fleet and operators.
- System shall have the capability to assign vehicles to a route and block assignment via on-board device (MDT) and via remote 'over the air' from dispatch.
- The system shall provide dispatchers the ability to logon or logoff a vehicle operator.

- System shall allow authorized users to change the routes immediately in situations such as, but not limited to, emergency, mechanical breakdown, road construction, and unplanned route deviations.
- Provide tools to account and adjust for immediate correction of bus route issues.
- The CAD/AVL shall have the capability of displaying route and schedule adherence (running ahead and/or behind scheduled time points) information for dispatchers and drivers.
- Provide bus resource allocation (digital bus board) allowing dispatch to assign vehicles by number, type, vehicle capacity as needed.
- The CAD/AVL system should provide means of messaging between dispatch and the driver operator. Communication should provide for pre-set, custom, and free form messages and responses.
- The CAD/AVL shall provide capabilities, displays and tools for headway visualization and a means of displaying vehicle bunching or gapping that may require dispatch intervention.
- System shall allow for dispatch to assign the current route, trip, or block for a vehicle, with the capability to override the values reported by the vehicle MDT.
- On-Time Performance Monitoring system shall provide a dynamic graph or other similar visual indicator of at least 5 (five) customizable performance status levels (early, on time, late range 1, late range 2, late range 3).
- System must enable dispatchers to log buses on and off jobs if necessary.
- The system shall support route interlining. This shall include linear routes, 'figure-8' routes, and other custom route designs.
- Display selected lists of data, including vehicle schedules, Operator identification, assignments and schedules, pull-in/layover status, back in-service time/place, schedule and route adherence, and passenger loading.
- System shall have the capability to calculate mileage between stops, in order, along routes, and record this data in a reference table.

Display and Management of Vehicle Events, Incidents, and Alerts

- The CAD/AVL System must allow the user the ability to create unlimited customized dispatch triggers and/or alerts (such as a pop-up message).
- These triggers and/or alerts shall have the capability to be created in real-time within the CAD application.
- System shall have the capability to provide alerts for off-route, speeding, idling, entering/leaving geofences, long stops, deviations, or other motion-based settings.
- The system shall support alert notifications related to unassigned blocks of service (i.e., without a logged-on vehicle), vehicles running behind/ahead of schedule, etc.
- The system shall support alert notifications regarding passenger load and vehicle capacity.
- System shall support alert notifications regarding operator log-on and log-off.

- All alerts shall be configurable to be sent as received via email or text to specific users or captured in a dynamically created report that can be requested by any authorized user.
- The system shall have the ability to send alerts via email or text to a group of users at one time for each alert.
- Each alert shall be configurable so that the times and days of the week can be set to make alert 'active' which will enable the alert to be sent to the specific group.

GTFS, GTFS-RT, API Support

- The System shall import GTFS-Static feeds from a stable URL and apply those feeds automatically.
- Vendors should detail how GTFS feeds will be initially accepted or imported into their proposed platform as well as how data is edited, exported, and disbursed.
- Provide stable static GTFS file(s) export capability.
- The System shall provide GTFS-Realtime feeds for Trip Updates, Vehicle Positions, and Service Alerts. It shall conform to the GTFS-Realtime specifications.
- Creating, updating, and discontinuing Service Alerts with all information supported by the GTFS-RT format.
- This GTFS editing interface will allow staff to create or update maps for temporary detours for construction, test routes, summer and/or holiday routes, and special event routes.
- Vendors shall ensure that Google Transit, Transit App, and other leading trip planning applications and services can use the GTFS-RT feeds and coordinate directly with such services as needed.
- Provide additional public Application Programming Interfaces (APIs) which include the same information as the GTFS-Realtime feeds and other public interfaces in alternate formats.
- Provide associated GTFS and API developer documentation.

Part 2 MDT\VLU (Vehicle Logic Unit) Hardware Requirements

- Controller to support configuration profiles for all systems (including MDT) with single login for vehicle operators.
- MDT Interface shall be intuitive and simple to use, and will not require any stylus, mouse, keyboard, or other external device to operate on vehicles.
- Visible indication of current, previous, and next stop required on driver interface screen.
- An intuitive display that includes a route ladder of upcoming stops, next stop arrival times, turn-by-turn route navigation, and on-time performance.
- The MDT must provide a schedule adherence display indicator if vehicle is behind schedule, on schedule, or ahead of schedule.
- Schedule adherence must be based on either individual bus stops or by timepoints

- The system will continually evaluate the schedule status and update graphical indicator when status changes.
- Provide explanation of how on time information is communicated to drivers using the MDT.
- The system shall have the capability to clearly display specific time points for all stops on each route and route block on the MDT.
- Provide description explaining how time points are entered into system and how time points are displayed on the MDT.
- The system shall automatically move to current stop using GPS and to automatically display correct time point for the correct cycle or trip without interaction from the vehicle operator.
- Indicator on interface screen to show active status of GPS, communications, and data connectivity. The MDT should show the health of the installed system on the bus (GPS location, logged into job, etc.)
- Two-way text communication through operator MDTs that include common, pre-defined phrases, quick yes/no driver responses, free form text, and priority level options (critical or standard).
- Text message function should be disabled while the bus is in motion.
- Provide unique driver login and route/block selection and ability for drivers to log in to any route in any vehicle at any time.
- The MDT should have the ability to digitally 'count' boardings and alightings as an option. This should also provide optional passenger types that allow tallying and reporting, examples to include, at a minimum, visitor/student/senior/wheelchair/discount/full fare/etc.
- System must support route transfers.
- The MDT should be a single point of logon for all relevant systems in the bus
- The logon procedure should display a list of available runs to log into, and somehow notify/prevent multiple unauthorized logons to the same run
- System must have a method to clearly indicate to the vehicle operator that the passenger counting process is operational and working properly.

Part 3 Passenger Information System Requirements

Public Websites, Smartphone, and Viewer Display General Requirements

- System should provide public with scheduled arrival times and accurate arrival estimates (ETAs) to give riders more details about anticipated vehicle arrival times.
- Should display real-time bus locations, ETAs, bus stops, and routes on a familiar web map like Google Maps, Mapbox, Apple Maps, etc.

- Display of route maps and schedules viewed individually or as the entire system.
- System shall continuously update all displays to show vehicles in motion, without the user being required to refresh the webpage.
- Offeror must have the ability to send out service alerts and public service announcements to passengers.
- Option for SMS bus location and ETA messaging service.
- Offeror must provide trip planning tools and integrate with third-party tools that are utilized for trip planning (ex. Google Transit)
- Offeror should provide a passenger feedback and response mechanism.

Public Website System Requirements

- Provide public website displaying real-time vehicle location, routes, stops, and ETAs.
- Compatibility with standard browsers (Firefox, Chrome, Internet Explorer, Safari, and Android's native browser).
- Proposer shall use logos/graphics that clearly identifies agency's name and a web address that is easy to market to riders.
- Provide responsive mobile website offered free to the customer for use on any device.

Part 4 Automatic Passenger Counters System Requirements

General APC System Requirements

- The Proposer shall be responsible for the installation of all system components as a "turnkey" installation.
- The proposed system shall include all equipment, both hardware and software, needed to collect and report ridership data on fixed route transit buses.
- System shall not require the use or installation of any mechanical device to count passengers. This would include, but not be limited to pressure switches, mechanical gates, etc.
- The APC solution shall automatically engage with vehicle startup and not require any interaction from driver or other personnel.
- Tracking of passenger boardings and alightings through sensors installed at the front and rear doors. Data should be recorded as a function of stops, routes, and runs
- Automatic Passenger Counting (APC) hardware and software solution should have a demonstrated capability to provide 98% or greater accuracy.
- APC solution must compensate for adverse weather or lighting conditions.
- Real-time Passenger load calculations shall be represented graphically that shows load relative to capacity, vehicle location, and vehicle identification.

- Highly accurate data collection that meets or exceeds FTA requirements, demonstrates the ability to discriminate between passengers and non-passengers, and detect double-backs, re-crossings, and sensor obstructions.
- Automated counting system shall have the demonstrated capability to determine when a passenger has completely boarded or alighted any doorway on vehicle.
- System shall have the capability to avoid counting passengers that do not fully board or alight from the vehicle.
- Configurable to push real-time passenger load data to the CAD/AVL system and bus tracking applications.
- Assignment and storage of boarding and alighting counts including the following information: stop name, vehicle, driver, route, date, time, and lat/long.
- APC ridership data shall be accurate within +/- 5% in concurrence with manual passenger counts.
- Installation at front doors of each fixed route transit vehicle, with the ability to accurately count boarding and alighting.
- APC system shall have the required capabilities to be NTD certified by agency with vendor shall aid and support with certification requirements.

Passenger Identification

- System shall have the option to allow for the capture of passenger identification information from media such as magnetic stripe or RFID cards without any driver/operator interaction.
- This option must be configurable for each on board unit.
- Passenger identification process shall enable boarding counts for passengers as well as capture demographic information.
- All passenger identifying information on vehicles and in reporting software will be secured using cryptographic hash function or other equivalent data security process.
- Passenger input data will be captured and validated "real time" by comparing unique identifier from input media with a customer provided database of valid codes. Passenger input data will be fed to units on a nightly basis.
- Passenger Identification Data will be updated a minimum of once per hour during operational period to ensure accuracy.

APC Hardware

- Hardware must allow bi-directional communication via standard protocols.
- System must have the capability to be wired directly into the vehicle power system.
- Hardware shall remain under warranty for a minimum of one year from date of receipt by customer.

- Vendor shall install an inline power fuse to electronic passenger counting units to help prevent possible power short conditions and device failure.
- Hardware shall be interchangeable between vehicles.
- Hardware must be rated to IP64 standards or better and for extreme temperatures.

Part 5 Automatic Passenger Counters System Requirements

General Reporting System Requirements

- The system must have the capability to provide a suite of system reports to include operational and transit-based metrics.
- Reports must include a graphical interface for display and presentation.
- The system must support multiple report types (bar chart, line graph, pivot tables, pie charts, scatter plot, heat map, digital map, etc.)
- System shall provide stop level detail within the active reporting module for a minimum of 12 months.
- Thresholds will be variable for all reports and alerts and will have the capability to be applied at both the route level and system level.
- The system must have the capability to create customized data intelligence reports.
- System shall have the capability to automatically email reports in presentation format to an unlimited number of customer email contacts at regularly scheduled intervals.
- Reports must be customizable by day of the week and specific time periods (annually, monthly, weekly, daily, hourly, 1/4 hour, any range, etc.).
- The solution must have the ability to export reports for processing in formats such as .CSV, .XLSX, .PDF, etc.
- System shall also plot historical activity (breadcrumb trail) on a map showing specific activities such as in speed, stopped, parked, and other tracked alerts for a defined period.
- The system must support customizable dashboards that display and compare critical information on a continuous basis.
- Dashboards to support/display status of service showing number of vehicles currently on routes, percent of fleet on time, percent of fleet late, and total number of incidents/alerts currently in queues.
- System standard reports shall also include, but not be limited to:
 - Schedule Adherence by route/stop/vehicle/arrival and departure time.
 - Ridership activity by stop, route, trip, time of day, location, and total system-wide ridership
 - Passenger count data grouped by operator, vehicle, route, stop, and passenger category (visitor/student/senior/wheelchair/discount/full fare/etc.).
 - Wheelchair lift and bicycle rack deployments
 - On-time performance reports shall be configurable to record time points for each stop on every

- cycle or trip for system, routes, route blocks, and stops.
- On time performance reporting shall indicate the status of the time performance (Early, On Time, Late Range 1, Late Range 2, Late Range 3) and the amount of time the vehicle left early or was late.
- Headway by route/stop (display percentage of time that stops were serviced on the route within acceptable headways threshold)
- Arrival and departure times for any vehicle
- Website, smartphone app, and SMS Service usage reports
- Revenue and non-revenue miles and hours
- Operator/Vehicle assignments and logged operator time

NTD Certification System Requirements

- Ability to track and report on all current NTD data requirements.
- NTD reports to include vehicle revenue miles (VRM), vehicle revenue hours (VRH), deadhead miles, deadhead hours, deadhead miles, unlinked passenger trips (UPT), and passenger miles travelled (PMT).
- The vendor shall provide a detailed plan for extensively testing and calibrating the APC system in concurrence with manual counts over the course of the first year of implementation.
- Included in the plan shall be a methodology and process for certifying APC data for official reporting to FTA's NTD.
- Provide detailed APC maintenance and benchmarking plans for the agency.
- An option for continued NTD reporting and validation support should be included in proposal.

Part 6 Automated Voice Annunciation System (AVA) System Requirements

General AVA System Requirements

- Automatic internal and external announcements that are triggered by bus location and user-defined GPS geofences. System must allow for separate internal and external announcements at each route & stop combination that is automatically triggered without operator interaction.
- Web-based AVA management platform that allows agency staff to configure when and where stop announcements occur and to program voice announcements phonetically using text-to-speech technology.
- AVA System shall meet Americans with Disabilities Act (ADA) requirements.
- Automatically generate stop announcements using text-to-speech and an integrated voice synthesizer.
- Ability to record, store and play .mp3 files in addition to synthesized announcement at any stop or trigger point.
- System must be capable of playing up to 3 (three) different languages at each stop/route location. System shall have capability to provide audible announcements in multiple and commonly used languages in all localities.
- Configure each stop independently along a route to either announce or not announce.

- Stop triggers must include major intersections or transfer points.
- System must trigger automated and unique announcements at both stop approach and departure.
- System must play automated and unique announcements at any 'non- stop' trigger point on any particular route.
- System shall have the capability to schedule automated and unique announcements that can be set for delivery during specific time and date ranges on one or more routes.
- MDT must be capable of displaying custom announcements that may be triggered by the operator using the touch screen.
- System software shall have the capability to send an interrupt signal to the audio system to allow announcements to override continually playing sound such as DVD, CD, or Radio.
- System should make announcements even when the vehicle has lost cellular connection.
- System should use an internal amplifier and connect directly to speakers on the bus as well as prioritize driver microphone announcements as a priority over the AVA announcements.
- AVA system should allow for dual zone announcements to include "next-stops" and "now arriving at..." in the bus. Should also include route/destination outside of the bus.
- Multiple occurrences of announcement for a given stop, including upon arrival
- Allow Operator to disable AVA system in the event of malfunction.
- Automatically make other pre-defined announcements periodically or at pre-defined locations.
- Announcements must be able to be made at a predetermined distance from a bus stop (or other location).
- Announcements and interior passenger signs must be able to be customized
- System shall electronically register door status (open/close) and shall have the capability to trigger announcements based on door status.
- System shall have the capability to integrate with stop request tape switch, pull cord, button, or other electronic signaling device. When engaged, stop request shall make audio and visual "Stop Requested" announcements, clear when door is opened, and provide visual indication on Mobile Data Terminal.
- Ability to change announcement voices is preferred
- If an unscheduled stop is made, continue to make correct next stop announcements.
- If vehicle goes off-route, disable announcements until vehicle returns to the assigned route.
- Seamless integration with CAD/AVL system and interior bus LED signs
- System should allow for announcements to be viewed on any future installed onboard screens used for Infotainment purposes.

Part 7 System Installation and Deployment

- System engineering, design, installation, and when possible, integration with current agency components
- Initialization of the ITS using existing vehicle information, route schedules, bus stop locations, ridership data, etc.
- Initialization using existing data shall be done in a way that does not compromise the integrity of the data.
- The vendor shall supply all equipment needed to successfully implement a functioning ITS and documentation for all vendor-supplied hardware and software.
- The vendor shall assign a project management team who will work closely with staff during implementation, and on an ongoing basis for the life of the project.
- Any changes to the vendor's project management team shall be communicated to the entity with reasonable timeliness.
- The selected vendor shall provide project management services to fully implement the ITS system. Create a work plan detailing timelines and project milestones for stages of implementation
- Proposal includes ongoing customer, technical and product support and guidance as needed for the duration of the agreement
- Software upgrades included while under agreement
- Offeror must include a schedule of implementation from contract signing to final acceptance and support of system

Part 8 Training

- The selected vendor shall thoroughly train staff to proficiency in use and troubleshooting of the entire ITS system.
- Provide training to all operators, dispatchers, supervisors, administrators, and maintenance technicians for the life of the agreement.
- Training on any future software feature updates shall be provided by vendor at no additional cost.
- Vendor shall provide help guides for drivers and supervisors as a reference for standard operations and basic troubleshooting.
- Offeror must be willing to provide other documentation of all systems for on-site troubleshooting

Part 9 Support, Warranty, & Maintenance

- The selected vendor shall provide ongoing maintenance and technical support for the life of the ITS system.
- The successful proposer shall provide ongoing professional customer support 24 hours a day, 7 days a week, as needed either in-person, via telephone, or via the web.

- Proposers shall include a maintenance plan that details a schedule for preventative maintenance.
- Offeror must explain in detail any warranty that is offered for all components of the system, including hardware and software.
- A warranty of one (1) year shall apply to all hardware and software from the date of initial complete installation.
- Proposers shall include options for extending warranty for an additional five (5) years beyond the installation date as included on the pricing/cost proposal sheet.
- Offeror shall provide the system recovery process and support ticket escalation procedure.
- All ITS data must be completely backed up at least once every twenty-four hours.

Section 7 Insurance

- **Liability Insurance**
- **Workman's Compensation**

If the Offeror does not have the above insurances in the minimum amounts required, a letter from an underwriter confirming that the Offeror can be insured for the required minimum amounts is to be submitted.

Section 8 Qualifications and Requirements

Financial Statements must be made available upon request. Offeror's Financial Statements: Must be prepared in accordance with the United States Generally Accepted Accounting Principles (GAAP) and audited by an independent certified public accountant authorized to practice in the jurisdiction of either STAR Transit or the Offeror OR Financial statements that have been reviewed or compiled by an accountant.

Financial Guaranty: Willingness of any parent company to provide the required financial guaranty evidenced by a letter of commitment signed by an officer of the parent company having the authority to execute the parent company guaranty.

Equipment & Supplies

The Offeror at its own expense must furnish all labor, supplies, equipment, and machinery necessary to fulfill the Scope of Services.

Tax Exempt

The Offeror recognizes that STAR Transit is exempt from the payment of certain Federal, State, and local taxes, and that such taxes are not to be included in the proposal price. STAR Transit will furnish the awarded Offeror with the necessary tax-exempt certificates.

Inspection

All supplies, equipment, machinery, and labor furnished in performance of the Scope of Services shall be subject to inspection at any time by STAR Transit.

Modification or Withdrawal of Proposals

A modification of a proposal already received will be accepted by STAR Transit only if the modification is received prior to the proposal due date or is specifically requested by STAR Transit. All modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal.

An Offeror may withdraw a proposal prior to the proposal due date by submitting a written request for withdrawal executed by the Offeror's authorized representative. The Offeror may submit another proposal within the time set for receipt of proposals. This provision for modification and withdrawal of proposals may not be utilized by an Offeror as a means to submit a late proposal and, as such, will not alter STAR Transit's right to reject a proposal.

Confidentiality of Proposals

When the award is made, and an agreement is executed proposals are subject to review under the "Public Information Act". To the extent permitted by law, Offerors may designate those portions of the offer which contain proprietary information, trade secrets or confidential commercial and financial information that an Offeror believes should be exempted from disclosure are to remain confidential. Such information shall accompany the proposal, be readily separable from the proposal, and shall be clearly marked "CONFIDENTIAL". 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.

1.4 EVALUATION CRITERIA AND PROCEDURES

Proposal will be evaluated and ranked on the bases of the following factors, the weights of which are:

REFERENCES	5%
COMPLETENESS/ ADHEARING TO INSTRUCTIONS	10%
PRIOR EXPERIENCE, QUALIFICATIONS AND COMPANY HISTORY	15%
DELIVERY TIME/ SCHEDULE	35%
PRICING STRUCTURE	35%

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

Proposals will be analyzed for conformance with the instructions and requirements of the RFP and Contract documents. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or not considered for the competitive range. STAR Transit reserves the right to request an Offeror to provide any missing information and to make corrections. Offerors are advised that the detailed evaluation forms and procedures will follow the same proposal format and organization specified in Instructions to Offerors. Therefore, Offerors shall pay close attention to and strictly follow all instructions. Submittal of a proposal will signify that the Offeror has accepted the whole of the Contract documents, except such conditions, exceptions, reservations, or understandings explicitly, fully, and separately stated on the forms and according to the instructions of Form for Proposal Deviation. Any such conditions, exceptions, reservations, or understandings which do not result in the rejection of the proposal are subject to evaluation under the criteria of Proposal Evaluation Criteria.

STAR Transit will select for any award the highest ranked proposal from a responsible Offeror, qualified under Qualification Requirements which does not render this procurement financially infeasible and is judged to be most advantageous to STAR Transit based on consideration of the evaluation Proposal Evaluation Criteria.

Evaluations of Competitive Proposals

Qualification of Responsible Offerors. Proposals will be evaluated to determine the responsibility of Offerors. A final determination of an Offerors responsibility will be made upon the basis of initial information submitted in the proposal, any information submitted upon request by STAR Transit, information submitted in a BAFO if requested by STAR Transit and information resulting from STAR Transit's inquiry of Offeror's references and its own knowledge of the Offeror.

Detailed Evaluation of Proposals and Determination of Competitive Range. Each proposal will be evaluated in accordance with the requirements and criteria specified in "Proposal Selection Process."

The following are the minimum requirements that must be met for a proposal to be considered for the competitive range. All of these requirements must be met; therefore, they are not listed by any particular order of importance. Any proposal that STAR Transit finds not to meet these requirements, and may not be made to meet these requirements, may be determined by STAR Transit to not be considered for the competitive range. The requirements are as follows:

Offeror is initially evaluated as responsible in accordance with the requirements of "Qualification Requirements," or that STAR Transit finds it is reasonable that said proposal can be modified to meet said requirements. Final determination of responsibility will be made with final evaluations.

Offeror has followed the instructions of the RFP and included sufficient detailed information, such that the proposal can be evaluated. Any deficiencies in this regard must be determined by STAR Transit to be either a defect that STAR Transit will waive in accordance with "Acceptance/Rejection of Proposals" or that the proposal can be sufficiently modified to meet these requirements.

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.

STAR Transit will carry out and document its evaluations in accordance with the criteria and procedures of "Proposal Selection Process". Any extreme proposal deficiencies which may render a proposal unacceptable will be documented. STAR Transit will make specific notes of questions, issues, concerns, and areas requiring clarification by Offerors and to be discussed in any meetings held with Offerors which STAR Transit finds to be within the competitive range.

Rankings and spreads of the proposals against the evaluation criteria will then be made by STAR Transit 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.

Proposals not within the Competitive Range. Offerors of any proposals that have been determined by STAR Transit as not in the competitive range and cannot be reasonably made to be within the competitive range, will be notified in writing.

Discussions with Offerors in the Competitive Range. The Offerors whose proposals are found by STAR Transit to be within the competitive range or may be reasonably made to be within the competitive range, will be contacted by STAR Transit to answer any questions and/or requests for clarifications. Each such Offeror may be invited for a private interview(s) and discussions with STAR Transit to discuss answers to written or oral questions, clarifications, and any facet of its proposal.

In the event that a proposal, which has been included in the competitive range, contains conditions, exceptions, reservations, or understandings to any Contract requirements as provided in "Form for Proposal Deviation," said conditions, exceptions, reservations, or understandings may be negotiated during these meetings. However, STAR Transit shall have the right to reject any and all such conditions and/or exceptions and instruct the Offeror to amend its proposal and remove said conditions and/or exceptions; and any Offeror failing to do so may cause STAR Transit to find such proposal to be outside the competitive range.

No information, financial or otherwise, will be provided to any Offeror about any of the proposals from other Offerors. Offerors 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. Offerors will not be told of their rankings among the other Offerors.

Best and Final Offers (BAFO). Offerors are reminded the BAFO's may not be requested and therefore their first submission should always be their best possible offer. If BAFO's are requested, once all interviews have been completed, each of the Offerors in the competitive range will be afforded the opportunity to amend its proposal and make its BAFO. The request for BAFO's shall include:

Notice that discussions/negotiations are concluded;

Notice that this is the opportunity for submission of a BAFO;

A common date and time for submission of written BAFO's, allowing a reasonable opportunity for preparation of the written BAFO's;

Notice that if any modification to a BAFO is submitted, it must be received by the date and time specified for the receipt of BAFO's and is subject to the late submissions, modifications, and withdrawals of proposals provisions of the Request for Proposal;

Notice that if Offerors do not submit a BAFO or a notice of withdrawal and another BAFO, their immediate previous offer will be construed as their BAFO.

Any modifications to the initial proposals made by an Offeror in its BAFO shall be identified in its BAFO. BAFO's will be evaluated by STAR Transit according to the same requirements and criteria as the initial proposals "Proposal Selection Process." STAR Transit will make appropriate adjustments to the initial scores for any sub-criteria and criteria which have been affected by any proposal modifications made by the BAFO's. These final scores and rankings within each criterion will again be arrayed by STAR Transit and considered according to the relative degrees of importance of the criteria defined in "Proposal Evaluation Criteria."

STAR Transit will make the award to the responsible Offeror whose proposal is most advantageous to STAR Transit. Accordingly, STAR Transit may not necessarily make an award to the Offeror with the highest technical ranking nor award to the Offeror with the lowest price proposal if doing so would not be in the overall best interest of STAR Transit.

STAR Transit reserves the right to make an award to an Offeror whose proposal it judges to be most advantageous to STAR Transit based upon the evaluation criteria, without conducting any written or oral discussions with any Offerors or solicitation of any BAFO's.

1.5 RESPONSE TO PROPOSALS ACCEPTANCE/REJECTION OF PROPOSALS

STAR Transit reserves the right to reject any or all proposals for sound business reasons, to undertake discussions with one or more Offerors, and to accept that proposal or modified proposal which, in its judgment, will be most advantageous to STAR Transit, price and other evaluation criteria considered. STAR Transit 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 noncompetitive. STAR Transit 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 Offerors.

If there is any evidence indicating that two or more Offerors are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the proposals of all such Offerors shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by STAR Transit. STAR Transit may reject a proposal that includes unacceptable deviations as provided in "Conditions, Exceptions, Reservations or Understandings".

Single Proposal Response

If only one proposal is received in response to this RFP and it is found by STAR Transit to be acceptable, a detailed price/cost proposal may be requested of the single Offeror. A price or cost analysis, or both, possibly including an audit, may be performed by or for STAR Transit of the detailed price/cost proposal in order to determine if the price is fair and reasonable. The Offeror has agreed to such analysis by submitting a proposal in response to this RFP.

Price analysis: An evaluation of a proposed price that does not involve an in-depth evaluation of all the separate cost elements and the profit factors that comprise an Offeror's price proposal. It should be recognized that a price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity, involving similar specifications and in a similar time frame. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.

Where it is impossible to obtain a valid price analysis, it may be necessary to conduct a cost analysis of the proposed price.

Cost analysis: A more detailed evaluation of the cost elements in the Offeror's offer to perform. It is conducted to form an opinion as to the degree to which the proposed costs represent what the Offeror's performance should cost. A cost analysis is generally conducted to determine whether the Offeror is applying sound management in proposing the application of resources to the contracted effort and whether costs are allowable, allocable, and reasonable.

Any such analyses and the results there from shall not obligate STAR Transit to accept such a single proposal; and STAR Transit may reject such proposal at its sole discretion.

Appeals

Appeals to STAR Transit's decision of approved equals or clarifications of specifications must be in writing and received by STAR Transit by the time specified in the schedule. STAR Transit has no obligation to consider appeals not received within the time specified in the Schedule.

Protests

Protests resulting from the award of a contract through the RFP procedure must be made in writing to STAR Transit's Contracting Officer within three working days of the letter of non-selection to the Offeror. The protest must outline the specific portion of the specification or proposal procedure that had been violated.

Protests by an interested party regarding this procurement shall be made in accordance with Chapter 2155 of the Texas Government Code. After such administrative remedies have been exhausted, an interested party may file a protest with the Federal Transit Administration (FTA) or the U.S. Department of Transportation pursuant to the procedures provided in FTA C 4220.1F, or the Texas Department of Transportation (TxDOT). Alleged violations of certain federal requirements provide a separate complaint procedure. See, for example, Buy America Requirements, 49 CFR 661 and Participation by Disadvantaged Business Enterprise in Department of Transportation Programs, 49 CFR 23.

Failure to comply with the above protest procedures will render a protest untimely and/or inadequate and shall result in its rejection.

Conflict of Interest

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any offeror or person considering doing business with a local government entity disclose the offeror or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is included in the Forms Section. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Offeror.

Disclosure of Interested Parties

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295), which is available at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. STAR Transit require the selected Contractor to file Form 1295 electronically with the Commission at the time of Contract Award.

Protest Policy

Protests resulting from the award of a contract through the RFP procedure must be made in writing to STAR Transit's Contracting Officer within three working days of the letter of non-selection to the Offeror or proposer. The protest must outline the specific portion of the specification or proposal procedure that had been violated.

As an FTA funding recipient, STAR Transit is required to notify and keep FTA updated about the status of the protest when it receives a third-party contract protest to which this circular applies an award given by STAR Transit.

The protester must exhaust its administrative remedies by pursuing the recipient's protest procedures to completion before appealing the recipient's decision to FTA.

Protests by an interested party, as in a party that is an actual or prospective Offeror whose direct economic interest would be affected by the award or failure to award the third-party contract at issue, regarding this procurement shall be made in accordance with Chapter 2155 of the Texas Government Code. After such administrative remedies, have been exhausted, an interested party may file a protest with the Federal Transit Administration (FTA) or the U.S. Department of Transportation pursuant to the procedures provided in FTA C 4220.1F. Alleged violations of certain federal requirements provide a separate complaint procedure. See, for example, Buy America Requirements, 49 CFR 661 and Participation by Disadvantaged Business Enterprise in Department of Transportation Programs, 49 CFR 23. The protester must deliver its appeal to the FTA Regional Administrator within five working days of the date when the protestor has received actual or constructive notice of the recipient's final decision or when the protestor has identified other grounds for appeal to FTA, such as, the recipient's failure to have or failure to comply with its protest procedures or failure to review the protest.

Failure to comply with the above protest procedures renders a protest untimely and/or inadequate and shall result in its rejection. In the event of a timely protest received by the Contracting Officer, the following steps are performed:

- The Contracting Officer affects a stay of procurement during the protest.
- If the contract has not been awarded, award is delayed until all administrative and judicial remedies have been exhausted. All Offerors or proposers on the mailing list are advised of the protest and of the delay in the procurement.
- The Executive Director may make a determination, in writing, that the award of a contract without delay is necessary to protect the interests of STAR Transit. This written determination is made part of the contract file by the Contracting Officer.
- The Contracting Officer notifies the President/CEO and the affected department head that a bid/proposal or proposal protest has been received.
- The Contracting Officer conducts an investigation into the protest with the assistance of STAR Transit staff or other personnel as required.

- The Contracting Officer may meet with the protesting offeror or request additional information from the offeror during the investigation.
- The Contracting Officer issues the findings of the investigation in writing to all interested parties and the written report, including the original protest, is made a part of the contract file.
- The Grants and Budget Department acts as the direct liaison with FTA. The Contracting Officer supplies any records or documents requested by the Grants and Budget Department for FTA.
- The Contracting Officer makes any necessary changes to the procurement process, as pertaining to the protested bid/proposal/proposal, resulting from FTA's decision.
- The Contracting Officer makes the written report of FTA, including all related correspondence, a part of the contract file.

Contractor Status

Contractor is an independent Contractor of STAR Transit, and all persons employed to furnish services or to perform work hereunder are employees, agents, or Subcontractors of Contractor and not of STAR Transit. No provision of this agreement shall be construed to give rise to a partnership, joint venture, agency, employer/employee relationship, or any relationship between Contractor and STAR Transit other than that of principal and independent Contractor.

Indemnification/Defense of STAR Transit

Contractor agrees to and does hereby assume full liability and responsibility for and hereby releases and covenants and agrees to indemnify, hold harmless and defend STAR Transit and the members of the Board of Directors and executive committee, officers, principals, agents and employees of each of them (hereinafter collectively "Indemnified Persons") from and against any and all damages, payments, costs, losses, expenses, and liability of every kind whatsoever related to all claims for damages or injuries to persons or property of any nature whatsoever (including any claims which may arise on the part of the Contractor, its officers, agents, principals, employees, and subcontractors) arising out of or incident to this solicitation or the contract(s) resulting from this solicitation, or which are in any way related to such solicitation or contract(s) or to Contractor's activities thereunder, or are incident to the grant or exercises of any of the rights and privileges described in such solicitation or contract(s), other than claims resulting solely from the negligence of one or more of the Indemnified Persons. By way of inclusion and not limitation, the liability and responsibility assumed and the claims, damages, payments and expenses released and indemnified against are specifically agreed to include any growing out of or related to libel, slander, and the like, and infringement of patents, copyrights, trademarks, service marks and the like, including claims arising out of the use by any of the Indemnified Persons of any documentation, publication, appliance, tool, equipment or apparatus supplied under such solicitation or contract(s).

STAR Transit will promptly notify Contractor of any such claim and will cooperate with Contractor in defending against any such claim. In the event any suit or legal proceeding of any kind is brought against any of the Indemnified Persons on account of any claim described in the preceding paragraph, Contractor agrees to assume the defense thereof and to pay all expenses relating thereto and in connection therewith and all judgments and levies that may be obtained against any of the Indemnified Persons as a result of any such suit or proceeding, specifically including fines, penalties, attorney's fees, exemplary damages, and interest; and Contractor agrees to at once cause any such judgments and levies to be dissolved and discharged by paying same, giving bond or otherwise.

Contractor also agrees to pay STAR Transit promptly upon receipt of statements therefore, any and all attorney's fees and other expenses reasonably incurred by them directly or indirectly related to any claims.

No Assignment

Any contract resulting from or related to this solicitation and all rights and obligations thereunder are non-assignable in whole or in part by Contractor without the prior express written consent of STAR Transit, and any attempted assignment without such consent shall constitute a material default of Contractor under the underlying contract, and may be considered void for all purposes at the election of STAR Transit.

1.6 TYPE AND TERM OF CONTRACT

STAR Transit shall negotiate and enter into five (5) year agreement.

Invoices are to be submitted to STAR Transit's Administrative Office located at PO Box 703, Terrell, TX 75160. STAR Transit is tax exempt therefore, invoices cannot include any sales taxes.

STAR Transit agrees to pay all invoices on a net 30-day payment cycle or three days after the receipt of State and Federal funds, whichever is later. This Agreement is contingent upon the receipt of State and Federal funds. Loss of such funds will nullify this contract.

1.7 BONDING AND INSURANCE

General Liability Insurance. Contractor will be required to carry liability insurance for the length of the contract at the state minimum requirements.

Workman's Compensation. Contractor will be required to carry Workers Compensation Insurance for the length of the contract.

After award, proof of the required insurance will be required prior to contract signing.

The General Liability and Workers Compensation policies must include a Waiver of Subrogation in favor of STAR Transit. The insurance policies provided by Contractor shall be endorsed to provide STAR Transit with 60 days advance written notice prior to any cancellation or reduction in coverage, and 10 days' notice for non-payment of premium.

1.8 DISADVANTAGED BUSINESS ENTERPRISES

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The agency's overall goal of Disadvantaged Business Enterprises (DBE) is 2.3%.

The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as STAR Transit deems appropriate. Each subcontract the Contractor signs with a Subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

Offerors are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53. Award of this contract is conditioned on submission of the following concurrent with and accompanying sealed bid/proposal:

- The names and addresses of DBE firms that will participate in this contract;
- A description of the work each DBE will perform;
- The dollar amount of the participation of each DBE firm participating;
- Written documentation of the Offerors commitment to use a DBE Subcontractor whose participation it submits to meet the contract goal;

- Written confirmation from the DBE that it is participating in the contract as provided in the prime Contractor's commitment; and
- If the contract goal is not met, evidence of good faith efforts to do so.

Offerors must present the information required above as a matter of responsiveness with initial proposals.

The Contractor is required to pay its Subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from STAR Transit. In addition, the Contractor is required to return any retainage payments to those Subcontractors within 30 days after the Subcontractor's work related to this contract is satisfactorily completed.

The Contractor must promptly notify STAR Transit, whenever a DBE Subcontractor performing work related to this contract is terminated or fails to complete its work and must make good faith efforts to engage another DBE Subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE Subcontractor and perform that work through.

Section 2 Project Specifications

2.1 PURPOSE

The purpose of STARFP # 2024102 is to solicit proposals to install Fixed Route Software. It is the intent of STAR Transit to select a single offer to accomplish and/or supply all commodities or services outlined; however, STAR Transit reserves the right to award separate contracts for any one item listed on the proposal/pricing sheets. All Offerors have the option to propose on one or all items listed. Preference is one contracting entity.

2.2 PROJECT LIST

Offerors will be permitted to submit any additional information they consider relevant to the project scope of services and the project at hand. Such supplemental materials, if submitted, should be in addition to the proposal, not contained in the proposal itself. At a minimum, each proposal should contain the following elements:

Understanding of the Project

Based on information contained in this Request for Proposal (RFP), as well as information obtained in any subsequent addenda, and the offeror's own experience with similar operations, the offeror should indicate, in written narrative, how the software or technology proposed will facilitate the system's goals for providing cost efficient fixed route software with automatic passenger counters operated by STAR Transit.

Software System/Technology Description

Offerors should clearly state the capabilities of each product and its suitability to the task of addressing fixed route software needs. Offerors must list all software components or modules necessary to fully implement the project, including third party software necessary to complete the total installation (e.g., report generation software, SQL, back-up software, remote access software, etc.) required for a centralized solution. The technology must be 100% web based, not a web front on top of a PC based solution.

Implementation Plan

Offerors should fully describe the proposed implementation plan, detailing all major milestones in the process. A proposed timeframe from notice-to-proceed through testing, de-bugging, and "live" operation should be developed as an integral part of this proposal. The implementation plan must clearly state the roles and responsibilities and the scheduling of an integrated technology solution (scheduling software and MDTs). The software and ancillary equipment furnished hereunder must be tested, debugged, operating "live" and fully functional on or before implementation is considered complete.

Quality Assurance Plan

Offerors should describe in detail their management strategies for overall quality assurance in the installation, start-up, and operation of the scheduling and dispatching system software. At a minimum, offerors should address:

- **Project Management and Staffing**
Describe the proposed individuals and team approach used to successfully communicate with the project personnel at purchaser location. If contractors are used for any part of the installation, customization, or maintenance of the proposed software system, this element of your overall approach must be identified here. The offeror must designate one individual with complete control over all installations.
- **Quality Control**
Describe steps and techniques employed by the offeror to ensure the integrity of databases (e.g., street networks, client databases, etc.) that may be required to be imported and/or converted for use in the proposed scheduling system.
- **Maintenance, Support, and Upgrades**
Describe the offeror's network of technical support during the project, focusing both on the critical initial implementation period as well as long-term operation. Describe procedures for rendering support, including the availability of technicians to provide onsite repairs and ability to remotely access, diagnose, and make necessary repairs. Technical support policies and pricing must be explained in detail and the amounts included in the proposal.

Training

Offerors should provide a detailed schedule and course outline for the necessary training of the cooperative agency personnel on the proposed fixed route software. Offerors should be prepared to train at least 10 (10) individuals. This section of the proposal should identify the training course content, the number of courses required, and type of training (classroom, hands-on, etc.) that will be provided, the length of the training session, etc. Offerors should indicate when the training should be provided in the context of the overall implementation time schedule provided above in the implementation plan. The cost of training for ten (10) or more individuals must also be included in the proposal.

Experience

Offeror should provide a corporate profile indicating their qualifications to provide the required software, technology, and technical support necessary to achieve objectives for the project. A separate list of the offerors last four (4) installations, along with a project contact, address, telephone, and mailing address must be provided.

Required Forms and Certifications

The offeror must indicate its compliance with applicable federal and state laws, statutes, and regulations.

Section 3 Required Forms

ALL FORMS BELOW MUST BE SUBMITTED WITH PROPOSAL

- ☐ Acknowledgment of Addendum
- ☐ Request for Change or Approved Equal
- ☐ Proposal Deviation Form
- ☐ DBE Compliance Statement
- ☐ DBE Schedule of Utilization
- ☐ DBE Good Faith Effort
- ☐ Conflict of Interest
- ☐ References - Vendor
- ☐ Pricing Schedule
- ☐ Suspension and Debarment Certification Form
- ☐ Delinquent State Business Tax Certification
- ☐ Offer
- ☐ Federal and State Required Clauses

Failure to submit ALL of the above items properly completed may be cause for disqualification of your bid/proposal. All forms must be signed by the person authorized to bind the Offeror to the terms of the proposal.

3.1 ACKNOWLEDGMENT OF ADDENDUM

RFP # 2024102

The undersigned acknowledges receipt of STAR Transit’s Request for Proposals and the following addendums to STAR Transit’s Solicitation Package.

ACKNOWLEDGEMENT OF ADDENDUM

<input type="checkbox"/> Addendum No. _____	Dated _____
<input type="checkbox"/> Addendum No. _____	Dated _____
<input type="checkbox"/> Addendum No. _____	Dated _____
<input type="checkbox"/> Addendum No. _____	Dated _____
<input type="checkbox"/> Addendum No. _____	Dated _____
<input type="checkbox"/> Addendum No. _____	Dated _____

Failure to acknowledge receipt of all amendments may cause Offeror to be considered nonresponsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with bid/proposal/proposal.

Authorized Signature

Company Name (print)

Name and Title (print)

Date

3.2 REQUEST FOR CHANGE OR APPROVED EQUAL

RFP # 2024102

This form must be used for requested clarifications, changes, substitutes, or approval of items equal to items specified with a brand name and must be submitted as far in advance of the Due Date as specified in "Solicitation Schedule."

Deviation #: Solicitation Ref: #2024102 Page: Section:

Questions/Clarifications or Approved Equal:

Authorized Signature

Company Name (print)

Name and Title (print)

Date

STAR Transit: _____

3.4 DBE COMPLIANCE STATEMENT

RFP # 2024102

Check the statement which applies to your bid/proposal.

1. ☐ **BID/PROPOSAL MEETS OR EXCEED DBE PERCENTAGE PARTICIPATION GOAL ESTABLISHED FOR THE PROCUREMENT.**
You must submit the Schedule of DBE Utilization (Forms page A-36 in the BPPM) along with bid/proposal. If you are a certified DBE, complete the first set of questions on Schedule of DBE Utilizations for yourself and submit your certification number form certifying agency. Submit certification numbers for each DBE you intend to use.
2. ☐ **BID/PROPOSAL DOES NOT MEET THE DBE PERCENTAGE PARTICIPATION GOAL ESTABLISHED FOR THE PROCUREMENT BUT YOU HAVE MADE BONA FIDE GOOD FAITH EFFORTS TO REACH THOSE GOALS.**
If this statement applies, you must submit the Schedule of DBE Utilization and the DBE Good Faith Effort Documents (Forms page A-36 in the BPPM) along with bid/proposal, together with all other documentation of good faith efforts which you wish STAR Transit to consider in evaluation of your bid/proposal. Only documentation submitted with bid/proposal will be considered. Submit certification numbers for each DBE you intend to use.
3. ☐ **BID/PROPOSAL DOES NOT MEET THE DBE PERCENTAGE PARTICIPATION, *BUT* YOU BELIEVE THIS PROCUREMENT MEETS THE FOLLOWING EXCEPTION TO STAR TRANSIT'S DBE POLICY:**
"This solicitation is for the procurement of a standard manufactured item or similar procurement with no subcontracting opportunities".

Firm should check YES or NO to both questions below and then explain in the exception information area below. Failure to provide an explanation may render the bid/ proposal non-responsive. (Subcontracting opportunities may include delivery, assembly, installation, painting, supplies etc. Supplies are items purchased specifically for this procurement other than the standard manufactured item requested by the invitation for bid/proposal).

A) Will you perform this entire contract without subcontractors? YES ☐ or NO ☐

B) Will you perform this entire contract without suppliers? YES ☐ or NO ☐

If you answered NO to either question above, please fully explain why you are seeking the exception. The existence of Subcontractor and supplier opportunities usually indicate that option #2 and the Good Faith Effort Documents apply.

Explanation:

3.5 DBE SCHEDULE OF UTILIZATION

Information of the DBE program: www.dot.state.tx.us/business/business_outreach/dbe.htm

Certified DBE Vendors: www.dot.state.tx.us/business/tucp/default.htm

List all DBE's expected to participate in performing the contract resulting from this solicitation. If you have no DBE participation, but you are subcontracting out (i.e., work deliveries, transportation, parts, and supplies, etc.) a portion of this procurement, then sign and date this form below and completely and thoroughly fill out and sign the Good Faith Effort Documents.

NOTE: Any firm listed below must be certified by the Texas Unified Certification Program (TUCP) and their corresponding certification number must be listed.

<hr/>	RFP # 2024102
Name of Prime Contractor (print)	Bid/Proposal Number

Note: If Prime Contractor is a certified DBE, complete first section below for self.

Name of DBE Subcontractor of DBE Prime Contractor:

Address & Telephone Number:

Specify Subcontracting Tier:

Type of Work to be Performed:

Dollar Amount for Work: \$

TUCP Certification#:

Name of DBE Subcontractor of DBE Prime Contractor:

Address & Telephone Number:

Specify Subcontracting Tier:

Type of Work to be Performed:

Dollar Amount for Work: \$

TUCP Certification#:

Name of DBE Subcontractor of DBE Prime Contractor:

Address & Telephone Number:

Specify Subcontracting Tier:

Type of Work to be Performed:

Dollar Amount for Work: \$

TUCP Certification#:

The undersigned will enter into a formal agreement with DBE Subcontractors for work listed above in this schedule conditioned upon execution of a contract with STAR Transit.

Signature

Title

Date

(Offeror may make additional copies of this schedule as needed to list all DBE Subcontractors that will be used on this contract).

3.6 DBE GOOD FAITH EFFORTS DOCUMENTATION (PAGE 1 OF 3)

RFP # 2024102

If the Offeror did not meet or exceed STAR Transit’s DBE subcontracting goal, then the Offeror must comply with STAR Transit’s DBE policy by documenting that good faith efforts were made. Please place a Yes or No in blanks below for items one, two and three to indicate if you have completed the good faith effort form, attached any related support documents, and provided any additional information/ support/clarification beyond that requested in the good faith effort documents. Item number three (providing additional information) is at the Offeror’s responsibility to ensure that sufficient information is provided to STAR Transit, so that good faith efforts can be comprehensively evaluated.

I, the Offeror, have **(YES or NO)**

☐ Yes ☐ No 1) Completely filled out this good faith effort form with signature and date,

☐ Yes ☐ No 2) Attached any related supporting documents, and also,

☐ Yes ☐ No 3) Provided any additional information and/or documents that I (the Offeror) deemed necessary to support and/or clarify the good faith efforts that I made.

It is the Offeror’s responsibility to correctly, accurately, and substantively provide all necessary information to STAR Transit, at the time of bid/proposal submission. The information provided by the Offeror must be sufficient enough for STAR Transit to determine that the efforts made by the Offeror to obtain DBE participation were such efforts that an Offeror actively and aggressively seeking to meet those goals would make. Actions or efforts which are merely “pro forma” or “going through the motions” do not constitute good faith efforts to obtain the participation of DBEs. STAR Transit will look not only at the various kinds of efforts that the Offeror has made, but also the quality and intensity of those efforts.

This information will then be evaluated by STAR Transit’s DBE Department or a designee of STAR Transit for good faith effort compliance. Failure to comply will render the bid/proposal non-responsive.

Note: The information requested below is not intended to be an inventory or check list. The DOT does not require STAR Transit to insist that any Offeror do any particular one or any combination of the items on this list. It is not intended to be an exclusive or exhaustive list of all actions an Offeror, acting in good faith actively or aggressively seeking to obtain DBE participation would make. Other types of efforts or factors may be relevant in appropriate cases.

1. Please list each and every subcontracting and/or supplier opportunity which will be available in the completion of this project, regardless of whether it is to be provided by a DBE or non-DBE. Use additional sheets, if needed.

Subcontracting Opportunities	Supplier Opportunities
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

DBE GOOD FAITH EFFORTS DOCUMENTATION (PAGE 2 OF 3)

2. Did you obtain a list of DBE firms from STAR Transit's DBE Department? A list may or may not have been included with the Invitation for Bid/Proposal. If one was not included, or if additional lists are needed, they can be obtained from the DBE Department upon request. The DBE Department can provide lists, when requested by subcontracting areas. ☐ YES ☐ NO
3. Did you attend the pre-bid/proposal teleconference scheduled by STAR Transit? N/A
4. Did you request bid/proposals from DBEs that also attended the pre-bid/proposal conference? ☐ YES ☐ NO
If yes, please list the DBE Firm/Person Contacted. _____
5. Did you solicit bid/proposals from DBEs within the subcontracting and/or supplier areas that you listed previously on question number one above by mail? ☐ YES ☐ NO
6. Did you solicit bid/proposals from DBEs within the subcontracting and/or supplier areas that you listed previously on questions number one above by fax? ☐ YES ☐ NO
7. Did you solicit bid/proposals from DBEs within the subcontracting and/or supplier areas that you listed previously on question number one above by telephone? ☐ YES ☐ NO
8. Did you solicit bid/proposals from DBEs within the subcontracting and/or supplier areas that you listed previously on question number one above by some other means? ☐ YES ☐ NO If yes, please explain.

9. Did you advertise in local newspapers? ☐ YES ☐ NO If yes, then please attach a copy(s) of advertisements, with the date advertised and list the specific newspapers that were used.
10. Please provide the following information for every DBE firm that you contacted by any method or that initiated contact with you, but will NOT be used on this contract:
- _____ a) Attach a listing of every DBE firm that you solicited a bid/proposal from or that initiated contact with you to ask about and/or submit an unsolicited bid/proposal to you. Include their mailing address, phone and fax numbers, and the date that solicitations were sent. Also, include the method used for the solicitation (i.e., mail, fax, phone, person contact, etc.). If you have a DBE contact name, include that as well.
- _____ b) Indicate the subcontracting area(s) that you solicited bid/proposals on from each DBE firm and/or the subcontracting areas(s) for which each DBE firm submitted a bid/proposal to you, if different from what you solicited.
- _____ c) If DBE firms submitted bid/proposals, but those bid/proposals were rejected, provide an explanation for rejecting those bid/proposals and attach documentation to support the reason for rejecting the bid/proposal (i.e., letters, memos, DBE bid/proposal amount, telephone notes, meeting notes, etc.)
- _____ d) If a DBE firm's bid/proposal was rejected because of price, then list the DBE firm's bid/proposal price and the name and bid/proposal price of the Subcontractor or supplier that you will use in lieu of the rejected DBE firm.
- _____ e) Indicate the number of times that follow-up contact was made with DBE firms after the initial solicitations of interest.

DBE GOOD FAITH EFFORTS DOCUMENTATION (PAGE 3 OF 3)

11. Did you contact all DBE firms that you solicited bid/proposals from in a timely manner such that the DBE firms had at least ten (10) days prior to bid/proposal submission date to prepare and submit a bid/proposal to you?
☐ YES ☐ NO If no, please explain. _____
12. Did you negotiate in good faith with interested DBE firms by, for instance, providing timely information regarding plans and specifications, breaking down subcontracts into economically feasible units to facilitate DBE participation, maintaining accessible lines of communication, etc.? ☐ YES ☐ NO If yes, please explain.

13. Did you assist interested DBE firms in obtaining bonding, lines of credit, or insurance required by STAR Transit or by you as Prime Contractor? ☐ YES ☐ NO If yes, please explain. _____

ADDITIONAL INFORMATION

Please provide any additional information and/or documents that you (the Offeror) deem necessary to support and/or clarify that you made good faith efforts to meet the DBE subcontracting goal (be sure to attach any support documents).

NOTE: Failure to complete and return DBE forms as indicated above will result in rejection of the bid/proposal. The making of a material misrepresentation of fact could be basis for disqualification and may cause a firm to be considered for classification as a irresponsible Contractor and barred from STAR Transit work for a period of not exceeding six (6) months.

Additional Explanation (if needed)

Authorized Signature

Company Name (print)

Name and Title (print)

Date

3.7 CONFLICT OF INTEREST ACKNOWLEDGEMENT AND CERTIFICATION

RFP # 2024102

Your obligation, as a prospective Contractor under this solicitation, is to disclose fully all information you have or may acquire which has to do with any such Benefit, which may come to any Related Person or Other Related Person. In considering the possibility of the existence of such benefit, you also need to consider each person and firm you believe may be involved as a joint venturer, or Subcontractor, or other similar role in carrying out and performing a contract with STAR Transit pursuant to the solicitation. In other words, if you are aware of any business, financial, or other interest, or actual or potential employment relationship between any Related Person or any Other Related Person, on the one hand, and yourself or any other person or firm you believe may be involved in carrying out the contract to be awarded pursuant to this solicitation, on the other hand, you have an affirmative obligation to fully disclose that information to STAR Transit. You are encouraged to contact STAR Transit Director of Administration or the Executive Vice President prior to the deadline for submitting your Response (defined as a bid/proposal, proposal, or other response to this solicitation), make such disclosure, and request a ruling as to whether any prohibited conflict of interest does in fact exist.

In order for your Response to be considered RESPONSIVE to this solicitation, it is mandatory that you complete and execute the Acknowledgment and Certification below, and include with your Response, written disclosure of all information relative to any potential conflict of interest which may be known to you, and which you have not disclosed to STAR Transit in writing prior to the submission of your Response.

(POTENTIAL CONTRACTOR)

The undersigned potential Contractor of STAR Transit hereby acknowledges receipt and understanding of the Conflict of Interest provisions set out above; and hereby certifies that, except as heretofore or herewith fully disclosed in writing, to the best of potential Contractor's knowledge and belief, no such conflict exists, or is likely to exist in the future pertaining to this procurement should the contract be awarded to potential Contractor; and potential Contractor further hereby promises to promptly notify STAR Transit in writing if such knowledge or belief changes in the future.

Potential Contractor Name

Signature (Authorized Official)

Print Name (Authorized Official)

(RECOMMENDED SUBCONTRACTOR)

The undersigned potential subcontractor of STAR Transit hereby acknowledges receipt and understanding of the Conflict of Interest provisions set out above; and hereby certifies that, except as heretofore or herewith fully disclosed in writing, to the best of potential Subcontractor's knowledge and belief, no such conflict exists, or is likely to exist in the future pertaining to this procurement should the contract be awarded to potential Subcontractor; and potential Subcontractor further hereby promises to promptly notify STAR Transit in writing if such knowledge or belief changes in the future.

Potential Contractor Name

Signature (Authorized Official)

Print Name (Authorized Official)

Note: Offeror shall make copies of the Conflict of Interest document and Acknowledgment and Certification form and provide same to each Subcontractor Offeror recommends for the contract. Offeror is required to secure an acknowledgment and certification from each Subcontractor the Offeror recommends and submit such certification to STAR Transit prior to a Subcontractor beginning any work under this contract.

3.8 REFERENCES

RFP # 2024102

Provide a minimum of two references for the past two to five years in which a similar service was provided. Provide company name, address, contact person, phone, fax, and email. **Be sure to include a valid email as references can be verified via email.**

Company Name:		
Address:		
Contact Person:		
Email:		
Phone:		Fax:

Company Name:		
Address:		
Contact Person:		
Email:		
Phone:		Fax:

3.9 PRICING SCHEDULE

RFP # 2024102

To be accepted, proposers must thoroughly complete all blanks in this section. Offerors must ensure that all calculations are correct. If there are discrepancies in unit price and total, **unit price will prevail.**

DESCRIPTION	UNIT PRICE	EXTENDED PRICE
SOFTWARE PURCHASE/LICENSE COSTS		
MAINTENANCE/TRAINING AND SUPPORT COSTS		
HARDWARE COSTS		
UPFRONT/INITIAL COST		
OTHER		

All pricing proposals should include all items intending to be invoiced. Please use an additional sheet for all additional expenses.

Total Proposal Price: _____

Authorized Signature

Company Name (print)

Name and Title (print)

Date

3.10 SUSPENSION AND DEBARMENT CERTIFICATION FORM

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, 2 C.F.R. part 180, 2 C.F.R part 1200, 2 C.F.R. § 200.213, and 2 C.F.R. part 200 Appendix II (I).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

The prospective primary Respondent/Contractor certifies to the best of its knowledge and belief that it and its principals:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- e) Where the prospective primary Respondent/Contractor is unable to certify any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

DATE: _____

SIGNATURE: _____

NAME / TITLE: _____

RESPONDENT/
CONTRACTOR: _____

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the Respondent/Contractor is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The Respondent/Contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Owner's determination whether to enter into this transaction. However, failure of the Respondent/Contractor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the Owner determined to enter into this transaction. If it is later determined that the Respondent/Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Owner may terminate this transaction for cause or default.
3. The Respondent/Contractor shall provide immediate written notice to the Owner to which this proposal is submitted if at any time the Respondent/Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "bid/proposal," "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and 12689. You may contact the Owner to which this proposal is submitted for assistance in obtaining a copy of those regulations (2 C.F.R. part 180, 2 C.F.R. part 1200, 2 C.F.R. § 200.213 and 2 C.F.R. part 200 Appendix II (I)).
5. The Respondent/Contractor agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a Subcontractor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Owner entering into this transaction.
6. The Respondent/Contractor further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions," provided by the Owner entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Respondent/Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 6 of these instructions, if a Respondent/Contractor in a covered transaction knowingly enters into a lower tier covered transaction with a Subcontractor who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Owner may terminate this transaction for cause or default.
9. The Respondent/Contractor also agrees to include these requirements in each subcontract, or a lower tier covered transaction, exceeding \$25,000 financed in whole or in part with Federal assistance provided by FTA.

3.11 DELINQUENT STATE BUSINESS TAX CERTIFICATION

All Offerors shall certify that Offerors is not delinquent in a tax owed the state under Chapter 171, Tax Code, pursuant to the Texas Business Corporation Act, Texas Statutes, Article 2.45.

DATE: _____

SIGNATURE: _____

NAME / TITLE: _____

RESPONDENT/
CONTRACTOR: _____

3.12 OFFER

RFP # 2024102

By execution below Offeror hereby offers to furnish equipment and services as specified in STAR Transit’s RFP # 2024102 including any addendums that have been issued and guarantees that the product offered will meet or exceed specifications in this RFP.

Offeror certifies that it has read all of the offer documents and agrees to abide by all of the federal clauses, terms, certifications, and conditions thereof.

The Offeror agrees that the bid/proposal pricing will remain valid for a period of not less than ninety (90) days from the date of submission; and

The submitted bid/proposal includes all pricing needed for award and that no further options will be needed upon award.

Authorized Signature

Legal Company Name (Print)

Name and Title (print)

Date

Address

City, State & Zip Code

Phone Number

E-mail

Tax ID# or SSN

3.13 FEDERAL AND STATE REQUIRED CLAUSES

1. PROHIBITED INTEREST

The vendor certifies that no member, officer, or employee of the Public Body or of a local public body during his or her tenure of one year thereafter shall have any interest, direct or indirect, in this contract of the proceeds thereof.

2. PRIVACY ACT

Contracts Involving Federal Privacy Act Requirements - The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract: The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor, or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA

3. DRUG AND ALCOHOL TESTING

A contractor providing services involving the performance of safety sensitive activities must comply with 49 U.S.C. Section 5331 and FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations," 49 CFR Part 655.

4. BONDING

In accordance with 49 C. F. R. 18.36(i), the Contractor agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor also agrees, pursuant to 49 C.F.R. 633 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5325(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

Where any Purchaser which is the FTA Recipient or a sub grantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

The Recipient agrees to require its third-party contractors and third party Subcontractors, at as many tiers of the Project as required, to provide to the U.S. Secretary of Transportation and the Comptroller General of the United States or their duly authorized representatives, access to all third-party contract records to the extent required by 49 U.S.C. § 5325(g). The Recipient further agrees to require its third-party Contractors and third-party Subcontractors, at as many tiers of the Project as required, to provide sufficient access to third party

A bid guarantee from each Offeror equivalent to five (5) percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the Offeror will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified;

A performance bond on the part of the Contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the Contractor's obligations under such contract; and

A payment bond on the part of the Contractor. A payment bond is one executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in the execution of the work provided for in the contract. Payment bond amounts determined to adequately protect the federal interest are as follows:

- a. Fifty percent of the contract price if the contract price is not more than \$1 million;
- b. Forty percent of the contract price if the contract price is more than \$1 million but not more than \$5 million; or
- c. Two and a half million dollars if the contract price is more than \$5 million.

5. HOUSE BILL 89

If required to make a certification pursuant to Texas Government Code Section 2271.02, the Vendor providing goods and services under a contract confirms that it does not and will not boycott Israel during the term of the contract.

6. SENATE BILL 13

Pursuant to Chapter 2274, Government Code, as enacted by S.B. 13, 87th Legislature, STAR Transit is prohibited from using public funds to contract with entities who boycott energy companies. By signing a contract, the Vendor verifies that it does not discriminate against energy companies and will not discriminate during the term of the contract.

7. SENATE BILL 19

Pursuant to Chapter 2274, Government Code, as enacted by S.B. 19, 87th Legislature, STAR Transit is prohibited from using public funds to contract with entities who discriminate against firearm and ammunition industries. By signing a contract, the Vendor agrees that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of a contract.

8. PROCUREMENT OF RECOVERED MATERIALS

Vendor agrees to comply with all applicable provisions of 2 CRR 200.322

9. DOMESTIC PREFERENCE

As appropriate and to the extent consistent with law, the Service Vendor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). Consistent with §200.322, the following items shall be defined as: "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregate such as concrete; glass including optical fiber; and lumber.