



**VIA MOBILITY SERVICES
FINANCE DEPARTMENT**
2855 N. 63rd Street
Boulder, CO 80301-2959

RFP No. 24-01

**REQUEST FOR PROPOSALS (RFP)
FOR FIXED ROUTE SOFTWARE**

DUE DATE:

5:00 PM MDT, January 19, 2024

Submissions must be made via email to:

Alex Salvo, IT Director
303-473-2893
asalvo@viacolorado.org

IMPORTANT DATES:

Date Issued:	Thursday, November 16, 2023
Deadline for Demonstrations	Friday, December 15, 2023
Questions about the RFP:	Friday, December 22, 2023
Responses to questions:	Friday, January 5, 2024
Proposals Due:	Friday, January 19, 2024, by 5:00 PM (MDT)
Anticipated Notice of Award:	Friday, February 9, 2024



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VIA MOBILITY SERVICES
REQUEST FOR PROPOSALS (RFP)
FOR SECURITY CAMERAS AND ACCESS CONTROL
EQUIPMENT & SERVICES

RFP Announcement Issued: November 16, 2023

Via Mobility Services is seeking replacement software and hardware for its transit operations. The software should be capable of managing fixed-route, modified fixed-route, and potentially micro-transit operations. In addition, integration with existing software for paratransit operations, payroll management and billing will be favorably considered. Rich reporting for federal compliance and local management is required. Hardware for APC and passenger stop announcements should be included.

In accordance with the requirements of the RFP, bid proposals must be submitted by email no later than the date and time listed on Page 1 of the solicitation above. The email submission should go to this address: asalvo@viacolorado.org. The subject line of the email should read: Response **RFP 24-01**.

A copy of the RFP may be obtained by contacting:

Finance Department
Via Mobility Services
bpatterson@viacolorado.org
303-473-2893

Proposals shall be prepared at the bidder's expense. Via will make an award based on a combination of cost and non-cost factors that equate to a best value; provided, however, that Via shall have the right to reject any and all proposals and waive any informality or irregularity contained in said proposal.

Via Mobility Services

By: William Patterson
William Patterson, CFO

PART I. Overview

Via Mobility Services (Via), a 501(c) (3) nonprofit organized under the laws of the State of Colorado. Via's mission is to promote independence and self-sufficiency for people with low mobility by providing caring, customer-focused transportation options. As part of its mission services, Via provides paratransit services for older adults, people with disabilities, and others. Via also enters contracts with government entities to operate transit and micro-transit services.

Via receives federal, state, and local grant funding. The winning bidder will be subject to the federal flow-down provisions included as Exhibits B, C, and D of this RFP.

Via is seeking bid proposals for software and required hardware to manage its fixed routes, modified fixed routes, and micro-transit routes. Flexibility in pricing and terms will be an important component for any finalists.

The bid proposal for this RFP should include:

- *Ability for blocking, run-cutting, rostering, interlining.*
- *Ability to integrate with Via's paratransit scheduling software Ecolane.*
- *CAD/AVL capabilities*
- *GTFS capabilities*
- *Ability to record multiple fare types.*
- *Internal reporting, ad hoc reporting, NTD reporting.*
- *APC capability and hardware for two-door buses*
- *Automated voice and visual announcement capabilities and hardware.*
- *On vehicle driver tablet capabilities.*
- *Passenger tracking capabilities and ability to link with major transit applications.*
- *Ongoing service, support, training.*

Proposal Schedule

Thursday, November 16, 2023: Via issues RFP and posts announcement.

Friday, December 15, 2023: Via will schedule software demonstrations from qualified vendors to the selections committee. This is the final date allowed. Coordinate with Mr. Salvo.

Friday, December 22, 2023: Deadline for potential proposers to submit questions about the RFP.

Friday, January 5, 2024: Via will send its responses to questions to all proposers.

Friday, January 19, 2024, 5:00 PM MDT: Proposals are due to Via.

Friday, February 9, 2024: Anticipated Notice of Award

PART II. Terms and Conditions of the RFP, Offer, and Award

- 1.1. Statement of Work. By submitting a proposal to Via Mobility Services (Via) in response to this RFP, Proposer agrees to the following in the event that Via accepts its bid proposal.
 - 1.1.1. To enter an agreement with Via to provide products and services on the terms offered in the bid proposal, including without limitation, the bid price.
 - 1.1.2. Proposer understands and agrees that any agreements entered with Via as a result of this RFP will contain clauses incorporating compliance with any applicable federal, state, and local laws and regulations that are requirements of any grant funds that might be applied to this proposal, and Proposer agrees to accept those requirements. Proposer further agrees to negotiate any agreements with Via arising out of this RFP in good faith.
- 1.2. Award of Contracts. This RFP does not commit Via to award a contract, or pay any cost incurred in preparation of bids/proposals, or to produce any contract for services. Via will be the sole contracting entity for these services.
- 1.3. Restrictions on Communications. During the time that this solicitation is open, all communications between Proposers and Via must be made in writing (defined as being sent or received via electronic mail) to Bill Patterson, Chief Financial Officer, at bpatterson@viacolorado.org or Alex Salvo, Director of Information Technology at asalvo@viacolorado.org. Oral communications regarding this solicitation shall not be considered official communications. Via is not responsible for any oral statements made by its employees regarding this solicitation.

For instructions on protests, see Section 1.20 below.
- 1.4. Amendments to Solicitation. Via reserves the right to revise or amend this RFP up to the time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addendum to the RFP. If an addendum significantly changes the RFP, the date set for the submission of proposals may be postponed by such a number of days as, in the opinion of Via, shall enable potential Proposers to revise their proposals.
- 1.5. Deadline for Submission of Proposals/Late Proposals. Proposals submitted in response to this solicitation must be received by Via no later than 5:00 PM (MDT) **on Friday, January 19, 2024**. Proposals received after the submission deadline will not be considered and will be returned unopened to the Proposer.
- 1.6. Format of Proposals and Submissions. One (1) electronic copy of the completed proposal forms in PDF format must be submitted to asalvo@viacolorado.org. The subject line of the email should read: “**Response RFP 24-01**”. Proposals submitted via hard copy or facsimile are not acceptable and will not be considered.

It is the sole responsibility of the Proposer to ensure that its submission is successfully uploaded by the specified date and time. Via will not be responsible for late or lost deliveries of proposals, nor will it be held responsible for information technology (“IT”) issues which

result in delaying submittals. Via will acknowledge receipt of proposals via email. If a Proposer does not receive such acknowledgment in a reasonable time, please leave a voice message at 303-473-2893.

- 1.7. Modification of Proposals. Except at the written request of Via, no proposal may be modified after the deadline for proposal submission.
- 1.8. Conditional Proposals. Conditional proposals and any proposal taking exception to these instructions, the Scope of Work or to other Via requirements will be considered non-responsive and shall be rejected.
- 1.9. Withdrawal of Proposals. Proposals previously submitted to Via may be withdrawn upon written request by the Proposer prior to the time fixed for the receipt of proposals. No proposal may be withdrawn for a period of 90 days after the time set herein for the receipt of proposals.
- 1.10. Single Response to Solicitation. If only one proposal is received in response to this solicitation, a detailed cost analysis of the single proposal may be requested of the single Proposer. A cost analysis, evaluation, and/or audit of the proposal may also be performed by Via in order to determine if the proposal price is fair and reasonable. If Via determines that a cost analysis is required, the single Proposer must be prepared to provide, upon request, detailed summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.) and documentation supporting all cost elements.
- 1.11. Confidential/Proprietary Information. If a Proposer believes a portion of the information submitted in its proposal constitutes a trade secret or proprietary information as provided by Colorado state law, the Proposer may request that Via consider keeping confidential the trade secrets or proprietary information which the Proposer believes should be legally protected from disclosure. For such information to be so considered, the Proposer must mark in boldface as “PROPRIETARY TRADE SECRET INFORMATION” at the top and bottom of each page of its proposal that contains such information.
- 1.12. Reserved Rights. Via reserves the right to reject any and all proposals or any portion of a specific proposal for any reason. Via also reserves the right to award a single or multiple contracts as a result of this solicitation; however, issuance of this RFP and receipt of proposals does not commit Via to award a contract or contracts.

Via has the sole right to: select the successful proposal(s) for contract award; reject any proposal as unsatisfactory or non-responsive due to non-conformance with the requirements of this RFP; cancel the solicitation and to advertise for new proposals; award a contract or contracts to other than the Proposer submitting the lowest price proposal; or not to award a contract as a result of this RFP.

Via reserves the right to accept any proposal deemed to be in the best interest of Via and to waive any irregularities in any proposal that does not prejudice other Proposers. Via further reserves the right to negotiate with any source whatsoever. A contract will be negotiated

with the Proposer(s) whose proposal(s) is considered by Via in its sole discretion to be most advantageous to Via.

Via further reserves the right to retain all proposals submitted and to use any ideas or concepts in any proposal for any purpose regardless of whether that proposal is selected.

Proposals shall be submitted to Via on the most favorable of terms possible from the standpoint of cost, quality, and technical capability. No Proposer shall have any cause of action against Via arising out of the methods by which proposals are evaluated.

- 1.13. Equipment. The Proposer shall at its own expense furnish all labor, supplies, equipment and machinery necessary to provide the goods and services required by the contract.
- 1.14. Personnel. The Proposer represents that it has, or will secure at its own expense, all personnel required to provide the goods and services under the contract. Such personnel shall not be employees of or have any contractual relationship with Via. All the services required hereunder will be performed by the Proposer or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or licensed, if applicable, under state and local law to perform such services. None of the work or services covered by the contract shall be sub-contracted without prior written approval by Via.
- 1.15. Knowledge of Conditions. Each Proposer shall thoroughly examine and be familiar with all of the RFP's technical specifications, scope of work, and all conditions and requirements that may in any manner affect the Software and work to be performed under the contract. The submission of a proposal shall constitute an acknowledgement that the Proposer is familiar with all of the requirements.
- 1.16. Tax Exempt. Via is a 501(c)(3) organization that is exempt from payment of Federal, State and local taxes, and such taxes must not be included in the proposal price. Via will furnish the winning Proposer with the necessary tax-exempt certificates.
- 1.17. Proposer Responsibilities. The Proposer will be required to assume responsibility for all goods and services offered in its proposal regardless of who provides them. Further, Via will consider the Proposer to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.
- 1.18. Responsibility for Compliance with Legal Requirements. Proposer's products, goods, services, and facilities shall be in full compliance with all applicable federal, state, and local laws, regulations, ordinances, and standards. This procurement is subject to federal compliance clauses and Proposer must comply with the clauses listed in Exhibits B, C, and D.
- 1.19. Proposer's Licensing and Other Terms. Proposer understands that if its proposal is accepted, the parties must then agree to the terms and conditions of the proposal. Proposer may attach its standard terms and conditions to its proposal. At a minimum, Via requires that the Proposer warrant that its products and services:

- Are free from defects and errors;
- Contain no undocumented features and that the documentation provided is complete;
- Do not infringe upon the intellectual property of any third party;
- Will perform according to the specified metrics for response time and availability;
and
- Is scalable.

In addition, Via may require indemnification and hold harmless provisions in the licensing agreement.

- 1.20. Protests. Protests related to this RFP or resulting contract award must be submitted in writing to Via's CFO, Bill Patterson, at bpatterson@viacolorado.org or 2855 N. 63rd Street, Boulder, CO 80301. Upon receipt of a written protest, the CFO will proceed to implement Via's bid complaint procedures as set forth in its Procurement Policy.
- 1.21. Information Required from the Proposer. To be eligible for evaluation by Via as a complete, responsive proposal in response to this RFP, proposals submitted to Via must contain all of the documents described in Part III and Part IV in the order specified.
- 1.22. Time is of the essence. Via intends to go forward with this project as soon as possible after a decision is made. Proposers should present a realistic production schedule.
- 1.23. Proposal Evaluation and Proposer Selection. A review committee comprised of Via professional staff shall review the proposals. The committee will first determine whether a proposal is responsive to the RFP, meaning it conforms to the RFP requirements. To determine the most advantageous proposal among those that are responsive, the committee will consider the following criteria:
- Industry experience
 - Overall transit industry experience
 - Proposer's Approach
 - Schedule
 - Costs

Part III. Proposal Content

Proposals must contain the following items in the following order. Please make sure that those forms with a place for a signature are signed and dated.

CONTENT CHECKLIST

- Cover Sheet (not to exceed 1 page)
- Proposal Submission Form
- Proposer's Questionnaire
- Conflict of Interest Statement
- Narrative Describing the Proposer's Qualifications (not to exceed 5 pages)
- Proposer's References Form
- Exhibit A and Information on the Software's Functions and Systems Requirements (not to exceed 3 pages) (attach the completed Exhibit A Excel spreadsheet to the three pages)
- Proposal Narrative (not to exceed 5 pages)
- Price Proposal Form
- Production Schedule (no page limit)

3.1 Cover Sheet. The format of the cover sheet shall be at the discretion of Proposer; however, it is to one (1) typed page. It should contain:

- The full name and address of the proposing organization and, if applicable, the branch or office or the subordinate element that will perform or assist in performing the work.
- The name and title of person authorized to submit proposal on behalf of Proposer.
- The telephone number (direct line) of person authorized to submit proposal.
- The e-mail address of person authorized to submit proposal.
- The name and title of contact person for the proposal (if different than the person authorized to submit proposal).
- Telephone number (direct line) of contact person.
- The e-mail address of contact person.

3.2 Proposal Submission Form. See Part IV.

3.3 Proposer's Questionnaire. See Part IV.

3.4 Conflict of Interest Statement. See Part IV.

3.5 Narrative Describing the Proposer’s Qualification’s Form. The qualifications narrative is limited to five (5) pages and should:

- Provide an overview of the Proposer’s experience in the public transportation industry and its specific experience with its products and services.
- List the total number of transit agencies that have purchased from Proposer.
- List the proposed team members, including their areas of expertise and proposed roles in the project.
- Describe any unique qualifications and benefits that Proposer and its team bring to the proposed project.

3.6 Proposer’s References Form. See Part IV.

3.7 Information on Product and its Functionality. This information section should not exceed three (3) pages, plus any supporting documents. As part of the supporting documents, please complete and include the Xcel spreadsheet that was provided with the RFP. This narrative should also address any system and equipment requirements with enough specificity for Via to evaluate additional costs associated with this project.

3.8 Proposal Narrative. This information section should not exceed five (5) pages, plus any supporting documents. This section should include any specifications, installation instructions, training protocols, add-ons, or other information deemed to be important in Via’s decision-making process.

3.9 Price Proposal Form. See Part IV.

3.10 Production Schedule. There is no page limit for this section. Provide a realistic project timeline for completing the project and for staff to train on it and begin operations. **Via’s initial goal is to have a “go-live” date as soon as possible.**

Part IV. Forms and Certifications

The forms on the following pages must all be completed and included in proposals in response to this RFP in the order indicated in Part III.

PROPOSAL SUBMISSION FORM

The company listed below hereby submits the attached proposal to Via Mobility Services (Via) in response to Via's RFP. No. 22-04 (RFP).

By the signature below, company agrees to all the terms and conditions set forth in the RFP and the announcement of the RFP, which have been provided to the Proposer. If this proposal is accepted, this signed document and the attached proposal documents shall constitute the entire agreement between the parties, and no changes will be recognized unless the parties agree in writing.

Company Name

Representative's Signature

Mailing Address

Representative's Name and Title

City, State and Zip Code

Date

Email Address

Telephone Number

PROPOSER'S QUESTIONNAIRE

A. GENERAL DISCLOSURE

Company: _____

Contact Person: _____

Title: _____

Address: _____

Telephone No.: _____

Organized under the laws of the State of _____

Principal place of business location _____

Taxpayer Identification Number: _____

Indicate which of the following apply:

- Corporation
- Partnership
- Sole Proprietor
- Small Business
- Disadvantaged Business Enterprise (DBE)

Certified by _____

B. OTHER INFORMATION

1. General character of work performed by your firm:

2. Has your firm ever failed to complete any work awarded to you? If yes, explain.

(Attach another page if needed.)

3. Has your firm ever defaulted on a contract? If yes, explain.

(Attach another page if needed.)

4. Indicate the names of subcontractors, if any, proposed for this project. For each subcontractor, indicate whether it is a certified Disadvantaged Business Enterprise (DBE) and by whom they are certified.

5. Please indicate if your firm, subcontractor, or any persons associated therewith in the capacity of owner, partner, director, officer or any other position involving the administration of federal funds¹:

- is currently under suspension, debarment, voluntary exclusion, or determination of ineligibility of any federal agency;
- has been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the last three (3) years;
- has a proposed debarment pending; or
- has been indicted, convicted, or had a civil judgment rendered against it or them by a court competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and can result in fines, prison, sentences, and civil damage awards.

¹ Any of the above conditions will not necessarily result in denial of award but will be considered in determining Proposer qualifications. For any condition noted, indicate to whom it applies, initiating agency, and date of action. Providing false information may result in federal criminal prosecution or administrative sanctions.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this Request for Proposals and certify that I am authorized to sign for the Proposer.

Signature _____

Date _____

Printed Name _____

Title _____

CONFLICT OF INTEREST STATEMENT

Proposer shall provide a list of all entities/individual(s) with which it has relationships that create, or would appear to create, a conflict of interest with the work that is contemplated by this solicitation. The list should indicate the name of the entity and/or individual, the relationship to the Proposer, and a discussion of the real and/or apparent conflict.

In addition, please be sure to include descriptions of relationships with any or all Via Board Members and employees that create, or may appear to create, any real and/or apparent conflicts of interest.

The undersigned hereby discloses the following persons, entities, or interests with which there is an interest or involvement that may result in an actual or potential conflict of interest, directly or indirectly:

1. Name:
Relationship to Proposer:
Description of Conflict:

2. Name:
Relationship to Proposer:
Description of Conflict:

3. Name:
Relationship to Proposer:
Description of Conflict:

4. Name:
Relationship to Proposer:
Description of Conflict:

(Attach another page if needed.)

Signature of Proposer's Authorized Official

Name of Proposer's Authorized Official

Title of Proposer's Authorized Official

Date

PROPOSER’S REFERENCES FORM

Proposer shall furnish the following information for at least three references from organizations that have purchased or leased battery-electric buses from Proposer.

1. Name and address of the organization: _____

Contact name, title, phone number, and email address: _____

Type of entity (corporation, state agency, etc.): _____

2. Name and address of the organization: _____

Contact name, title, phone number, and email address: _____

Type of entity (corporation, state agency, etc.): _____

3. Name and address of the organization: _____

Contact name, title, phone number, and email address: _____

Type of entity (corporation, state agency, etc.): _____

(Use additional pages if necessary.)

PRICE PROPOSAL FORM

Include the initial cost of licensing the Software and any related costs for installation, consultations, training, or related equipment and activities. Indicate timeframe of licensing included with the pricing, payment schedule (monthly, annual, etc.), and costs for a minimum of three years.

Description	Qty	Amount	Total Cost