

**Addendum #1 – RFP for the 2018 RFP Oversight of Operating, Administrative and Financial Aspects of the Public Transit Service in St. Charles and St. John the Baptist Parishes Louisiana**

*Page 5, SECTION III. OVERVIEW AND DEFINITIONS, paragraph 1 reads as follows:*

The RPTA currently uses contracted services to provide demand response, curb-to-curb, public transit system 6 days a week, with service hours ranging from 5:00 A.M. to 7:30 P.M. Monday through Friday and 5:30 A.M. to 7:30 P.M.

**Question:** What are the current service hours for RPTA?

**Response:** The current RPTA service hours are 5:00 A.M. to 7:30 P.M. Monday through Friday and 5:30 A.M. to 7:30 P.M Saturday.

*Page 11, SECTION V. COMPLIANCE GUIDELINES, Section D, paragraph 2 reads as follows:*

Prior to the implementation of the service, the PROPOSER shall develop, and thereafter maintain an appropriate personnel policies and procedure manual that describes the PROPOSER'S hiring standards, wages, benefits, disciplinary procedures, training programs and schedules, including full compliance with government mandated personnel policies, standards, and regulations, and submit a copy to the RPTA. All Proposals that respond to this RFP shall include a sample personnel policies and procedures manual which could be applicable to RPTA.

**Question:** Can you provide examples of documentation that will satisfy this requirement?

**Response:** An example of this could be an employee manual that describes the company's standards, policies, procedures, etc. Additionally, financial management procedures/policies that are fully compliant with Federal, State and local regulations.

*Page 16, SECTION VII. EVALUATION OF PROPOSALS, paragraph 4 reads as follows:*

Audited financial statements: As part of the evaluation process, the RPTA shall review the financial stability and ongoing viability of PROPOSERS. This includes the financial statements of any subcontractors proposed in the responses. Each PROPOSER shall either provide its most recent audited financial statements that provide the three (3) most recent years of business activity or be willing to provide this information upon request. In this case, the RPTA shall become the custodial party of the financial statements, and these shall be returned to the PROPOSER'S representative once the review is completed.

**Question:** For privately owned companies that are not normally required to produce or publish audited financial statements, would it be acceptable to submit federal tax returns and un-audited financial statements from the three most recent years of business activity in lieu of audited financial statements?

**Response:** The RPTA will accept federal tax returns and un-audited financial statements from the three most recent years of business activity in lieu of audited financial statements.

**Question:** What has been budgeted for oversight services?

**Response:** RPTA's FY18 approved budget includes \$69,270.42 for oversight services.

**Question:** Will Transdev be prohibited from proposing due to current relationship with RPTA?

**Response:** Yes.

**Question:** Within each functional area (Fiscal Oversight, Administrative Oversight, Monitor Contract Compliance) the RFP states "Proposer will provide a designated person to serve as staff to the board..." Is the preference to have three personnel assigned full-time to perform these oversight functions?

**Response:** No. If the duties are covered, it can be any number of employees.

**Question:** Except for the personnel required to attend board meetings, will the board allow the assigned personnel to work remotely?

**Answer:** Assigned personnel can work remotely, but there are other occasions beyond board meetings that will require personnel to be local including, but not limited to: bank deposits, other meetings, and weekly retrieval of mail at the PO Box.

**Question:** Please provide a copy of your current operating budget and any financial reports that would assist in the proposal submission.

**Response:** This is not a question. Secretary/Treasurer's reports are available within the meeting minutes on the RPTA website at [www.rptarolls.org](http://www.rptarolls.org). Please submit a formal FOIA request for the current operating budget.

**Question:** Please provide a copy of the current contract with Transdev.

**Response:** This is not a question. Please submit a formal FOIA request for the current Transdev contract.

**Question:** Please provide a copy of the current contract with Solutient.

**Response:** This is not a question. Please submit a formal FOIA request for the current Solutient contract.

**Question:** Please confirm whether or not a performance and/or bid bond is needed for this contract.

**Response:** As stated on page 25 of the RFP:

Performance bond: The successful PROPOSER *may* be required to submit a performance bond. After Notice of Award and acceptance of such, the successful PROPOSER shall post a Performance Bond for the faithful performance of the contract. The performance bond shall be executed by a responsible surety company acceptable to the RPTA and shall be 100% of the contract price for one year of service. The amount may be reduced during years two and three of the contract period should it be extended based upon a review of performance by the RPTA and

action of the Board. Said performance bond shall be furnished in this amount for the length of the contract. Cash, certified bank checks and irrevocable letters-of-credit are acceptable in lieu of a formal performance bond.

**Question:** Please provide a list of grants received on a regular basis.

**Response:** The RPTA receives Section 5307 and Section 5311 grants annually. Additionally, there are numerous open grants including: Sections 5307, 5309, 5316 and 5317.

**Question:** Is RPTA open to alternative proposals which would combine operations and management as a method of reducing costs?

**Response:** No. There must be a separation of duties. The operations/grants management contract was awarded in January 2018 for a period of 36 months.