

**REQUEST FOR PROPOSALS - For the Provision of the Oversight of Operating,  
Administrative and Financial Aspects of the Public Transit Service in  
St. Charles and St. John the Baptist Parishes Louisiana  
Proposer's Questions – RPTA Responses  
April 26, 2024**

**1. Page 7, COMPLIANCE GUIDELINES Section, Personnel, 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.**

**2. Page 8, Compliance Guidelines Section, Personnel, paragraph 6-8**

Paragraphs 6-8 mention certifications and training.

**Question: Can you provide examples of expected training?**

**Response: There is no expected training per se. The proposer's resumes of the individuals associated with this project submitted within the proposal should include the individuals' work experience, education, and any certifications and/or training that are related/relevant to this project. The successful proposer will also be responsible for ensuring that all board members and contractors possess or obtain all essential certifications and satisfy all training requirements.**

**3. Page 10, STANDARD CONTRACT LANGUAGE, CERTIFICATION AND ASSURANCES Section,  
Performance Bond section,**

RFP reads that "successful PROPOSER may be required to submit a performance bond" but then goes on to say that "After Notice of Award and acceptance of such, the successful PROPOSER shall post a Performance Bond for the faithful performance of the contract."

**Question: Is the Performance Bond Required?**

**Response: Were the proposer required to submit a performance bond, the successful proposer would post the bond after notice of award and acceptance.**

**4. Page 12, STANDARD CONTRACT LANGUAGE, CERTIFICATION AND ASSURANCES Section,  
Unannounced visits, spot checks, visits, etc, paragraph:**

RFP reads that “The proposer shall expect unannounced audits, spot checks, visits, etc, by the RPTA and shall allow the presence of the RPTA and shall make available data, information, policies and practices, records, etc.

**Question:** Solutient staff that is assigned to RPTA would certainly need to be present. Will there be any type of announcement? What is included under etc..?

**Response: If the RPTA Board deemed it necessary to perform an audit, site visit, etc., in order to review data, information, policies/practices, etc., it would be in the presence of the contractor’s staff and the items reviewed would be RPTA-related only.**