

## **Integration and Support Services for HOV Discount Request for Proposals**

### **Questions and Responses**

#### **Question #1:** Subject: Budget and Contract

The RFP indicates a Firm-Fixed Price contract; however, the sample contract (Article V) references reimbursement of allowable costs (direct, indirect, and fixed fee/profit). Can NCTCOG clarify the preferred pricing and invoicing approach?

**Response:** NCTCOG is open to determining a budget structure which works best for the project. During contract negotiations NCTCOG will modify the contract to more consistently reference a firm fixed price or cost plus fixed fee payment arrangement.

#### **Question #2:** Subject: Budget and Contract

Can NCTCOG confirm whether the budget of \$315,000 is allocated for the initial one-year contract only, or if it is expected to cover the base year plus the four optional one-year renewals?

**Response:** The \$315,000 budget is expected to cover the base year and optional renewal years.

#### **Question #3:** Subject: Budget and Contract

What criteria will be used to determine whether the contract will be renewed in subsequent option years?

**Response:** The renewal for subsequent optional years will be based on the continuation of the high-occupant vehicle discount program as well as available funding.

#### **Question #4:** Subject: Scope of work

Beyond the sample data tables provided, what specific performance metrics or success measures does NCTCOG expect in the monthly reconciliation summary reports?

**Response:** NCTCOG expects the monthly reconciliation summary reports to summarize results of HOV occupancy request and response counts for accuracy between the LBJ/NTE/NTE 35W and TransCore occupancy requests against GoCarma occupancy responses.

#### **Question #5:** Subject: Scope of work

What is the expected frequency for updating the Interface Control Document (ICD)? For example, should the consultant anticipate annual updates, updates aligned with system upgrades, or only on an as-needed basis?

**Response:** The expected frequency for updating the Interface Control Document (ICD) is on an as-needed basis. The ICD revision history can be found on page 5 of the ICD. Please find the ICD titled "Reference 1 – Interface Control Document" at the following link [NCTCOG - Integration and Support Services for HOV Discount](#)

**Question #6:** Subject: Administrative and Legal

The RFP requires a "meaningful good faith effort" toward the 17% DBE goal. Can NCTCOG clarify what constitutes such an effort, and what documentation is required if the goal cannot be met?

**Response:** Additional information is available at 49 Code of Federal Regulations Part 26, Appendix A. Consultant should make reasonable attempts to identify DBE subcontracting opportunities and demonstrate efforts to contact certified DBE firms to determine interest and availability. Evidence of such negotiation may include the names, addresses, and telephone numbers of DBE's that were considered, a description of the information provided regarding the plans and specifications of the work selected for DBE subcontracting. Documentation may include a statement documenting your efforts to make contact with qualifying DBE firms and the availability of the DBE firms for this type of work.

**Question #7:** Subject: Administrative and Legal

In the event a DBE subcontractor is unable to perform satisfactorily, what process should the prime consultant follow to document the issue and maintain compliance with DBE commitments?

**Response:** Once under contract, if a DBE subcontractor is unable to perform satisfactorily, Consultant should contact NCTCOG for further instructions in order to insure compliance with Federal regulations.

**Question #8:** Subject: Administrative and Legal

May current NCTCOG staff or partner agency staff be listed as references in the proposal?

**Response:** Yes, proposals may include NCTCOG staff or partner agency staff references.

**Question #9:** Subject: Administrative and Legal

Are there specific insurance requirements (e.g., professional liability, commercial general liability, cyber liability) that the selected consultant must maintain for this contract?

**Response:** NCTCOG will coordinate insurance requirements during contract negotiations.

**Question #10:** Subject: Reference 1, page 4 of RFP

Where can I locate the document "Reference 1" mentioned on p. 4 at the end of Task 2?

**Response:** The document was not attached to the original RFP. Please find the ICD titled "Reference 1 – Interface Control Document" at the following link [NCTCOG - Integration and Support Services for HOV Discount](#)

**Question #11:**            **Subject: Number of Hours for Meetings**

How many hours should we reserve for meetings in our proposal?

**Response:** As part of the RFP, there will be a kick-off meeting to set the project up followed by monthly meetings. Monthly meetings should last no more than one (1) hour and Kick-Off meeting no longer than 2 hours in length.

**Question #12:**            **Subject: Documentation**

Is there existing system/process/data/workflow documentation?

**Response:** Please reference Interface Control Document. Please find the ICD titled "Reference 1 – Interface Control Document" at the following link [NCTCOG - Integration and Support Services for HOV Discount](#)

**Question #13:**            **Subject: Included in the Budget**

How was the total budget calculated to be \$315,000?

**Response:** The budget was estimated at approximately \$50,000 per year for work activities for 5 years and 3 months with a \$50,000 contingency.

