



ADA SCHEDULING SOFTWARE

RFP #2018-02

PRE-CONFERENCE MEETING NOTES

February 22, 2018

10:00 A.M.

PERSONS IN ATTENDANCE

Clay C. Cates	Director, Grants/Procurement Oversight
Denise L. Allen	Procurement Agent
Shavon King	Deputy General Manager
Riley Stewart	Transportation Director
Raven Hall	Paratransit Coordinator Via Conference Call

Vendors:

Cindy Johnson	Syncromatics
Susan Starwalt	Ecolane
Kevin Corkery	Route Match Via Conference Call
Derek Platow	CTS Software Via Conference Call

Meeting Notes

Vendor Response(s)—Questions & Answers - Attached

Meeting closed at 11:45 A.M.

END OF NOTES



Denise L. Allen
Procurement Agent
Gary Public Transportation Corporation

February 20, 2018

RE: Request for Proposal – GPTC RFP #2018-02 – ADA Scheduling Software

Dear Ms. Denise Allen

CTS Software has performed a review of the above referenced Request for Proposal and has compiled the following questions for clarification. We respectfully request that these questions and the answers provided be released with no reference to CTS Software.

General Questions

1. Does Gary Public Transportation Corp desire to have mapping expanding beyond the 27 square miles stated in the Request for Proposal? **No, not at this time.**
2. Regarding scheduling service areas for trips outside of the specified trip requirements, is it Gary Public Transportation Corp. desire to create the trip and then deny the trip (by reason code) if the trip does not meet the requirements (for reporting purposes)? **No**
3. Will Gary Public Transportation Corp. please elaborate on the request to have 3 choices for each additional trip order? The specification lists 1. Reverse, 2. Return to pick-up 3. Leave from drop-off, please give examples of the differences, if possible. **specification list to include one way and multiple origins/destinations.**

Cost Proposal Questions

1. How many office users does Gary Public Transportation Corp., wish to have access to the software? **2-3**
2. Does Gary Public Transportation Corp., desire to have additional technology features offered by said vendor, which are not requested in this Request for Proposal, listed as optional features and pricing for each? i.e. Passenger Notification Calls, Vehicle Maintenance, etc.. **Yes**
3. Is it Gary Public Transportation Corp., desire to have the selected vendor purchase all related hardware? i.e. tablets, cases, mounts, etc. **Yes**
4. Understanding that cellular data fees are requested to be quoted in the "Cost Proposal Form", which cellular provider does Gary Public Transportation desire to work with? **GPTC has no vendor preference**
5. Will Gary Public Transportation Corp., expect to be responsible for the cellular data plan monthly fees for the MDT's/Tablets? **Yes**

Thank you for your time and attention to these questions. Should you require further information or background please do not hesitate to contact me directly.

Best Regards,

Derek Platow
Account Executive
CTS Software, Inc.
800-704-0064

Gary Public Transportation Corporation

Ms. Denise L. Allen
100 West 4th Avenue, 3rd floor
Gary, IN 46402

procurementagent@gptcbus.com

Dear Ms. Allen:

Written questions submitted by Ecolane:

1. In the Additional Information directions, it says that the original must be "unbound." Is it allowable to submit the original in a loose-leaf, three-ring binder? Or can GPTC please explain their requirements further regarding this. **A three ring binder is acceptable.**
2. Is it allowable to have font sizes bigger than size 12 within the RFP? **Yes**
3. We would like to submit some additional documentation and videos to help GPTC better understand our product and see customer testimonials from our customers. Would we be allowed to submit this on the USB that the Electronic copy will be contained on, or can it be submitted on a separate USB? **Information can be submitted on same USB.**
4. When & how will proposer receive the responses to these questions? (i.e., direct email, website post, etc.) **Proposers will receive direct email and questions will be posted to website.**
5. Does the price proposal need to be in a separate sealed envelope from the technical proposal? **No**
6. Can Proposers include a copy of the specific vendor pricing sheet as explanation along with the required pricing form? **Yes**
7. Is this bid intended to enhance or replace an existing software solution? If is it either enhanced or replacement, which software solution does GPTC currently use? **New Software**
8. What are some of the largest concerns seen with the current software solution that you would like to change immediately if you could? **N/A**
9. What are the goals of GPTC surrounding this software upgrade? **Adding Software not an upgrade.**
10. What integration is required with your existing GIS/AVL software? **None**
11. Will there be another opportunity to ask questions after the Pre-Bid Meeting on 2/22/18? **March 14, 2018**
12. What is the budget for this project? **This question can not be answered at this time.**
13. What are the funding deadlines/timelines for this project? **FTA Grant supported Project**
14. Is there a consultant involved with this RFP? If yes, what is the name of the firm or individual? **No consultant**
15. Does GPTC plan to leave the Mobile Data Terminals (MDTs) within the vehicles at all times, or bring them inside when they are not in use? **Yes**
16. Does GPTC currently use MDT's in vehicles? **No**
17. How many depots do you operate?
18. Do you have any subcontractors? **No**
 - a. If there are subcontractors, will those subcontractors need go-live support on site?
19. Are any private contractors used to provide trips for GPTC? If yes, how are these contractors paid, by the trip or by the hour? **No**

20. Is it permissible to have a site visit before submission of the response to the RFP to learn more about your system? **Yes, deadline is March 9, 2018**
21. Will GPTC allow proposers to provide a demo of the software before awarding the contract? **Yes**
22. Would GPTC consider SMS text messaging/Self Service Web requests/Mobile Booking app with credit card fare payments as optional products for purchase? **Yes**
23. Are there any interfaces required to external sources such as Medicare? If so, what other external sources? **No**
24. Once a vendor is selected, when would GPTC want/expect to "Go Live" with software system implementation? **As soon as possible**
25. Will GPTC be purchasing the vehicle mounts and tablets and providing in-vehicle installation or would GPTC like those included in the bid? **No, this should be included in proposal submission.**
26. What is the total number of Drivers? **5-7 Drivers**
27. How many dispatchers/reservation agents does GPTC have? **4**
28. Does GPTC have any Commuter Routes? **No**
29. Please verify that GPTC will be using six paratransit vehicles during peak service. **Yes that is correct.**
30. What are your current Rides per Hour (RPH)? **8-10**
31. What is the average trip length? **25 Minutes**
32. What is the average number of declined trips (by day, week, month, or year)? **0**
33. Does GPTC use the local taxi companies to provide additional service, if so, on average, how many taxi trips are provided per day? **No**

Thank you,

Susan Starwalt
Regional Business Development Director
610-312-0033 x110 office
susan.starwalt@ecolane.com

CC: Ryan J. Larsen, Senior Vice President, 712-249-6156, ryan.larsen@ecolane.com

Gary Public Transportation Corporation (GPTC)
100 West 4th Ave, 3rd Floor
Gary, IN 46402

Attn: Denise Allen

Please see questions below in response to RFP #2018-02, ADA Scheduling System.

1. How many end users require concurrent access to the software? (i.e. schedulers, dispatchers, etc.). **2-3**
2. Could you please verify the numbers of vehicles required for the core scheduling feature and the optional vehicle tracking component? (The core pricing sheet states 5, the Scope and optional pricing sheet state 6). **7**
3. For the Pre-Proposal Conference, will GPTC provide a conference dial-in # for vendors who cannot participate onsite?
4. In the Cost Proposal, could you clarify the difference in hardware for 5 vehicles in the base vs. the 6-vehicle tracking hardware in the optional section? **We have 5 but may expand**
5. Does GPTC have a list of local DBE vendors they have partnered with? **INDOT has list of DBE**
6. For the inclusion of the fixed route stops and data, what is the current fixed route vendor being utilized by GPTC? **N/A**
7. Section E, Dispatching - Allow users to easily transfer passenger trips from a selected route(s) based on least incremental mileage – could you further explain this requirement/scenario?
8. Section G, Reports – how do you define a sponsored trip? **Should be scheduled trip**
9. Section G, Reports – is the vehicle location to mean specific addresses? **Yes**
10. Could you clarify the scoring total under the Proposal Evaluation Criteria? **Please see Amendment 2**
11. Regarding the funding for the RFP, can you please describe the funding sources and estimated costs available for the project? **FTA grant supported project. Estimated cost not available during solicitation time.**

We look forward to receiving your responses and responding to the RFP.

With regards,
Kevin Corkery
Routematch

Kevin.corkery@routematch.com

404-772-5860