

**Request for Proposals #23-04
Metropolitan Tulsa Transit Authority (MTTA)
Microtransit Software Addendum 3
September 16, 2022**

This amendment provides additional information to firms responding to RFP #23-04 Microtransit Software issued by MTTA.

Purpose: This amendment answers potential vendor questions.

- 1. Can companies from outside USA apply for this (like from India or Canada)?**
 - a. We will consider all proposal presented to us provided they are responsive.

- 2. Would we need to come to your facility for meetings?**
 - a. We would anticipate that, at least initially, your team would come here for some meetings, and some could be held virtually.

- 3. Can we perform the tasks (related to the RFP) outside the USA?**
 - a. We won't say absolutely no, but timely software and technical support will be an evaluation item for the team here to look at.

- 4. Can we submit the proposals via email?**
 - a. Submission by email is acceptable if we can get an original for our records should your firm be on the short list.

- 5. The RFP refers to an Exhibit A pricing sheet and then an Exhibit D, but we don't believe they were attached to the RFP. Can you please provide them or clarify that we don't need them?**
 - a. We ask that firms provide their own Price Proposal Sheet.

- 6. Page 8 of the RFP says this is a 3-year base contract with an additional 2-year term, but on Page 10 it says this will be a 4-month pilot starting in spring 2023 lasting through August 2023. Can you clarify the expected start date of service and how long the contract will be?**
 - a. Page 8 of the RFP is identifying the entire contract span for utilization of the Microtransit Software we are proposing. Page 10 identifies how we plan to implement the Microtransit Software into our current service, by performing a pilot program beginning Spring 2023 and lasting for four (4) months before the entire Nightline/Sunday Microtransit service goes live

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in Aug 2023. The actual start date is to be determined after any interviews/demos.

- 7. Can you please clarify the desired format of the proposal?**
 - a. The proposal format should be as listed in Section 3.2 of the RFP.

- 8. Page 8, Point 16. "PROOF OF INSURANCE" says proposals must include proof of insurance at the minimal levels required in the general terms contained in this RFP. (1) Can you provide the insurance you'd like contractors to maintain for this project; and (2) If we must purchase additional insurance to meet your requirements, can we purchase that insurance after Notice to Award but prior to service launching (so that, in case our firm doesn't win the contract, we don't buy insurance we otherwise wouldn't need.**
 - a. We expect contractors to maintain minimal levels of insurance for their business type and employees. Show us proof of insurance and if the project requires more, we will allow the winning firm to obtain any additional insurance needed.

- 9. If we use a subcontractor that is DBE-certified in another state, and meets all the requirements on Form 1.0 DBE Qualification Form except for being located in Oklahoma, would we still receive the 10 extra bonus points? Similarly, if the firm begins the process of getting DBE certified in Oklahoma, would we receive those 10 extra points.**
 - a. To receive the extra DBE points (it is 5 extra points, not 10), the contractor or sub-contractor needs to be DBE certified in the State of Oklahoma. I believe there is a process whereby out of state DBE's can quickly be certified in Oklahoma to achieve this status and the points.

- 10. How many vehicles will be utilizing this service?**
 - a. Approximately 3-5 vehicles during the pilot and 12-15 upon full-service implementation.

- 11. Can you provide ridership data for your fixed-route services that currently operate in the proposed North and Northwest service zones? Similarly, can you please provide your paratransit ridership for the same areas described in the preceding sentence?**

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- a. Paratransit ridership cannot be determined for just the North/Northeast Zone. We have ridership data available for the full paratransit service as shown below for the past 4 months.

Paratransit Service	Total Riders	Total Revenue Hours	Riders per Revenue Hour	Total Trips
Aug 2022	9488	4487.5	2.11	8842
July 2022	7544	3607.0	2.09	7080
June 2022	9142	3811.6	2.40	7345
May 2022	7277	3605.9	2.02	6903

Flex Nightline/Route 110	Total Riders
Aug 2022	1317
July 2022	884
June 2022	1052
May 2022	1171

The flex nightline/ Sunday data shown above is only for the North zone. The Northwest will be a new service area.

- 12. Who is the Third-party operator that operated Flex transit services, and can you confirm this will be operator for this microtransit service?**

- a. Our third-party operator is First Transit. First Transit will be the operator for this microtransit service at least until their contract ends in June 2023

- 13. The RFP states “CONFIDENTIALITY OF PROPOSALS: Access to records received by or generated by MTTA is governed by Oklahoma law. Any information the proposer judges to be proprietary data should be submitted in a separate sealed envelope and clearly marked as proprietary information.” Can you**

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clarify if this means we should send a separate redacted version, or can we mark at the bottom pages with proprietary information “CONFIDENTIAL” or something along those lines?

- a. You should send a separate redacted version that we can use should a Freedom of Information Act form be submitted to us.

14. For this requirement – “Ability to grant specific user permissions to edit data points (e.g., time of ride request, location of request). Describe how the technology supports, tracks, and audits data point edits. Can you describe a use case where data would need to be edited?”

- a. The following data points might need to be edited in the case of technical issues or errors when 1) booking the trip, mileage, times, pickup/drop/off location address, trip status, trip type, funding source, mobility aids, fare type, etc.

15. Is it the intent of MTTA that a Tennessee warning appears when users create a new account?

- a. Yes.

16. Is it the desire of MTTA to have a fare payment option native to the OnDemand software?

- a. It is certainly something we would like to consider.

17. Can MTTA provide any examples of FTA or USDOT requirements for allowable in-vehicle communication technologies?

- a. Please find attached a copy of USDOT requirements regarding mobile device usage. Currently our Paratransit service uses tablets w/mobile chargers. All vehicles have mounts for the tablets.

18. In the RFP it states that “All documents submitted, as part of a proposal package, must be signed by the person having the legal authority to bind the corporation or firm, and that signature must be attested/notarized.” Is this specific to the forms?

- a. There are various places in the RFP document that must be signed for your proposal to be considered responsive. I believe the same person could sign all the forms if they have the legal authority to bind the firm.

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19. Since there is no pre-proposal meeting, could MTTA provide more info on what work has been completed to date for the pilots?

- a. To date we have visited some agencies that are working with microtransit, and we have had some consultants do studies on microtransit in the Tulsa Regional area.

20. How do you envision the Go Pass integration?

- a. Once all vehicles have fare boxes (with the ability to track the use of Go Pass), then all services provided by MTTA can utilize Go Pass including microtransit and paratransit.
- b. MTTA would like the successful firm to work with DART on the integration. If you are not already integrated, then let us know how you plan to make this happen.

21. Is the pilot length of the service 4 months from go-live, or is there a possibility of extending it?

- a. There are no plans of extending the pilot past the initial 4-month period. The go-live date for Nightline/Sunday Microtransit Services is set for Aug 2023.

22. Will any marketing for the service be done prior to the system going live?

- a. Yes.

23. Please confirm the hours of microtransit service for Northwest Tulsa zone.

- a. Approximately Mon-Sat 8PM – 12AM and Sunday 8AM-6:30PM.

24. How many vehicles will be allocated for this microtransit service?

- a. Approximately 3-4 vehicles during the pilot and 12-13 for full-service implementation.

25. Describe the type of vehicle(s) and capacity.

- a. See the Attached Master Lift Vehicle List – including capacities.

26. What is the budget for the pilot project?

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- a. This is not something we would share. Give us your best proposal.

27. What is the source of the project's funding (locally funded, state/federal grants)?

- a. Various grant sources including federal and state grants as well as local funding.

28. Is funding approved after the pilot period?

- a. Yes.

29. How many vehicles do you foresee deployed per zone?

- a. Unable to determine currently. Complete zoning is still to be determined, but our estimate is 2-4.

30. What is the success criteria for extending the pilot?

- a. The pilot will not be extended.