

# VVTA RFP 2025-05 APC CERTIFICATION SERVICES AND DASHBOARD SOFTWARE ADDENDUM NO. 1

Thursday, April 3, 2025

The following questions were posed prior to the deadline on Friday, March 31, 2025, as well as the answers from VVTA Staff:

**Q1:** "Is subcontracting allowed?"

**A1:** Yes.

**Q2:** "Does VVTA accept offshore resources to perform the services required under this solicitation?"

**A2:** VVTA would prefer that the services and staff engaged in this project be accessible for on-site meetings, project activities required at VVTA facilities, and on-site troubleshooting during project implementation.

**Q3:** "Does VVTA accept nearshore resources to perform the services required under this solicitation?"

**A3:** VVTA would prefer that the services and staff engaged in this project be accessible for on-site meetings, project activities required at VVTA facilities, and on-site troubleshooting during project implementation.

**Q4:** "Does VVTA accept remote resources to perform the services required under this solicitation?"

**A4:** VVTA would prefer that the services and staff engaged in this project be accessible for on-site meetings, project activities required at VVTA facilities, and on-site troubleshooting during project implementation.

**Q5:** "Can firms cite their experience from ongoing contracts/projects to meet the experience requirements listed under this contract?"

**A5:** Yes

**Q6:** "Can firms cite their experience from private sector engagements to meet the experience requirements listed under this contract?"

**A6:** While Public Sector is preferred, private sector is acceptable as long as the experience is relevant to the project as described in the Scope of Work.

**Q7:** "Can firms also cite their subcontractor's experience to meet the experience requirements listed under this contract?"

**A7:** Yes, as long as it meets the same criteria as A6.

**Q8:** "Can firms include an organizational chart to fulfill the requested corporate hierarchy, or are firms required to include a narrative to address this point?"

**A8:** Yes

**Q9:** "Can firms replace the proposed personnel with equally qualified consultants if they are no longer available after the award notice?"

**A9:** As per the terms of the Sample Contract, if the persons are proposed as key personnel, the replacement of key personnel must be approved by VVTA.

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**Q10:** “Are there any current vendors providing similar services to those required under this solicitation? If yes, could VVTA please disclose their incumbent's details?”

**A10:** VVTA does not currently have a contract for this service.

**Q11:** “Is it mandatory for firms to only include information about their prior experience with transit/transportation agencies, or can firms also cite their experience with other public agencies?”

**A11:** Transit/Transportation experience is preferred. Other public experience will be reviewed.

**Q12:** “Can firms provide commercial references?”

**A12:** Yes

**Q13:** “Can firms provide references from ongoing contracts/projects?”

**A13:** See A5

**Q14:** “Can firms provide references from former clients, or are firms required to provide only references from current clients?”

**A14:** The reference form within Attachment E specifies “Proposer by its signature below, certifies that the following references for the same or very similar service supplied to other clients over the last seven (7) years (use additional pages as necessary): (A minimum of 5 are required)”

**Q15:** “Can firms use their subcontractor's references to meet the reference requirements listed under this contract?”

**A15:** No

**Q16:** “Is VVTA looking for a customized scope- solution or a commercial-off-the-shelf solution?”

**A16:** It is up to the proposer to determine what they deem to be the best solution for VVTA.

**Q17:** “Could VVTA please indicate what type of documentation firms must include along with their response to demonstrate how the System will safely and securely manage sensitive data?”

**A17:** All documentation required for submission has been referenced in the RFP.

**Q18:** “Are electronic signatures allowed?”

**A18:** An original signature on the Notarized non-Collusion affidavit is required. The rest of the forms – electronic signature is allowed.

**Q19:** “What is the total allocated budget for this contract?”

**A19:** Approximately \$95,000.00

**Q20:** “If deemed necessary, can firms add additional rows to the tables included in Attachment E?”

**A20:** Yes

**Q21:** “Could VVTA please clarify if vendors can choose to either submit the proposal electronically or deliver it?”

**A21:** As stated in the RFP, it is the proposer's responsibility to get the Proposal to VVTA prior to the deadline for proposals. Using publicpurchase.com is the preferred electronic method to submit proposals.

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**Q22:** “Could vendors submit the proposal using only one method, such as Public Purchase?”

**A22:** Required original - a copy can be submitted with the rest of the proposal, however, within 5 business days of the proposal due date, the original Non-Collusion affidavit must be received by VVTA.

**Q23:** “If vendors are submitting the proposal via the portal, must they also send a copy of the forms via delivery?”

**A23:** Yes.

**Q24:** “Could VTTA please confirm the name of the form on page 3 of Attachment E?”

**A24:** An updated Attachment E is attached to this Addendum.

**Q25:** “Should vendors submit the PROPOSAL DEVIATION, PRE-OFFER CHANGE OR APPROVED EQUAL form with the proposal?”

**A25:** With the proposal package, not with the cost proposal. If there are none to list, please write “NA” on the form.

**Q26:** “If vendors do not have exceptions, should the PROPOSAL DEVIATION, PRE-OFFER CHANGE, OR APPROVED EQUAL form still be submitted?”

**A26:** See A25

**Q27:** “What is the Deviation Number, and where can vendors find this information?”

**A27:** The proposer gives the deviations the number on the form, if they have deviations or exceptions.

**Q28:** “Is there any Mandatory DBE goal for this solicitation?”

**A28:** No

**Q29:** “Is there any incumbent to this solicitation?”

**A29:** No

**Q30:** “What is the estimated budget for the contract?”

**A30:** See A19

**Q31:** “Are electronic signatures allowed?”

**A31:** See A18

**Q32 :** “Could VTTA please provide the Not on Excluded Parties List System (SAM.com) (Provide page from website) or provide guidance on where to find it?”

**A32:** <https://sam.gov/> You will have to create a long.

**Q33:** “Could VTTA please provide the PROPOSER’s Warranty Procedures Form or provide guidance on where to find it?”

**A33:** This is the form the PROPOSER would provide if there is a warranty procedure for the product or service provided.

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- Q34:** “Could VVTA please confirm how many years of audited financial statements vendors must provide?”  
**A34:** 2 years of audited financial statements.
- Q35:** “Could the VVTA please confirm the required forms that must be submitted with the proposal?”  
**A35:** Please refer to the list on page one of Attachment E.
- Q36:** “Could VVTA please confirm the link to find a directory for SBE and DVBE companies?”  
**A36:** <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>
- Q37:** “Could VVTA please clarify the certification that subcontractors need to have in order to comply with the DBE goal for this solicitation?”  
**A37:** This RFP does not have a DBE Goal.
- Q38:** “Can a firm subcontract with various primes?”  
**A38:** We prefer one prime contractor. The Prime Contractor would then be responsible for the subcontractors they have perform on the contract.
- Q39:** “Can a firm bid both as a prime contractor and as a subcontractor?”  
**A39:** No. This has the appearance of impropriety and collusion.
- Q40:** “Does VVTA accept remote resources to work on this engagement?”  
**A40:** VVTA would prefer that the services and staff engaged in this project be accessible for on-site meetings, project activities required at VVTA facilities, and on-site troubleshooting during project implementation.
- Q41:** “Does VVTA accept offshore resources to work on this engagement?”  
**A41:** See A2 above.
- Q42:** “Does VVTA prefer on-site resources to execute this engagement?”  
**A42:** See A4 above.
- Q43:** “If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?”  
**A43:** See A9 above.
- Q44:** “In case firms are submitting confidential information in the response, is it required to provide a redacted version?”  
**A44:** No
- Q45:** “Could the VVTA kindly clarify the exact number of attached files required for the response and whether they can be uploaded to the portal?”  
**A45:** Only provide what is requests in the RFP document under – Section J and the documents required in Attachment E.

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**Q46:** “Could the VVTA please clarify if firms can utilize subcontractors to meet the requirements of this opportunity?”

**A46:** Yes

**Q47:** Could the VVTA please clarify if subcontractor references are allowed to be used for the services provided?

**A47:** See A15 above

**Q48:** “Could the VVTA please confirm what is the suggested font size and type for the proposal?”

**A48:** VVTA does not have a preferred font size or “type”. This addendum is Ariel 11.

**Q49:** Are commercial references allowed?

**A49:** See A12 above

**Q50:** “Are references for ongoing contracts preferred?”

**A50:** See A14 above

**Q51:** How many copies of the proposal are required for submission (e.g., original and duplicate copies)?

**A51:** See K. Format of Proposals in the RFP document

**Q52:** Can VVTA provide more details on the specific FTA reporting requirements that the APC data must meet for NTD reporting?

**A52:** Proposers may review the National Transit Database 2024 Policy Manual under “Service Data Requirements – Service Consumed – Collecting Service Consumed Data” See link **2024 NTD Reporting Policy Manual**

**Q53:** “What is the current accuracy level of the IRIS APCs, and what challenges has VVTA encountered in past NTD reporting?”

**A53:** There have no benchmarking reports or accuracy assessments performed; however, VVTA has found the APC data to be reflective of ridership. VVTA has encountered minor challenges in reconciling manually random sampled data but has resolved reconciliation annually.

**Q54:** “Are there any existing benchmarking reports or past accuracy assessments of the APC system that the contractor can review?”

**A54:** There are no existing benchmarking reports or accuracy assessments available.

**Q55:** “What are the expectations regarding APC calibration and validation frequency post-certification?”

**A55:** The Contractor will provide VVTA with an APC Maintenance Plan as required by NTD which will document the methodology for VVTA to follow for ongoing APC calibration and validation.

**Q56:** “Does VVTA have a preferred dashboard platform (e.g., Power BI, Tableau, a custom-built solution), or is this open for recommendation?”

**A56:** VVTA does not have a preference for the dashboard solution.

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**Q57:** “What level of user access control does VVTA require for the dashboard (e.g., role-based permissions for different staff members)?”

**A57:** Access should be provided for system administrators and users.

**Q58:** “Should the dashboard support real-time data processing, or is it expected to provide daily, weekly, or monthly reports?”

**A58:** The dashboard should provide data that is as accurate as possible, considering the need for data cleaning and validation.

**Q59:** “Does VVTA require the dashboard to include predictive analytics or trend analysis for ridership forecasting?”

**A59:** No, but proposers may include these features in their proposals.

**Q60:** “What other data sources (e.g., farebox data, GPS, scheduling software) should be integrated into the dashboard for analysis?”

**A60:** Proposers should indicate the ability to integrate with the GMV Synchromatics CAD/AVL system to coordinate APC data with bus trips and runs and scheduled trip times.

**Q61:** “What timeframe and duration is expected for conducting the 50 manual ridership checks?”

**A61:** VVTA would prefer that the full APC certification process be completed within 90 days.

**Q62:** “Will VVTA provide trained staff for manual counts, or does the contractor need to supply personnel?”

**A62:** The contractor is required to provide staff or to suggest other acceptable methods to conduct the manual counts.

**Q63:** “What is the acceptable margin of error beyond the 5% target if discrepancies arise?”

**A63:** As NTD requires manual counts and APC counts to be within a 5% range VVTA would expect the Contractor to determine the reasons for any greater discrepancies so it can be corrected.

**Q64:** “How will variability in passenger counting methods (e.g., standing passengers, rear-door boarding) be accounted for in benchmarking?”

**A64:** The counting methodology should account for any boardings and alightings through both doors of the bus. Standing passenger loads should be reflective through the cumulative total of passengers counted.

**Q65:** “Does VVTA expect seasonal or time-based analysis (e.g., peak hours, special events) for accuracy validation?”

**A65:** No.

**Q66:** “Does VVTA already have established data cleaning protocols, or will the contractor need to define them from scratch?”

**A66:** The Contractor will be required to propose data cleaning protocols for APC data.

**Q67:** “Should the data cleaning rules be configurable within the dashboard for future modifications?”

**A67:** Yes.

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- Q68:** “How should the system handle missing or incomplete data from the APCs (e.g., sensor failures, GPS signal loss)?”
- A68:** The Contractor will be required to propose data cleaning protocols and rules for missing or incomplete ridership data.
- Q69:** “Are there specific business rules VVTA follows for trip-level data discards (e.g., extreme outliers, short trips, vehicle reassignments)?”
- A69:** See Q66.
- Q70:** “Should the passenger load adjustments at the beginning or end of a trip be based on historical trends, real-time monitoring, or operator input?”
- A70:** Real-time monitoring.
- Q71:** “What is the expected timeline for project completion, including certification and dashboard deployment?”
- A71:** See Section D in the RFP document – Period of Performance.
- Q72:** “Will the contractor be responsible for ongoing system maintenance and support, or is this a one-time implementation?”
- A72:** See A71 above
- Q73:** “Does VVTA require training sessions or user manuals for staff using the new dashboard?”
- A73:** Yes.
- Q74:** “How frequently does VVTA anticipate needing re-certification for APCs to maintain compliance with FTA standards?”
- A74:** APC benchmarking certification is required every three years.
- Q75:** “Should the dashboard be designed to support future expansion, such as additional transit services, new vehicle types, or integration with emerging technologies?”
- A75:** The Contractor may propose system capabilities for the expansion of transit services in their proposals.
- Q76:** “Is it allowed to use offshore resources.”
- A76:** See A2 above
- Q77:** “Can VVTA provide more clarity on budget?”
- A77:** See A19 above
- Q78:** “We understand that Victor Valley Transit Authority has all the required APC units installed on its fleet, and the data collected by these units (including sensors, cameras, etc.) is being collected and stored in a system. Please confirm.”
- A78:** Yes.
- Q79:** “What is the size of the fleet of Victor Valley Transit Authority for which it is seeking APC certification?”
- A79:** VVTA operates 75 APC-equipped fixed-route buses.

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- Q80:** “Please clarify who will be responsible for providing data from APC units to process it as per the APC Certification requirements.
- A80:** It is the responsibility of the Contractor to propose a methodology to access APC ridership data for use in APC certification efforts.
- Q81:** “Please clarify the format and frequency of ridership data that needs to be reported to meet FTA requirements. Is there a standardized template for submitting this data?”
- A81:** See Q52. There is no standardized template for APC data submission.
- Q82:** “Can you provide examples of previous reports submitted to the NTD using APC data?”
- A82:** VVTA has not submitted reports to NTD using APC data.
- Q83:** “As per our understanding, the current scope of work regarding APC certification will involve only processing of the data from already installed IRIS APC units, and submitting it in standard format (as per FTA requirements) to the Victor Valley Transit Authority. Please confirm.”
- A83:** The Contractor will coordinate with the FTA for final APC certification on behalf of VVTA.
- Q84:** “Will the APC certification need to integrate with existing VVTA systems, such as the ticketing or passenger management software? If so, can you clarify the scope of integration?”
- A84:** APC certification should focus on validation of the accuracy of the APC passenger count data onboard VVTA buses. Proposers should indicate the ability to integrate with the GMV Synchromatics CAD/AVL system to coordinate APC data with bus trips and runs and scheduled trip times.
- Q85:** “Will the contractor be responsible for coordinating with the FTA to get the certification for the authority on its behalf? Please confirm.”
- A85:** The Contractor will coordinate with the FTA for final APC certification on behalf of VVTA.
- Q86:** “Is there a predefined testing procedure for the APC certification process, or is it up to the contractor to propose one? What testing resources or benchmarks are expected to be included?”
- A86:** Testing procedures should be in accordance with NTD guidelines.
- Q87:** “What specific documentation or evidence is required to prove that APC certification has been successfully achieved? Should this documentation be submitted to the FTA as part of the certification process?”
- A87:** Required documentation of successful APC certification is referenced on Page 2 of the Scope of Work under “Deliverables.” The Contractor will coordinate with the FTA for final APC certification on behalf of VVTA.
- Q88:** “After the APC certification, what kind of ongoing support is expected from the contractor? Should there be a follow-up service to ensure compliance with NTD standards on an ongoing basis?”
- A88:** No on-going support for APC certification is required of the Contractor after the initial certification.



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- Q89:** “Is the authority seeking ready-made products or custom custom-developed solution for APC certification and dashboard services?”
- A89:** Proposers may offer any solution that they feel would meet the requirements indicated in the Scope of Work.
- Q90:** “What is the expected timeline for achieving APC certification? Is there flexibility in the 90-day period allocated for this phase if additional time is needed?”
- A90:** Proposers may indicate alternate timelines for completion of APC certification with an explanation of the reasons for a change from the 90-day period included in the RFP.
- Q91:** “What specific features or functionalities are expected in the dashboard software for tracking ridership data? Will there be any integration required with third-party tools or databases?”
- A91:** Features and functionalities expected for the dashboard are outlined in “Section C. APC Data Analysis Dashboard” starting on Page 2 of the Scope of Work. Proposers should indicate the ability to integrate with the GMV Synchronatics CAD/AVL system to coordinate APC data with bus trips and runs and scheduled trip times.
- Q92:** “What is the preferred technology stack for the development of the dashboard software? Does the VVTA have any restrictions on using certain technologies or platforms?”
- A92:** VVTA has no preference regarding the technology stack. Proposers may include technologies that they feel would meet the requirements of the RFP.
- Q93:** “What are the required data security standards for the dashboard software, particularly regarding the handling of ridership data? Will the system need to comply with any specific data privacy regulations (e.g., GDPR, CCPA)?”
- A93:** There are no specific data security standards required for the dashboard software.
- Q94:** “What specific systems (e.g., databases, APIs) will the APC certification and dashboard software need to integrate with?”
- A94:** Proposers should indicate the ability to integrate with the GMV Synchronatics CAD/AVL system to coordinate APC data with bus trips and runs and scheduled trip times.
- Q95:** Will the dashboard software require API access to other systems for data retrieval or submission? If so, can you provide the documentation for these APIs or outline any data exchange protocols?”
- A95:** Proposers should indicate the ability to integrate with the GMV Synchronatics CAD/AVL system to coordinate APC data with bus trips and runs and scheduled trip times.
- Q96:** “Will the dashboard be hosted on the cloud, or is an on-premises deployment preferred?”
- A96:** The dashboard will be cloud-based.
- Q97:** “What specific cloud infrastructure is preferred, if applicable?”
- A97:** VVTA has no preference regarding the cloud infrastructure.
- Q98:** “What levels of user access should the dashboard support (e.g., admin, user, guest)?”
- A98:** Access should be provided for system administrators and users.

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**Q99:** “Are there any specific role-based access control (RBAC) requirements?”

**A99:** No.

**Q100:** “Are there any specific technologies or libraries preferred for data visualization within the dashboard? What types of customizable reports and visualizations should the system support?”

**A100:** VVTA does not have a preference on the types of technologies used for data visualization in the dashboard. Section C “APC Data Analysis Dashboard” of the Scope of Work indicates the level and types of reporting (both tabular and graphical charts and/or maps) required.

**Q101:** “What are the expectations for ongoing maintenance and software updates after the dashboard software is deployed? Will the contractor be responsible for ensuring continuous compliance with FTA reporting requirements during the two years of maintenance?”

**A101:** The Contractor shall provide ongoing technical support for the APC data analysis dashboard to ensure the system is functioning properly. The Contractor is not responsible for ongoing compliance with FTA reporting through APC certification.

**Q102:** “Are the bidders who have worked in providing other web-based applications in the transit sector eligible for this project?”

**A102:** Yes

**Q103:** “Is it mandatory for the bidder to have previously worked on the NTD certification projects to be eligible for this project?”

**A103:** Similar experience is requested.

**Q104:** “Please describe the meaning of “Similar experience” in the RFP clause, “Describe the firm’s experience in the NTD certification process for Automatic Passenger Counters (APC), and in developing and implementing web-based public service applications, databases, and reporting systems like the program envisioned by VVTA. Provide a minimum of five (5) references of other similar contracts in the United States.”

**A104:** Experience with a system similar to what is described in the Scope of work.

**Q105:** “The current RFP document does not have Attachment A (Scope of Work). Please share the entire set of RFP documents for preparing the proposal.”

**A105:** This was resolved shortly after the RFP was released. The RFP on VVTA’s website and publicpurchase.com are correct.

**Q106:** “The authority is requested to please extend the submission date by one week.”

**A106:** VVTA does not intend to extend the due date at this time.

As stated in the RFP, all addenda must be acknowledged. Please use the form included in Attachment E, page 10, of the RFP to acknowledge receipt of this addendum. Failure to acknowledge any addenda to this RFP may be a cause to deem Bidder “Non-Responsive.”

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE

## ATTACHMENT E – REQUIRED FORMS

1. If a qualifier, i.e. (Required >\$100,000) follows the title of the form, then submit that form only if the Solicitation meets that requirement.
2. Duplicate forms as necessary.
3. **Submit ONLY those forms that are checked, unless required elsewhere in the IFB/RFP/RFQ.**
4. Submit the following checked items AT THE TIME OF BID SUBMISSION:
  - ☒ Proposal Pricing Forms (See Exhibits) (Sealed Separate Envelope)
  - ☐ Buy America Certification (Required >\$150,000)
  - ☒ Current Client References
  - ☒ Not on Excluded Parties List System (SAM.com) (Provide page from website)
  - ☒ Affidavit of Non-Collusion
  - ☒ Debarment, Suspension, & Other Responsibility Matters
  - ☒ List of Subcontractors and DBE's
  - ☒ Proposed Disadvantaged Business Enterprise (DBE) Participation; if you or a subcontractor are a DBE, please submit certification with bid.
  - ☒ Restriction on Lobbying form required of each Proposer and each subcontractor having)
  - ☒ PROPOSER's Warranty Procedures Form
  - ☒ Audited Financials or Tax Returns prepared by a Certified Public Accountant, for the most recent two-year period. (Required)
5. Submit the following **Required** forms **at the Time of Contract Award**:
  - a. **Proof of Licenses.** As required by law, in addition to contract requirements. Must be California approved, valid, showing expiration dates and license numbers. These include, but are not limited to (**Only those items checked**):
    - i. ☐ Sales or Services; if applicable
    - ii. ☐ Business: authorized by the city wherein business is to be conducted (if applicable.)
    - iii. ☐ Driver's: within classification, required, valid, etc...
    - iv. ☒ Others: any not mentioned herein, but required by industry standard, required by law, by requirements of Contract.
  - b. ☐ **Proof of Permits:** as required by law, in addition to contract requirements. Must be California approved, valid, showing expiration dates and license numbers.
  - c. ☒ **Insurance Certificate (Proof)** must meet the requirements in the RFP. If the Insurance Certificate with the additional insured endorsement is submitted with the bid, the Notice to Proceed can be issued sooner. Failure to submit the Proof of Insurance as requested may result in contract award annulment.
  - d. ☐ **Performance Bond:** One Hundred percent (100%) of the contract price
  - e. ☐ **Payment Bond:** One Hundred percent (100%) of the contract price.

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE ATTACHMENT E – REQUIRED FORMS

## CURRENT CLIENT REFERENCES

Proposer by its signature below, certifies that the following references for the same or very similar service supplied to other clients over the last seven (7) years (use additional pages as necessary): (A minimum of 5 are required)

<u>Agency Name</u>	<u>Contact Name/Phone/Email Address</u>	<u>Year</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

\_\_\_\_\_  
Signature of the Proposer's Authorized Official

\_\_\_\_\_  
Name and Title of the Proposer's Authorized Official

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE ATTACHMENT E – REQUIRED FORMS

The proposer shall complete the following form and include it in their Proposal package.

By execution below Proposer hereby agrees to furnish the related equipment, and services as specified in Victor Valley Transit Authority's Request for Proposal (RFP) No. 2025-05 at the prices submitted in response to this solicitation.

PROPOSING COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

AUTHORIZED OFFICER: \_\_\_\_\_

COMPANY OFFICER TITLE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICER: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

OFFICE PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS:  
\_\_\_\_\_

VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE  
ATTACHMENT E – REQUIRED FORMS

**Task 1 – Automatic Passenger Count (APC)  
Certification**

**Key Personnel** – *Hourly Rates are to be fully burdened, including indirect, overhead and benefits.*

Name	Classification/Title	Job Function	Hourly Rate		Estimated Hours
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
Subtotal Labor					\$

**Task 2 – Development and Implementation of  
Dashboard Software**

**Key Personnel** – *Hourly Rates are to be fully burdened, including indirect, overhead and benefits.*

Name	Classification/Title	Job Function	Hourly Rate		Estimated Hours
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
Subtotal Labor					\$

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE ATTACHMENT E – REQUIRED FORMS

**Other Direct Cost Schedule (ODC) - All ODC's are to be proposed at cost-without mark- ups.**

Type of ODC	Unit Cost		Estimated Budget Amount	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Subtotal ODCs			\$	
Total Year 1 Costs: Labor Plus ODCs			\$	

## Task 3: Year 1 - Maintenance/Upgrades/Enhancements

**Key Personnel – Hourly Rates are to be fully burdened, including indirect, overhead and benefits.**

Name	Classification/Title	Job Function	Hourly Rate		Estimated Hours
			\$		
			\$		
			\$		
			\$		
			\$		
Subtotal Labor					\$

**Other Direct Cost Schedule (ODC) - All ODC's are to be proposed at cost-without mark- ups.**

Type of ODC	Unit Cost		Estimated Budget Amount	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Subtotal ODCs			\$	
Total Year 2 Costs: Labor Plus ODCs			\$	

VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE  
ATTACHMENT E – REQUIRED FORMS

## Year 2 – Maintenance/Upgrades/Enhancements

**Key Personnel** – *Hourly Rates are to be fully burdened, including indirect, overhead and benefits.*

Name	Classification/Title	Job Function	Hourly Rate		Estimated Hours
			\$		
			\$		
			\$		
			\$		
			\$		
Subtotal Labor					\$

**Other Direct Cost Schedule (ODC)** - *All ODC's are to be proposed at cost-without mark- ups.*

Type of ODC	Unit Cost		Estimated Budget Amount	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Subtotal ODCs			\$	
Total Year 3 Costs: Labor Plus ODCs			\$	



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**Project Total by Line Item**

Three Year Contract Price Summary	Labor		ODCs		Total	
Task 1: APC Certification	\$		\$		\$	
Task 2: Development & Implementation of Dashboard Software	\$		\$		\$	
Task 3: Maintenance/Upgrades/Enhancements						
Year 1: Maintenance	\$		\$		\$	
Year 2: Maintenance	\$		\$		\$	
<b>Total</b>	\$		\$		\$	

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**NON-COLLUSION AFFIDAVIT**  
**(Per Public Contract Code Section 7106)**

State of California )  
 ) ss.  
County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_, of \_\_\_\_\_ ("Proposer") the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposers or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal fee of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal fee, or of that of any other Proposer, or to secure any advantage against the public body making the award of anyone interested in the proposed award; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal fee or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ Signature	_____ Company Name
_____ Printed Name	_____ Title

SUBSCRIBED AND SWORN TO BEFORE ME

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (Seal)

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE ATTACHMENT E – REQUIRED FORMS

## **FTA CERTIFICATION REGARDING DEBARMENT, DEBARRED BIDDERS CERTIFICATION SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

For Contracts and Subcontracts in Excess of \$25,000.00

### Instructions for Certification

1. By signing and submitting its bid or proposal, the prospective lower tier participant is providing the signed certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into; If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, VVTA may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to VVTA if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “persons,” “principal,” “proposal,” and “voluntary excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 C.F.R. Part 29]. You may contact VVTA for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting its bid or proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by VVTA.
6. The prospective lower tier participant further agrees by submitting its bid or proposal that it will include the clause, set out below, titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List issued by U.S. General Service Administration.
8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, RT may pursue available remedies including suspension and/or debarment.

## **“Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier covered Transaction”**

1. The prospective lower tier participant certifies, by submission of its bid or proposal, that neither it nor its “principals” [as defined at 49 C.F.R. §29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. When the prospective lower tier participant is unable to certify to the statement in this certification, such prospective participant shall attach an explanation to its bid or proposal.

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Signature of the Proposer’s Authorized Official

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Name and Title of the Proposer’s Authorized Official

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Company Name

---

Date

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE ATTACHMENT E – REQUIRED FORMS

## FTA CERTIFICATION OF RESTRICTIONS ON LOBBYING (For Bids Over \$100,000)

I. \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_ (Company Name)  
that:

1. No Federal or State appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or the United States Congress, an officer or employee of the Legislature or Congress, or an employee of a Member of the Legislature or Congress, in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any State or Federal loan, the entering into of any State or Federal cooperative agreement and the extension, continuation, renewal, amendment or modification of any State or Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, or an officer or employee of Congress, in connection with this contract, grant, loan or cooperative agreement, which is funded in whole or in part by Federal funds, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for any subcontractor at any tier performing work under this Federal-Aid funded Contract and that all subcontractors of any tier shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by § 13 52, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of the Proposer’s Authorized Official

\_\_\_\_\_  
Name and Title of the Proposer’s Authorized Official

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

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**PROPOSAL DEVIATION, PRE-OFFER CHANGE OR APPROVED EQUAL**

This form shall be completed for each condition, exception, reservation or understanding (i.e., deviation) in the proposal according to “Condition, Exceptions Reservations and Understanding.” This form must also be used for requested clarifications, changes, substitutes, or approval of items equal to items specified with a brand name and must be submitted as far in advance of the Due Date as specified in “Proposal Timeline.”

Deviation Number: \_\_\_\_\_

Proposer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Page Number: \_\_\_\_\_

Section: \_\_\_\_\_

**Detailed**

**Description of Requested Deviation:**

**Rationale**

**(Pros and Cons):**

# VVTA RFP 2025-05 APC CERTIFICATION AND DASHBOARD SOFTWARE ATTACHMENT E – REQUIRED FORMS

## ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the proposal package.

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.

The undersigned Proposer acknowledges receipt of the following addendum to the documents:

Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:

\_\_\_\_\_  
Signature of the Proposer's Authorized Official

\_\_\_\_\_  
Name and Title of the Proposer's Authorized Official

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

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**SUBCONTRACTOR'S LIST**

(If additional space is needed, supply information on separate form)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Subcontract amount: \_\_\_\_\_

CERTIFIED DBE? \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_  
YES NO

If yes, please provide certification.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Subcontract amount: \_\_\_\_\_

CERTIFIED DBE? \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_  
YES NO

If yes, please provide certification.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Subcontract amount: \_\_\_\_\_

CERTIFIED DBE? \_\_\_\_\_ CERTIFICATE # \_\_\_\_\_  
YES NO

If yes, please provide certification.