

REQUEST FOR PROPOSAL NO 2011271 - FTA JOB ACCESS REVERSE COMMUTE PROGRAM AND NEW FREEDOM PROGRAM

To: All Prospective Proposers

Subject: Addendum No 5

Date: December 9, 2011

Notice is hereby given that MTA is issuing Addendum No 5 to the Request for Proposal No 2011271.

Questions, clarifications and answers regarding the RFP document

1. Question:
Is there a word limit, approximate length or suggest length of response when developing the Proposal?

Answer:

No but please refer to page 19, Section III, Proposal Response Requirements, A. Proposal Format, 2nd paragraph; Proposals must be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

2. Question:
Could you please clarify the definition for "Disabled?"

Answer:

Disability.--The term "disability" means, with respect to an individual—
(A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
(B) a record of such an impairment; or
(C) being regarded as having such an impairment.

<http://www.dotcr.ost.dot.gov/Documents/ycr/ADA1990.htm#3>
<http://www.eeoc.gov/policy/docs/902cm.html> - <http://www.ada.gov/>

3. Question:
Has the Coordinated Human Services Transportation Plan been significantly updated for this year? Where may this plan be found?

Answer:

No

http://rtaretaxandride.com/downloads/RTA_MTA-CHSTPTransitPlanUPDATESeptember_2011.pdf

4. Question:
Must all of the attachments be included in each proposal?
- Answer:
Yes, please refer to Addendum No 1, Part 1-5
5. Question:
May other organizations apply who did not come to the pre-application meeting on Dec 1, 2011?
- Answer:
Yes
6. Question:
Recognizing that New Freedom funds are targeted at disabled persons, may others ride a possible shuttle to a grocery store from a food desert area?
- Answer:
Yes
7. Question:
As a consultant writing grant applications for multiple agencies, with regard to V. Required Forms, Form 1, page 76 of the RFP, regarding the *mandated* acknowledgement receipt of all Addenda of the Proposal: Does each of the agencies I am representing have to also individually request to receive the Addenda (as I did on their behalf), or as the grant writer, do I sign for the respective agencies or should it be the agency's respective signatory in the submitted Proposals? (ALL issued Addenda will have been forwarded to each agency Executive Director that I am representing prior to the submission of the respective Grant Applications to MTA.)
- Answer:
Form 1 "Acknowledgement of Addenda" is a required form for all Proposals that are submitted; Each agency is required to have their respective signatory sign the required forms.
8. Question:
In Part: 1, Cover Page *and* Cover Letter, Agency Information, the same information as required in Part 3, #1, Grant Application Form – Section IV, Exhibit A, page 37, is requested: Is the RFP requesting a separate document on agency letterhead? Equally, the preceding question arises because the following section states: Page 17, FORMS PROVIDED - 7.0 Proposers must submit their Proposal on the forms provided or copies thereof....
- Answer:
Yes, Yes
9. Question:

Part 5, "Acceptance of the Proposed Contract Terms and Conditions," page 21: Should the Contract in the RFP be submitted as part of the Grant Application to MTA? It indicates that a Contract signature is not required ... What, if anything, is required to be in compliance with this section? Part: 5, Acceptance of the Proposed Contract Terms and Conditions –

1. Signature is not required on the Proposed Contract included in the RFP; however, any exceptions or proposed changes to the terms and conditions must be proposed on a separate attachment. What should be attached if there are no suggested changes?

Answer:

Nothing is required.

10. Question:

As indicated in Form 5, page 80: Are each applying agency required to be designated "a Disadvantaged Business Enterprise?" Equally, how should Form 12, page 88, be completed by agencies?

"AFFIDAVIT OF COMPLIANCE," TO BE COMPLETED BY DISADVANTAGED BUSINESS ENTERPRISE/WB DISADVANTAGED BUSINESS ...

Answer:

If the agencies you are representing are non-profit agencies, they are not considered a DBE. You will need to write "non applicable" on that form. Please see a brief definition below of who is considered a DBE and a link you can click on for more information.

Definition of DBE - DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.
<http://www.osdbu.dot.gov/dbeprogram/definitions.cfm>

11. Question:

How should the following form be completed on page 89: FORM 13, REGIONAL TRANSPORTATION AUTHORITY, SUBCONTRACTORS LIST: On the space provided below, please list all subcontractors and or suppliers, including Disadvantaged Business Enterprise (DBE's) proposed for utilization on this project. Work to be self-performed by the Proposer is to be included. What information should be listed?

Answer:

REVISION : RFP 2011271, page 89, Form 13 , Regional Transportation Authority
Change to: Form 13, Nashville MTA

Answer:

If your agency hires out any of the activities to administer the project, then they will need to list that agency/vendor on this form. If your agency does not hire out activities then please write "not applicable" on this form.

12. Question:
Exactly what type of information is FORM 10, CONTACT INFORMATION OF SIMILAR CONTRACTS / REFERENCES, page 86, requesting?
- Answer:
If your agency has or is currently involved in a project and/or program please list the other organization, agency, non-profit group, etc as a reference, such as the State of TN, Metro Government etc.
13. Question:
Is it mandated that an agency check ALL of the Certifications in Exhibit C, page 68, or indicate only ones relevant to their respective Proposals?
- Answer:
Only the ones applicable to their individual agency.
14. Question:
Is the following form required if not applicable? Form 15, page 91, FORM 15, BUY AMERICA CERTIFICATE
- Answer:
All required forms are required to be submitted with the Proposal. If it is not applicable to your organization indicated not applicable.
15. Question:
Part: 4, Proposal Forms, Licensing and Permits, page 20: How should an agency determine which of these forms are N/A? Or should they ALL just be accepted, to be compliant/safe?
- Answer:
The Cost Form is not required for this RFP process, the Insurance Certificate is not required at this time (only after award); Yes
16. Question:
When will funds be available?
- Answer:
The funding term will be October 1, 2012 – September 30, 2013
17. Question:
Who will hold the title to the van?
- Answer:
The agency

18. Question:
Who will have ultimate ownership of the van?

Answer:
The FTA and agency

19. Question:
Is a lift required to purchase a van?

Answer:
Yes

20. Question:
Are capital funds reimbursable?

Answer:
Yes

21. Question:
Are bus passes allowed to be included in this grant?

Answer:
No

22. Question:
Our agency requests a fully unlocked version of the grant application, can you provide?

Answer:
Yes; upon request a copy will be emailed of the grant application only

23. Question:
Page 81 says that the Corporate Secretary should sign the form. We do not have a Corporate Secretary. We have an Administrative Assistant to the CEO. Can the CEO sign this form?

Answer:
Yes

24. Question:
Form 10- Is that a form used for a sub-contractor that the proposer uses? I am not clear on the purpose of the form.

Answer:

If your agency has or is currently involved in a project and/or program please list the other organization, agency, non-profit group, etc as a reference, such as the State of TN, Metro Government etc.

25. Question:

1. In Section 4.3.0 , Item h " Local car programs that assist individuals in purchasing and maintaining vehicles for shared rides" and then lists examples of some specific ideas.

Question:

1) If an organization received donations of cars from the community, provided a standard safety check, and sold the vehicle to individuals who are low income on an " AS IS" basis, is that an acceptable activity?

2) Would the agency be expected to meet requirements for Clean Air and Water Requirements, Automobile Insurance Liability, and the State Energy Conservation Plan?

Considering only: The costs of staff to administer the program, provide some training and guidance to purchasers on budget and safety issues

Answer:

The Ways to Work program is a national program of Alliance for Children and Families that allows qualified working parents who are unable to get funds elsewhere, to receive loans up to \$4,000 to purchase a car.

This program is unique to the State of Tennessee. There is only one program within the State of Tennessee and it is operated locally by Affordable Housing Resources, Inc.

These vehicles must be safe and reliable vehicles. To review more information on the Ways To Work program, please go to the website at <http://www.waystowork.org/>

26. Question:

2. If an organization is providing services to low-income individuals and persons with disabilities and have an interest in providing activities to both groups, how would an agency interested in performing services for individuals classify the grant request?

For example, services for disadvantaged and low income can be provided under JARC, however, other persons with disabilities can be served under New Freedom funds. If a proposal can offer services under both JARC and New Freedom Funds, how is that shown on the budget page and in identification of the program funds requested on the cover page?

Answer:

An agency can apply for both funding programs but must submit a separate proposal for each.

27. Question:

3. PAGE 21 of the grant proposal states that "all forms may not apply but must be submitted and indicates not-applicable. Do these forms need to be signed and notarized as well?

Answer:
No

28. Question:

In the past, only the actual Grant Application had to have the pages numbered; is this the case with RFP No. 2011271, only the application pages should be numbered, and not all of the attachments?

Answer:
Yes

29. Question:

Section VI, Appendix B, page 97, Quarterly Reporting – Do we need to submit with our proposal?

Answer:
No

30. Question:

Is gas for vehicles an allowable expense?

Answer:
Yes

31. Question:

Since the van must be ADA accessible can it be a used or is it a requirement that is new?

Answer:
Yes vehicle can be used but specification must follow the guidelines set forth in http://www.fta.dot.gov/documents/Part_38-PDF_all_10-1-07_edition.pdf

32. Question:

For the Assurances document can I just put an 'X' on each blank, to be covered? Will that hurt us?

Answer:
Yes; No

33. Question:

Matching Requirements, page 45 states to include matching backup documentation. What is acceptable? Can we include our 9-90 information and be covered?

Answer:

All of the local share must be provided from sources other than Federal DOT funds. Some examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non-DOT Federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.; No a 9-90 cannot be submitted for supporting documentation.

34. Question:

I know that Addendum 1 was sent out clarifying the layout and submittal of the proposals, but I was hoping you could clarify a few things for me a little further. In Part 2 and Part 3 of the proposal they ask for the same forms; the Grant Application Form on page 37 and Grant Spending Plan (budget) on page 40. Although Part 2 does not specify to use these pages like in Part 3, Part 2 asks for the same information on the Grant Application form and Budget. Can we use the same form in both parts? If so, do we submit the forms twice or should we just note to refer to Part 2?

Answer:

For Part 2 please submit the information as a description addressing 1-5 and for Part 3 please submit the application.

35. Question:

We have filled out all forms in Part 4 of the proposal as well as indicated which forms are non-applicable for us. In the table under Part 4 we still have a few listings that we are unsure if we need to include anything. We did not see information on the following: Cost Form, Insurance Certificate (is this something we will turn in if we are awarded funds?) License and Permits. I cannot find language anywhere indicating what licenses and permits you are interested in seeing.

Answer:

The Cost Form is not required for this RFP process, the Insurance Certificate is not required at this time (only after award); The license and permits are required. Agencies need to submit their business license and permits.

36. Question:

My final inquiry is that I just wanted to confirm with you that so far four Addendums have been sent out and I have viewed all the addendums on Nashville MTA's website under procurement listings.

Answer:

Yes

37. Question:

MTA – JARC & New Freedom Program
RFP– 2011271
Addendum No 5 – Issued November 9, 2011

My question is simply: Can those required forms be unlocked and emailed, or do proposers have to hand write the mandated information? We, of course, will do whatever is necessary, but it would be great to know here on the last day that questions can be asked how to proceed.

Answer:

The grant application will be provided, upon request, in a word format. The remainder of the required documents will remain locked or in pdf.

38. Question:

Section 7, Evaluation Criteria, #3, possible points – 0-20; the Grant Application, Section 3 possible score 0-15. Should those be the same?

Answer:

Language Change:

Both Section 7, Evaluation Criteria, #3 and the Grant Application, Section 3, possible score shall be changed to 0-25.

39. Question:

Am I correct in understanding that you need this sent electronically, in addition to one original and five copies mailed or delivered?

Answer:

Yes that is correct. We require one (1) electronic copy, one (1) original and five (5) copies mailed or delivered. For your electronic version you can provide in email, flash drive or CD format.

40. Question:

Is Addenda 3 the only one to see so far?

Answer:

No, there are also No.'s 1, 2, 3, 4 & 5.

41. Question:

Will there be a clarification period during the review and/or evaluation process?

Answer:

Yes, if the committee determines a need for clarification.

42. Clarification:

Please clarify the FTA Monitoring and Auditing Circulars for JARC and New Freedom.

Response:

New Freedom: FTA Circular 9045.1

JARC: FTA Circular 9050.1

The Board of Directors will give the final approval for the execution of a contract by Nashville MTA staff for the JARC and New Freedom Program

All proposals are due 3:00 p.m. (CST), Thursday, December 15, 2011. Late proposals will not be accepted.

Nashville MTA reserves the right at its sole discretion to reject any and all Proposals received without penalty and not issue a contract as a result of this RFP. We look forward to receiving your Proposal.

Best regards,

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End of Addenda