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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Capital Area Council of Governments Request for Proposals

RIDE MATCHING/TRIP PLANNING PLATFORM

General Information

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties.

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CAPCOG is requesting proposals for services from qualified and experienced vendors for a hosted website solution for the existing commuter tracking and ride-matching website, www.myCommuteSolutions.com. The rideshare matching/trip planning platform will allow commuters find rideshare matches, plan transit, biking, and walking trips, record information about trips and provide a viable and accurate method for gathering data on vehicle miles saved and emissions reduced using methods of transportation other than single-occupancy vehicles.

Schedule

RFP Issued	Tuesday, 12/18/2018
Deadline for Questions	Friday, 1/4/2019 at 12:00 noon
Response to Questions Posted & Distributed	Tuesday, 1/8/2019 by 5:00 pm
Proposals due to CAPCOG	Thursday, 1/17/2019 at 12:00 noon
Evaluation of proposals	1/17/2019 – 1/22/2019
On-line demonstrations of top 2 or 3 proposals	1/23/2019 – 1/24/2019
CAPCOG Executive Committee Consideration of Award	Wednesday, 2/13/2019
Contract negotiation and execution	2/13/2019 – 3/1/2019
Anticipated contract start date	2/19/2019 - 3/1/2019
Anticipated deadline for platform launch	3/15/2019 – 3/31/2019

NOTICE: Prospective proposers who have received this document from a source other than the CAPCOG Commute Solutions Program should immediately contact the CAPCOG Commute Solutions Program and provide their name, company, and email address in order that addendum to the RFP or other communication can be sent to them. Any prospective proposers who fail to provide the Commute Solutions Program with this information assume complete responsibility in the event they do not receive communications from the program after the RFP issue date.

Funding Source and General Restrictions

This contract will be funded using Surface Transportation Block Grant (STBG) funding from the Federal Highway Administration (FHWA) through the Texas Department of Transportation (TxDOT), and is subject to both federal and state rules. By submitting a proposal in response to this RFP, the vendor agrees to adhere to the rules and restrictions laid out in CAPCOG's Advance Funding Agreement (AFA) with TxDOT. A copy of this agreement is available on CAPCOG's website and will be incorporated by reference into any contract CAPCOG enters into under this RFP.

Please note that the following provision will be required to be included on each contract that CAPCOG executes arising from this procurement, and in any sub-contract related to this procurement: "The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT [Department of Transportation]-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate."

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S. C. §§ 2000d to 2000d-4) and the Regulations, CAPCOG hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises (DBEs) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

CAPCOG participates in TxDOT's federally approved DBE program. Based upon this project's Federal Funding, type of work, location, overall and item cost estimate values, subcontracting opportunities, number of certified DBE firms in the vicinity of the project location, and the size of the project, TxDOT's Civil Rights Division has assigned this project an overall project DBE goal of zero percent (0%). However, DBE participation is encouraged and suggested, and is achievable through various opportunities such as DBE material supplier, subcontracting, etc.

If the vendor is a DBE or proposes to carry out work using one or more DBE, CAPCOG encourages the vendor to identify this information in the proposal. CAPCOG will be required to conduct periodic DBE reporting as part of its AFA with TxDOT, and will pass this requirement down to any contract awarded under this RFP.

The contract that will be executed arising from this RFP will include clauses that allow for cancellation due to lack of funding and cancellation for convenience.

Project Purpose and Need

CAPCOG manages and operates the Commute Solutions Program - a regional Transportation Demand Management (TDM) initiative that works to reduce single occupancy vehicle use in the CAPCOG region. TDM strategies promoted by the program include, carpool, vanpool, transit, active transportation (bike and walk), telework, compressed work schedules, and shifted work schedules to avoid peak traffic congestion. One of the features of the program is the MyCommuteSolutions.com website – a web-based ride-sharing/trip-planning website that has been operated and maintained by RideShark since 2011. The purpose of this project is to procure a new or upgraded web-based ride-sharing/trip-planning platform with additional features and incorporating new program branding in order to support the goals and objectives of the region's program.

Goals and Objectives for the Platform

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All proposals are due at CAPCOG no later than **January 17, 2019** at 12:00 PM (noon) Central.

Please submit informational requests and questions to sjennings@capcog.org.

It is CAPCOG’s goal that this platform will provide a user-friendly and cost-effective way to facilitate and incentivize alternative commute choices to driving alone, and to provide a viable and accurate method for gathering data on vehicle miles saved and emission reductions achieved through ridesharing (carpooling and vanpooling) and other alternative transportation modes.

Proposed platforms must be able to support and/or advance the following goals and objectives:

- Provide tools for commuters to find matches for sustainable commuting (i.e., carpool/vanpool matches) in the six counties of the Capital Area Metropolitan Planning Organization (CAMPO): Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson.
- Provide tools that can be used to incentivize commuters to choose sustainable forms of commuting in the CAMPO counties.
- Provide tools for employers to manage their own internal TDM programs within the framework of a regional platform.
- Enable commuters to access information on location-specific available transit services and shared mobility options, such as dockless scooters and bikes, transportation network companies, etc.
- Collect and quantify data on travel and commuting behavior within the region.
- Support and incorporate the existing/on-going ride-sharing and trip-planning platforms and participants within the region to the greatest extent possible.
- Be user-friendly, visually and operationally engaging, and operational across desktop, laptop, tablet, and mobile smartphones using modern web browsers.

Budget and Contract Term

The vendor shall develop a schedule of tasks with completion deadlines, methodologies, and cost. CAPCOG will select all the identified tasks or a subset of the tasks to be completed. CAPCOG has budgeted \$30,000 for both setup and operations in the initial year, based on our research on what other customers have recently paid. We anticipate an initial contract period of one year, with an option to renew for three additional years, subject to the vendor’s performance, availability of program funding, and/or at the discretion of the CAPCOG Executive Committee. Final cost will be based upon negotiations with the selected vendor. CAPCOG may award a contract valued at up to \$54,000 for the 1st year to accommodate any non-recurring set-up costs and the initial year of maintenance. However, any proposal that includes set-up costs and 1st-year maintenance costs for their “base” system that combined exceeds \$54,000 will be considered non-responsive. CAPCOG anticipates the contract to be executed for this project February 19, 2019 – March 1, 2019, with a target launch date of March 15, 2019 - March 31, 2019.

Scope of Work

Overview

The scope of work for this contract will involve three basic activities:

1. Initial set-up of the platform with customized features and program branding;
2. On-going maintenance; and
3. Periodic updates of the platform as new features become available

CAPCOG assumes that the initial set-up and customization of the platform can be completed within one month of contract execution, and a vendor's ability to ensure that the launch is completed by March 15, 2019 – March 31, 2019, will be one of the factors considered in the scoring/evaluation process. However, we expect the vendor to provide adequate information needed to understand what if any trade-offs there may be in launching by March 15, 2019, as opposed to allowing additional time for a launch.

Required and Preferred Platform Features

The vendor should describe whether their proposed platform has the features listed below, and if so, describe in detail how the platform addresses that feature. If your platform does not include a feature requested, please state that the feature is unavailable. A proposal that does not provide a "required" feature will be considered non-responsive and all "required" features will be included in the scope of work for the contract awarded under this procurement. Based on cost and other factors, some or all of the "preferred" features may also be included in the scope of work.

1: Trip Planning

REQUIRED FEATURES:

- Multi-model (carpool, vanpool, transit, bike, or walk) trip planner that allows users to view potential routes from their selected origin to selected destination
- Carpool and Vanpool matching services from multiple starting points, to multiple destinations, with various start and leave times, and a range of distances for the origin and destination of potential matches
- Users may conduct rideshare searches for one-time trips in addition to regular, repeated commutes
- Matches are shown along the path of the corridor users will travel using a map displayed in the web-based program
- Users can rate ride sharers and report inappropriate behavior by others users
- Users can filter potential rideshare matches by organization, by gender or smoke-free only
- Users will have a way to contact potential matches electronically without gaining access to their name, street address, or personal email addresses

PREFERRED FEATURES:

- Transit, Biking and Walking matching services from multiple starting points, to multiple destinations, with various start and leave times, and a range of distances for the origin and destination of potential matches
- Platform allows for integration of custom map layers in the trip planner (park and ride locations, microtransit services, transit hubs, hike and bike trails, etc.)
- Platform allows for the integration of 3rd-party transportation providers into the trip planner
- Users may create their own routes for rideshare matching rather than using the routes selected by the platform
- Potential users can preview limited information about potential trip matches without actually registering
- Incorporation of the Capital Metro Trip Planning Tool (Note: this would likely not occur within the 1st year of this project)
- Incorporation of the Capital Area Rural Transportation System (CARTS) fixed route data
- Users can rate ride sharers and report inappropriate behavior by others users

2: Trip Logging

REQUIRED FEATURES:

- Users may log trips taken/trips avoided by mode (bike, walk, transit, carpool, vanpool, telework)
- Users may log trips that use multiple modes as one trip
- Users may save their typical trips as “favorites” for easy trip logging

PREFERRED FEATURES:

- Allow users to log trips taken/avoided by alternative work schedule, electric scooter, private shuttle service, and staying in for lunch
- Passive tracking of user commutes through a mobile application
- Users may record the trip purpose – work commute, business trip, personal trip
- Platform allows users to share their trip logging data with 3rd-party applications (i.e. - Moves, Strava, Waze Carpool Google Fit, Apple Health)
- Allow users to add information about which bus/rail they take when logging transit trips
- Allow users to save their typical trip for easier logging in the future

3: Incentives/Gamification

REQUIRED FEATURES:

- Platform allows the users to earn points for logging qualifying actions towards contests
- Contest Management including, contest creation, contest promotion on the platform, tracking contest participation, selection of contest winner(s), and notification of contest winner(s)
- Allow organizations to create and manage contests that will only be visible to users within this organization

PREFERRED FEATURES:

- Allow creation of leaderboards based on number of user stats like vehicle miles traveled reduced, air pollution saved, and calories burned
- Store where users can spend points earned from logging qualifying actions on a selection of items
- Capacity to handle VMT and trip-based challenges that are either organization (or other group) or individually based
- Allow users to earn achievements/badges for logging trips above a specific threshold
- Allow users to easily post to social media (Facebook, Twitter) to earn contest points

4: Vanpool Management

REQUIRED FEATURES:

- Users can view available vanpools in the trip planner
- Allow users to contact vanpool routes to inquire about joining an existing vanpool

PREFERRED FEATURES:

- Allow users to see all vanpool routes and the number of seats available in the vehicle
- Allow users to advertise a vanpool route with the goal of forming a new vanpool route
- Manage vanpool fares, subsidies, and billing
- Track data required to create National Transit Database (NTD) reports

5: Emergency Ride Home Management

REQUIRED FEATURES:

- User can see Emergency Ride Home (ERH) information on the platform

PREFERRED FEATURES:

- Platform will manage ERH requests, including, collection of user data, determining user eligibility, and tracking and reporting ERH data
- Platform will allow users to submit ERH request through the platform and show users the status of their ERH reimbursement request, pending vs approved/denied
- Platform allows distribution of approved ERH reimbursement money

6: Miscellaneous Optional Features

PREFERRED FEATURES:

- Parking Management Tool
- Tools to facilitate School-pool trips
- Tools to facilitate transportation for Older and/or Disabled persons
- Commute Cost Calculator, which estimates the cost of a commute using different modes

7: Platform Functionality

REQUIRED FEATURES:

- For data analysis purposes, provider must collect registrants' email, gender, home address with zip code, county of residence, and information on registrants' regular transportation mode(s) used prior to enrollment
- If user is part of a specific partner organization, the platform must request additional verifying information where applicable – work email, employee ID
- Collection of user office address' for individuals registering on the platform as an employee of partner organizations
- For those who carpool/vanpool, information must be gathered on the year/make/model of vehicle used for the trip, and whether the individual is a driver or rider (for accuracy in calculating trip reductions)
- Platform facilitate the distribution of emails and/or notifications to all users or a sub-set of users based on organization
- Platform facilitate the distribution of user surveys to all users or a sub-set of users based on organization
- Accessibility – the platform should be compliant with the Texas Department of Information Resources (DIR) – Electronic and Information Resources accessibility rules, or an equivalent standard
- A mechanism for the verification of suspicious activity
- Mobile Friendly website
- Security safeguards in place to protect users' identity (e.g. passwords, usernames, and personal information)
- iOS and Android applications

PREFERRED FEATURES:

- An online “help” function to guide users through any user-error based issues they may have with the site
- A mechanism will be in place for the provider to send “nudge” emails to those users who are no longer logging their miles in order to encourage them to resume doing so.
- Multi-Language Functionality

8: Additional Customization Capabilities

REQUIRED FEATURES:

- Customize the platform to match program branding and where applicable, partner organization branding
- Custom sub-sites or sub-networks with managed by an organization other than CAPCOG under the overall umbrella of the platform with reports, incentives, and communications, only visible to designated sub-administrators approved by CAPCOG

PREFERRED FEATURES:

- Custom sub-sites can have customized company-specific/organization-specific branding incorporated into platform pages, communications, etc.
- Allow CAPCOG or our stakeholders to post information about events
- Allow for the creation of webpages for custom sub-sites and sub-networks to post information for users to view

9: Data and Reporting

REQUIRED FEATURES:

- Platform will use data collected to generate reports on: the total number of active participants, the number of new participants, the number of participants who have never logged a trip, total number of trips logged, miles traveled by alternative means, vehicle miles saved, average trip distance, pounds of VOCs saved, pounds of CO2 saved, and pounds of NOX saved
- Reports will be able to be filtered by trip date, user organization, trip location, and mode logged

PREFERRED FEATURES:

- The information generated by reports will be available on a basis of demographic characteristics, such as gender or age brackets
- Ability to generate a list of users who meet specific criteria regarding # of trips logged, modes logged, miles logged, and other similar features.
- Share platform data to partner organization websites user with embeddable hypertext markup language (HTML) codes or application programming interfaces (APIs)
- Ability to report number of carpool and vanpool matches facilitated through the platform.

Deliverables

We are seeking the following deliverables and products in the completion of this project:

1. An initial meeting with CAPCOG Commute Solutions team leads and a subcommittee of its Regional TDM Coordinating Committee so the contractor can better understand CAPCOG's and the region's needs, culture with its audience, and mission.
2. CONTRACTOR will develop a customized version of its platform that incorporates new Commute Solutions program branding, migrate users and custom sub-sites from the existing platform and potentially other platforms in use within the region (specifically, City of Austin's platform being used for its Smart Commute Rewards program) to the new platform, and provide an admin./user's guide and training to CAPCOG staff;
3. CONTRACTOR will provide on-going website maintenance, hosting, and support of the www.MyCommuteSolutions.com website that includes, but is not limited to software updates, customer service, and training on any new features that will maintain or exceed the current standard of quality for the website.
4. CONTRACTOR agrees to respond to requests submitted by CAPCOG's project representative or a designee within one business day.
5. CONTRACTOR agrees to work with CAPCOG to customize vehicle-related emissions data used for the MyCommuteSolutions.com reporting system so that it is consistent with regional emissions data.
6. CONTRACTOR agrees to submit monthly invoicing to CAPCOG for the duration the contract.

Proposal Format and Content

Please submit the following information:

- A. ORGANIZATIONAL/PROFESSIONAL PROFILE – provide for the lead company submitting the proposal and for any subcontractors proposed if the project is going to be partially subcontracted
 1. Ownership information
 2. Physical and Mailing addresses
 3. Other company locations/offices, if any
 4. Primary Contact
 5. Telephone number, fax number and e-mail address of company’s primary contact
 6. Whether the company is considered a certified “disadvantaged business enterprise” as defined by the U.S. Transportation Department
 - a. See <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-program-overview>
 7. Whether the company is a certified Historically Underutilized Business (HUB) vendor as defined by the Texas State Comptroller’s Office:
 - a. See <https://comptroller.texas.gov/purchasing/vendor/hub/>
- B. PLATFORM FEATURES AND WORK PLAN (DO NOT LIST PRICES IN THIS SECTION)
 1. Describe a “base” platform’s features, which must, at a minimum, include all of the “required” features described above, but may also include “preferred” features or other features not listed above
 2. This section should clearly identify whether or not (yes or no) each required or preferred feature is included in the “base” platform, whether the feature is optional, or whether it is not available
 3. The plan for carrying out the scope of work, including key personnel who will work on this contract, any subcontractors, and how the contractor will provide deliverables
 4. Described any subcontracting that may be involved with this project
 5. Provide a proposed timeline for completion of the set-up of the platform
- C. RELEVANT EXPERIENCE AND QUALIFICATIONS
 1. Describe your organization’s relevant experience for the type of work solicited in the RFP.
 2. Provide examples of similar work. Demonstrate that the respondent has successfully been in business of providing, or the principals have had ownership/executive management in a previous company with comparable type experience, for the services solicited.

3. A list of any current customers other than CAPCOG located primarily in Bastrop, Burnet, Caldwell, Hays, Travis, or Williamson Counties, along with the name, phone number, and e-mail address of for a point of contact for each customer
 4. A list of any other councils of governments (COGs), regional planning commissions (RPCs), or metropolitan planning organizations (MPOs) in the U.S. that are currently customers, along with the name, phone number, and e-mail address of for a point of contact for each customer
- D. CONTRACT PRICE AND BUDGET (MUST BE SEPARATED FROM DESCRIPTION OF PROGRAM FEATURES)
1. The price for initial set-up of the “base” platform
 2. The cost for the initial 12 months of “base” platform maintenance
 3. The cost for each subsequent year (2, 3, and 4) of “base” platform maintenance if CAPCOG renewed the contract
 4. The set-up and maintenance costs for years 1, 2, 3, and 4 of any “preferred” features that were not included in the “base” platform offered
- E. DATA ON EXTENT OF ACTIVE USERS AND PARTICIPATION IN PLATFORM
1. Number of active users (defined as the number of users who logged at least one trip on the proposed platform between April 1, 2018, and September 30, 2018) network-wide (i.e., regardless of location)
 2. Number of trips logged network-wide between April 1, 2018 and September 30, 2018
 3. Number of active users with a trip that had an origin or destination in Bastrop, Burnet, Caldwell, Hays, Travis, or Williamson Counties between April 1, 2018 and September 30, 2018
 4. Number of trips logged between April 1, 2018 and September 30, 2018 with an origin or destination

Selection Process and Criteria

The selection process for this RFP involves the following steps:

1. CAPCOG staff will review of proposals to determine if they minimum requirements.
2. A subcommittee of CAPCOG’s Regional TDM Coordinating Committee will score proposals as follows:
 - 20 points of the score based on project cost, number of existing active users on the platform, and the number of trips logged on the platform
 - The remaining 80 points based on their evaluation of the “base” platform proposed, optional features proposed, and the vendor’s qualifications and experience
3. The average scores from the committee members will result in a composite score for each proposal, and proposals will be ranked from highest to lowest composite score.

4. Top proposers will be invited to deliver a 20-minute online demo to the committee members. The demo is expected to be virtual – proposers do not need to travel to CAPCOG.
5. Committee members will rank vendors again following the demonstrations for a final recommendation.
6. CAPCOG’s Executive Committee has the final authority to award the contract.

Review and Scoring

Points will be to each responsive proposal based on the cost for the “base” platform over four years (based on section D of the proposal), and the number of active users and extent of participation in the platform within the region and across all of the vendor’s clients (based on section D of the proposal).

The score for the cost of the “basic” platform will be based on where the total cost of initial set-up and four years of maintenance would cost for the proposal compared to the highest-cost and lowest-cost proposals.

$$Proposal\ Cost\ Score = 20\ points \times \left(1 - \frac{Proposal\ Cost - Lowest\ Proposal\ Cost}{Highest\ Proposal\ Cost - Lowest\ Proposal\ Cost} \right)$$

Scores based on responses to section E of the proposal will be scored based on the data submitted regarding the number of active users and trips reported in the proposal:

- 2.5 points max: Number of active users (defined as the number of users who logged at least one trip on the proposed platform between April 1, 2018, and September 30, 2018) network-wide (i.e., regardless of location)
- 2.5 points max: Number of trips logged network-wide between April 1, 2018 and September 30, 2018
- 2.5 points max: Number of active users with a trip that had an origin or destination in Bastrop, Burnet, Caldwell, Hays, Travis, or Williamson Counties between April 1, 2018 and September 30, 2018
- 2.5 points max: Number of trips logged between April 1, 2018 and September 30, 2018 with an origin or destination

The maximum value reported among proposals for each of these data points will receive the maximum score, with the score for other proposals being scaled according to the maximum value reported (i.e., if there most active users reported in the region is 1,000 that proposal would get 2.5 points for is criteria, and a proposal that had 600 users would get 1.5 points, while a proposal that had none would get 0).

After assigning points for the “base” platform cost and number of active users and trips reported scores will be assigned based on the program features, work plan, qualifications, and experience. Committee members will submit scores individually back to CAPCOG staff, who will then average the scores, and rank the proposals based on total score.

Scoring Criteria Summary

The table below shows the scoring criteria and maximum number of points.

Table 1. Proposal Scoring Criteria

Criteria	Max. Score
1. Cost of “Base” Platform Set-Up and Maintenance Over Four Years	10
2. Existing Active Users and Trips Logged in Platform	10
3: “Base” Trip Planning and Trip-Logging Features (Features 1 and 2)	20
4: “Base” Incentives/Gamification, Vanpool Integration, Emergency Ride Home Management, User Communications, and Miscellaneous Optional Features (Categories 3, 4, 5, 6, and 7)	20
5: “Base” Platform Functionality Features (Category 7)	20
6: “Base” Additional Customization Capabilities (Category 8)	10
7: “Base” Reporting Capabilities (Category 9)	10
8: Experience and Qualifications	10
8: Costs and Quality of Optional Features, Including Any “Preferred” Features Not Included in “Base” Platform	10
Total	100

Online Demonstrations

After compiling the composite score for each proposal, CAPCOG will invite the highest-ranked vendors to deliver 20-minute online demonstrations between ~~December 14 – 18~~ January 23 - 24. Committee members will then rank the proposals.

CAPCOG Executive Committee

CAPCOG staff will convey the committee’s recommendations to its Executive Committee and seek approval of an initial contract to the highest-ranked vendor for an amount not to exceed \$54,000 based on that ranking. Following Executive Committee approval, CAPCOG will open negotiations with the highest-ranked vendor, which will, at a minimum, identify any optional features that CAPCOG may choose to include in the scope of work.

Submission of Proposals

Your PROPOSAL must be received in the Capital Area Council of Governments’ office **no later than 12:00 p.m. (Central), Thursday, January 17, 2019**. Proposals may either be emailed, mailed or hand-delivered. Faxed proposals will not be accepted. Proposals or related documents submitted after the deadline will not be accepted.

Email address for all proposals is:

sjennings@capcog.org

The mailing address for all proposals is:

Capital Area Council of Governments
 Attention: Sheila Jennings
 6800 Burleson Road
 Building 310, Suite 165
 Austin, Texas 78744

The delivery address is:

Capital Area Council of Governments
 Attention: Sheila Jennings
 6800 Burleson Road
 Building 310, Suite 165
 Austin, Texas 78744

CAPCOG is not liable for any costs incurred by a proposer in preparing and submitting a proposal.

A proposal will remain in effect for a period of thirty (30) calendar days from the deadline for submission of the proposal or until it is withdrawn in writing, a contract is executed, or this RFP is canceled, whichever occurs first.

Attachments

Six (6) certification forms are required for this project. Four are to be completed and submitted to CAPCOG directly – these are available on the CAPCOG website at <http://www.capcog.org/about-capcog/doing-business-with-capcog/>:

1. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy
2. Statement of Certification Regarding Title VI
3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
4. Certification Regarding Lobbying
5. Conflict of Interest Questionnaire -Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with an CAPCOG officer or an officer's close family member.

The sixth form must be completed online:

6. Certificate of Interested Parties Form – Form 1295
Texas law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The required form and instructions are located at the Texas Ethics Commission Website.

Amendment or Withdrawal of Proposal

A proposer may not amend its proposal after its receipt by CAPCOG. However, CAPCOG may waive an error in or omission from a proposal if the error or omission is not material.

A proposer may withdraw the proposal if there is a material mistake in the proposal and resubmit the proposal with the mistake corrected before the due date for proposals.

Additional Information

CAPCOG may request in writing additional information from a proposer relating to the proposal and the proposer agrees to furnish it within a reasonable time.

Award of Contract

CAPCOG will select the responsible proposer whose proposal is the most advantageous to CAPCOG and its participating governments.

CAPCOG will initially review all proposals to determine whether they met minimum eligibility requirements for further consideration. Any proposal that did not meet these requirements will not receive further consideration, and CAPCOG will notify those vendors of such determination within one business day of such determination.

CAPCOG staff will present the average scores and ranking from highest to lowest to CAPCOG's Executive Committee at its January 9, 2019, meeting, and seek approval to negotiate and execute a contract with the top-ranked proposal and, if contract negotiations break down, allow CAPCOG to negotiate with the next highest-ranked proposal and on down the list until CAPCOG is able to reach satisfactory terms with a vendor.

If vendor that submitted the highest-ranking proposal cannot agree to a contract price that CAPCOG determines to be reasonable, CAPCOG will terminate negotiations with that vendor and open negotiations with the next-highest ranking vendor according to the ranking in the selection. CAPCOG will provide a formal notice by e-mail to a vendor when it opens negotiations and if it decides to terminate negotiations.

CAPCOG reserves the right to reject any or all proposals. If CAPCOG rejects all proposals, it may solicit new proposals if a new solicitation is in CAPCOG's best interest.

Subcontracting

Proposers must indicate whether they intend to subcontract any part of the work and identify the subcontractor(s) and organization in the proposal response. All subcontractors will be subject to approval by CAPCOG. All subcontractors will be required to submit qualifications in the same manner as the prime contractor(s). The selected contractor(s) shall have appropriate provisions of its proposal ready to be inserted in all subcontracts ensuing to insure fulfillment of all contractual provisions by subcontractors.

Invoicing and Payment

Payment shall be made for services rendered and billed by the Contractor and received by CAPCOG on a cost reimbursement methodology upon the completion of satisfactorily executed deliverables. Contractor must submit invoices to CAPCOG by the fifth business day of each month for any work completed in the previous calendar month. The on-going costs for maintenance of the site must be a fixed monthly amount for each calendar year.

Resolution of Protested Solicitation or Contract Award

An unsuccessful bidder/offeror/proposer may protest the procurement process by following the procedure as available in the RFP. The protest must be made within five business days of the date the basis of the protest to the procurement process became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of Sheila Jennings, Director of Administration, (see contact information above).