



**Executive Director**  
Frank T. Martin

**Board Chair**  
Theodore "Ted" Smith

**TO: All Prospective Proposers**

**FROM: Darryl Grayson, Contracts & Procurement Manager**

**DATE: March 18, 2021**

**SUBJECT: Addendum 2- RFP #21-06 BRT Fare Collection System**

The following change(s) have been made to the above-mentioned RFP. This document (hereinafter referred to as **Addendum 2**) becomes a binding component to the RFP and the resulting contract award. All proposers must include acknowledgment of the Addendum with submission.

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**Revisions**

**Revisions to the below Sections are in "Red"**

- Section 2.20.1 "Technical Evaluation and Scoring" has been changed to reflect the "Maximum Points" for scoring criteria
- Section 2.20.2 "Cost Proposal Evaluation" has been changed to reflect the scoring of the criteria
- Added "EXCEPTIONS FORMATTING AND SUBMITTAL REQUIREMENTS"

**Acknowledgment to Addendum 2**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Print

\_\_\_\_\_  
Title

## 2.20.1 TECHNICAL EVALUATION AND SCORING

Proposals are evaluated using a point method of award with predetermined criteria for each element. (Note: Some evaluated elements may be weighted higher than others.) A detailed scoring evaluation will be conducted for those proposals that have passed the initial evaluation. The scoring evaluation will be accomplished in a consistent, uniform manner for all proposals. The Evaluation Committee will score each proposal according to the pre-established evaluation criteria and weights for relative importance. **Please note Oral Presentations will only be offered to the proposers selected in the competitive range.**

**Proposals will be evaluated and scored in accordance with the criteria outlined below:**

### **System Functionality / Technical Solution** **Maximum Points 250**

1. Completeness of Solution – How close does the Contractor meet the requirements as expressed in the Scope of Work.
2. Scalability - Ability for expansion, growth, and overall functional capabilities of the
3. System Current technology to allow for cost-effective expansion as needs change.
4. Host Solution: Hosted, Managed Services, Traditional Model or other
5. Host Architecture - reliability, redundancy, environments, Disaster Recovery, Security, etc.
6. Reporting Capabilities – ability to meet reporting needs as described.

### **Qualifications and Experience of Project Team** **Maximum Points 150**

1. Demonstrated successful performance on similar or related projects.
2. Experience, technical competence, and role of sub-Contractors, including prior working relationship with prime (if applicable)
3. Relevant experience of the Project Manager and key personnel in example projects
4. Senior staff availability and time commitment of key personnel on this project
5. Organization logic, quality, and cost control measures in place
6. Overall financial stability and evidence of corporate resources committed to the Project.
7. Other on-going project commitments and priorities

### **Proposed Methodology / Approach to Work** **Maximum Points 125**

1. Demonstrated knowledge of the work required.
2. Approach and proposed methodology to project scope, including training and schedule.
3. Technical merit of proposed solution (logic, advantages, proven approach)
4. Use of components and software proven in service on similar projects.
5. System flexibility and upgradeability
6. Innovative approaches to service delivery and on-going operational support

### **Training and Support** **Maximum Points 75**

1. Work Plan – thoroughness of the training facilitators proposed training plan.
2. Acceptable Schedule – evaluate facilitators schedule as it matches BJCTA's needs.
3. Support available.
4. Thoroughness of Training Plan

### **Quality of Written Proposal** **Acceptable /Not Acceptable**

1. Completeness of proposal and compliance with RFP instructions
2. Explanation of the project or services required.
3. Logic, clarity, and specificity of work plan
4. Evidence of willingness to exceed project requirements.
5. Nature and extent of exceptions taken to contract terms, conditions, or specifications.

**\*The overall Maximum Points for the Technical Evaluation is 600 points.**

## Oral Presentation

Maximum Points 50

1. Demonstrated knowledge of the work required.
2. Appropriateness of responses to questions
3. Competence of key team members and evidence of team approach
4. Quality of product and services as seen in the product demonstration.

## 2.20.2 COST PROPOSAL EVALUATION

Maximum Points 400

### Cost / Cost Effectiveness

1. Total Implementation Costs
2. Five-year total cost on expected implementation on project
3. Cost effectiveness will be evaluated with the maximum points granted to the lowest priced proposal.

Cost effectiveness will be evaluated with the maximum points granted to the lowest priced proposal. All proposals will be rated based on their cost relative to the lowest-priced cost proposal. The basis for the ranking of the costs shall be as follows:

$(\text{Lowest Cost Proposal} / \text{Cost Proposal being evaluated}) \times 400 \text{ points.}$

Examples:

1. Lowest cost proposal= \$200,000
  - i. Lowest cost proposal percentage=  $\$200,000 / \$200,000=1.0$
  - ii. Lowest cost proposal weighted points=  $1.0 \times 400 \text{ points} = 400 \text{ points}$
2. Proposal being evaluated = \$250,000
  - i. Percentage award for proposal being evaluated=  $\$200,000 / \$250,000=.80$
  - ii. Proposal being evaluated weighted points=  $.80 \times 400 \text{ points} = 320 \text{ points}$

The proposal selected shall provide a cost-effective approach that meets the BJCTA's stated requirements.

**RFP #21-06 shall be evaluated based on Technical and Cost. The combined scoring including Technical and Cost will have a maximum of 1000 points. The oral presentation will be evaluated separately. Oral Presentations will only be offered to the proposers selected in the competitive range which will accrue an additional 50 points bringing the total maximum to 1050 points.**

## EXCEPTIONS FORMATTING AND SUBMITTAL REQUIREMENTS

### Exceptions

Exceptions taken to the technical requirements, terms and conditions of the solicitation, any of its formal attachments or to other parts of the solicitation shall be clearly identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Proposer shall provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. **The Proposer shall price the proposal to adhere to the scope as requested, notwithstanding any exceptions.**

This information shall be provided in the format and content in the below table. The exceptions shall be provided in spreadsheet format, printed and submitted hard copy along with a soft copy version in a separate envelope marked "Exceptions to RFP Terms and Conditions." If no exceptions are taken, the Offeror shall state such on the table. The Proposer shall not have the ability to negotiate the "no exception" position later, if selected. Failure to comply with the terms and conditions of the solicitation may result in the Proposer not being considered for the contract award. Please follow the format below:

| <b>Solicitation Document</b>                       | <b>Paragraph/Page</b>                                   | <b>Requirement</b>  | <b>Rationale</b>  | <b>Impacts On</b>                  |
|--|---|---|---|------------------------------------|
| RFP Technical Requirements, Attachments, Addendums | Applicable Document, Page, Section, Paragraph, Sentence | Identify the requirement or portion to which the exception is taken | Proposers' justification why the requirement will not be met and its alternative strategy or position | Schedule, Cost, Performance, Other |