



Executive Director  
Frank T. Martin

Board Chair  
Theodore "Ted" Smith

TO: **All Prospective Proposers**  
FROM: Darryl Grayson, Contracts & Procurement Manager  
DATE: March 22, 2021  
SUBJECT: **Addendum 3- 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 3**) 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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**Additional Information to Proposers:**

- **Proposal Preparation and Formatting**
  - Section 2.20.1, "Technical Evaluation and Scoring" page limit requirements
  - Oral Presentation Requirements
  - Cost and Financial Submittal Requirements
  
- **If Submitting Proposal via email, please adhere to the following:**
  - Proposals must be sent **ONLY** to [tvmproposals@bjcta.org](mailto:tvmproposals@bjcta.org). Please note that this email portal will shut down promptly at 10:00A.M. CST on Monday March 29, 2021 and **No other proposals will be accepted thereafter.** We strongly recommend applying a "Delivery Receipt" and a "Read Receipt" to the email.
  
- Certificate of Current Cost or Pricing Data (See Attached)

**Acknowledgment to Addendum 3**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Title

## 1. Proposal Preparation and Format

### Technical Proposal

- a. Proposal documents shall be prepared in single-spaced type, on 8-1/2" x 11" pages, with a minimum font size of 12 point, and a minimum margin of 1" on all sides, printed double sided pages. Pages shall be numbered to show the page number and total number of pages in the proposal (e.g., Page 1 of 100, Page 2 of 100, etc.).
- b. Please limit your submission to a maximum of one hundred (100) pages. There is a limitation of up to one hundred (100) pages of information directly related to the technical evaluation criteria elements listed in Addendum 1, Section 2.20.1, "Technical Evaluation and Scoring".

Resumes, introductory letter, key personnel letter, promotional literature, plans and reports, **are not** included in the one hundred (100) page count.

- c. All names and applicable titles shall be typed and printed where indicated on the various documents.
- d. Elaborate proposals and/or lengthy presentations are not desired or required by the Authority.

Communications regarding this Solicitation are to be directed to the address and to the attention of Darryl Grayson, Procurement Manager.

### Oral Presentation

Proposers are advised that the oral presentation will be recorded. Proposers' key personnel, as designated in the written proposal, shall conduct the presentation. Date, time, location, details, and evaluation criteria will be provided at a later date.

**Oral Presentation shall not exceed two (2) hours in length.**

### Cost Proposal

Please submit Cost Proposal and Financial Documentation together when submitting hard copies, labeled RFP #21-06 Cost/Financial Documentation. When submitted via email, send separately, and name the file "Cost/Financial Documentation".



**CERTIFICATE OF CURRENT COST OR PRICING DATA**

This is to certify that, to the best of my knowledge and belief, cost or pricing data as submitted, either actually or by specific identification, in writing, to the Procurement Manager in support of RFP #21-06 Fare Collection System are accurate, complete, and current as of:

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Date                              Month                              Year

This certification includes the cost or pricing data supporting any advance agreement(s) between the Proposer and the Authority which are part of the proposal.

Firm  
\_\_\_\_\_

Name  
\_\_\_\_\_

Title  
\_\_\_\_\_

Date of Execution \_\_\_\_/\_\_\_\_/\_\_\_\_ \*\*

(End of Certificate)