

ADDENDUM NO. 1

RFP NO: 146587

DATE RFP DUE: 12/23/16

TIME: 4:00 p.m.

DEPARTMENT: Chattanooga-Hamilton County Regional Planning Agency

COMMODITY: Web-Based Rideshare Matching, Transportation Mode Tracking, Air Pollution Emissions Reduction Calculator, and Integrated User Rewards/Incentives Program

QUESTIONS AND ANSWERS

The answers to all questions received are attached. This will be the final addendum before the RFP is due on December 23, 2016, at 4:00 p.m.

(SIGNED) _____

COMPANY: _____

PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT (dmkeylon@chattanooga.gov or fax to 423-643-7244 or mail to Purchasing, Attn: D.Keylon, 101 E. 11th Street, Chattanooga, TN< 37402). RETAIN A COPY FOR YOUR FILES.

Q&A for RFP #146587 – Web-Based Rideshare Matching,
Transportation Mode Tracking, Air Pollution Emissions Reduction Calculator,
and Integrated User Rewards/Incentives Program

***Q:** Have you received approval for the requested CMAQ funds to pay for this procurement?

A: While we have received confirmation of the CMAQ funds for this procurement, we have not yet received the official confirmation letter or confirmation of the final amount or duration of the grant.

***Q:** Has the RPA received CMAQ funding for the next 3 years?

A: While we have received confirmation of the CMAQ funds for this procurement, we have not yet received the official confirmation letter or confirmation of the final amount or duration of the grant.

We have requested funding for a three-year program.

***Q:** Do you anticipate the same level of funding for the program for the next three years?

A: While we have received confirmation of the CMAQ funds for this procurement, we have not yet received the official confirmation letter or confirmation of the final amount or duration of the grant.

We have requested the same level of funding.

Q: Do you anticipate having oral presentations as part of this procurement process? If so, when might they be?

A: We anticipate any follow-up oral presentations or demonstrations of the platforms to be made during the selection period (mid-January) detailed in the RFP Schedule. It is likely that this would take place during the week of January 16th at the earliest.

Q: How many administrators would we be required to train and support?

A: There are presently two GreenTrips coordinator positions (one of which is filled) that would require training and support on the use of the platform. GreenTrips staff serve as the first level of support for our employer partner administrators, so should a question beyond the scope of the GreenTrips staff's technical abilities or familiarity with the platform emerge, it is expected that vendor would provide support in a timely manner as stated under "Technical and hosting requirements".

Q: For the employer sites, are these employer reporting sites or employer portals? For us, an employer reporting site is where someone from the employer can run reports and see the activity from their employees (e.g., trips, emissions, etc.), whereas an employer portal is a co-branded version of the main GreenTrips website that is customized for each employer and their employees.

A: The employer sites should have the functionality of both the reporting sites and portals as detailed above. Each employer partner has an individual in charge of administering the GreenTrips program who would likely need access to reporting information. We would anticipate that individual using the site as an "employer reporting site," while the majority of users at that particular employer would access it as an "employee portal" for trip logging and other activities.

Q: Who provides support for the employers who have employer sites: the GreenTrips staff or the vendor?

A: GreenTrips staff generally provides the first level of support, however, should a question beyond the scope of the GreenTrips staff's technical abilities or familiarity with the platform emerge, it is expected that vendor would provide support in a timely manner as stated under "Technical and hosting requirements".

Q: How many employer sites do you currently have and how many would be required for this procurement?

A: We currently have 25 employer sites ranging from sporadic activity to actively recruiting employees and reporting on their trip logging. There is no set number or limit; our desire is to grow the program so that many employers can join GreenTrips across our community. Any vendor whose platform can only provide a limited number of employer sites should note that limitation in its submittal.

Q: The current GreenTrips program has some rewards that are presumably provided by sponsors. Does the GreenTrips team or the current vendor own these sponsor relationships? And, if a new vendor

is selected, can they continue working with and hopefully expand these pre-existing sponsor relationships?

A: The GreenTrips program owns the sponsor relationships. Not only can a new vendor continue working with (and hopefully expand) the current sponsor relationships, they would be encouraged to do so.

Q: The RFP states that proposals should be no more than 20 pages. Is this limit for the entire proposal or can the main proposal be limited to 20 pages with additional information provided in appendixes that may exceed the 20 page limit?

A: This is the limit for the entire proposal. The 20-page limit is in place to ensure as expeditious a selection process is as possible.

***Q:** In the RFP, there is no mention for a request for a pricing proposal. Is this something you would like us to submit?

A: Yes, provided it does not exceed the 20-page limit. Please be aware that this information is not required at this stage.

Q: What software is GreenTrips currently using?

A: GreenTrips is currently using the RideShark platform.

Q: How many active users are in the Green Trips program currently?

A: As of this writing (19 December 2016) GreenTrips has 1,709 members. We generally have 200 of those users logging trips in a given month.

Q: Most importantly, can you please provide a Word document of the RFP? The current PDF does not allow one to easily take the text related to the scope and quote it in our proposal.

A: No, we apologize for any inconvenience, but we cannot release the MS WORD version of the document.

Q: Would you like signed copies of the Affirmative Action Plan and Vendor Disclosure and Acknowledgement form in the proposal?

A: Yes. All signed and dated forms, including Addenda, may be turned in either with the proposal or separately. It is preferred for these to be turned in with the proposal.

Q: Would you like us to submit a Statement of Qualification, Interest and Experience as stated on page 9? Per the outline for the proposal under 'Submittals', this Statement is not included. Would you prefer we attach it as an addendum?

A: Yes, please submit a Statement of Qualification, Interest and Experience as part of the Consultant Profile, Service Proposal and Qualifications (section D) of the submittal. Please accept our apologies for any confusion.

Q: Can we submit miscellaneous items?

A: Yes, provided they do not exceed the 20-page limit.