



Alger Transit Authority
**Request for Proposal for
 Dispatch/Scheduling Software**
RFP #2022-01

Proposals Due: March 1, 2023 by 4:00 p.m. EST

Proposal Summary

Commodity/Service Being Requested: Dispatch/Scheduling Software

Type of Solicitation: Request for Proposal - A ‘Request for Proposal’ differs from a ‘Request for Proposal/Quotation’ in that Alger Transit Authority is seeking a solution as described herein, not a proposal/quotation meeting firm specifications. As a result, the lowest price proposal does not guarantee an award recommendation. Competitive sealed proposals will be evaluated based upon criteria determined to be the most critical features of service including qualifications, experience, and timeliness which could be overriding factors, and price may not be determinative in the issuance of contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor’s approach meets the desired requirements.

Type of Resulting Contract: Firm, fixed price, term contract with maintenance renewal options.

Calendar of Events - Timetable	
RFP notice sent to potential Proposers	Wednesday, February 8, 2023
Question & Answer Due Date:	Friday, February 17, 2023 @ 4:00p.m. EST.
Question & Answer Responses Posted:	Wednesday, February 22, 2023 @ 4:00p.m. EST
Proposals Due by 4:00 p.m. EST*:	Wednesday, March 1, 2023
Evaluation of Proposals:	Friday, March 10, 2023
Oral Interviews/discussions and clarifications:	Monday, March 13, 2023
Final Evaluation & Notice of Award:	Wednesday, March 15, 2023
Subcontract Award Date:	Monday, March 20, 2023
Tentative Start-up (no later than):	Monday, April 3, 2023

***Any response received later than the specified deadline will be disqualified.**

Communications and Contacts with Alger Transit Authority Personnel: All contact with Alger Transit Authority regarding this RFP or any matter relating thereto must be sent in writing via email to: Paige Eaton, Executive Director at altrandirector@jamadots.com. This is to ensure fair consideration for all interested vendors. Alger Transit Authority prohibits communications to or with any employee at the departmental level during the submission and evaluation period.

Table of Contents

- Section 1.0: Proposer Responses to Scope of Services**.....5
 - 1.1 Background Information.....5
 - 1.2 Minimum Mandatory Technical Requirements.....6
 - 1.3 Functional Requirements6
 - A. Data Functional Requirements6
 - B. Dispatch / Scheduling Requirements.....8
 - C. Mobile Data Terminal (MDT’s) Requirements.....9
 - D. Reports / Auditing Requirements9
 - E. Customer Service Requirements.....10
 - F. Payment Solution Requirements - Optional11
 - G. Web Portal Technology - Optional.....11
 - H. Mobility On Demand Application - Optional.....12
 - 1.4 Attachments13
 - 1.5 Vendor Demonstration / Interview Availability Certification.....14
- Section 2.0: Proposer Information and Acceptance**14
 - 2.1 Company Profile.....15
 - 2.2 References.....16
 - 2.3 Certificate of Compliance with Public Act of 517 of 2012.....17
 - 2.4 Acknowledgement of Federal Clauses18
 - 2.5 Proposal Submission Checklist.....18
- Section 3.0: Bidding, Evaluation, Selection, and Award Process**19
 - 3.1 Alger Transit Authority Responsibility19
 - 3.2 Truth and Accuracy of Representations19
 - 3.3 Proposers Questions.....19
 - 3.4 Preparation of the Proposal.....20
 - 3.5 Proposal Submission Deadline20
 - 3.6 Adherence to Mandatory Requirements (Pass/Fail).....20
 - 3.7 Evaluation Process.....21
 - 3.8 Evaluation Criteria.....21
 - 3.9 Optional Tools to Enhance Evaluation Process.....22
 - 3.10 Alger Transit Authority Option to Reject Proposals22
 - 3.11 Freedom of Information Act.....22
 - 3.12 Pre-award Protest Procedure.....22
 - 3.13 Proposal Award Protest Procedure22
 - 3.14 Contacts with Alger Transit Authority Personnel23
 - 3.15 Final Agreement Award Determination23
 - 3.16 Changes and Addenda to Proposal Documents23
 - 3.17 Reservation of Rights23
 - 3.18 Withdrawal of Proposal23

Section 4.0: General Terms & Conditions	24
4.1 Gifts / Gratuities	24
4.2 Interest of Contractor and Alger Transit Authority	24
4.3 Compliance with Health Insurance Portability and Accountability Act (HIPPA) of 1996.....	24
4.4 Invoicing	24
4.5 Insurance Requirements.....	25
4.6 Indemnification and Hold Harmless	26
4.7 Taxes & Payment Terms	26
4.8 Equal Employment Opportunity	27
4.9 Nondiscrimination	27
4.10 Governing Law and Venue.....	27
4.11 Compliance with Laws and Regulations	27
4.12 Advertising	27
4.13 Subcontracting or Assignment of Contract or Contract Funds.....	27
4.14 Federal Clauses	28
 Attachment A – Pricing Proposal	 29

Section 1.0: Proposer Responses to Scope of Services

1.1 Background Information

Alger Transit Authority (hereafter referred to as “Altran”, is a small rural public transit system established on January 11, 1982 under the provisions of the Public Transportation Authority Act, Public Act 196 of 1986. Alger Transit Authority provides door to door public transit service for any person who resides or visits; to any destination countywide in Alger County with regional route service to Marquette County. Our service days, times, and location frequencies are based on the needs of the community. Altran is an advanced reservation demand response service with buses running only when people have requested a ride along with a regional route from Munising to Marquette, several times daily, Monday-Friday. There are two bus stops for regularly scheduled stops along the route; one bus stop is located in Munising and the other is located in Marquette. Altran also offers several seasonal shuttle routes during the summer months. Altran does not subcontract out transportation services.

Altran uses donation boxes for fare collection. In the future, Altran will be purchasing non-electronic fareboxes to outfit all buses within the fleet.

Altran provides roughly 65,000 passenger trips annually with a fleet of 18 buses of which 13 are wheelchair-accessible vans and buses. Altran operates up to 2 routes and 11 demand response vehicles at peak operation. Altran is funded by a combination of federal and state grants, and local revenues from passenger fares, health and human service agency contracts, and local tax levies. During peak months Altran’s current rides per hour are 6.5; during off peak months 4.6rph (number is lower than pre-pandemic). Altran does not track trip length. Altran averages 5 no show trips per thousand with a total of 52,756 trips in FY21-22.

Altran is currently using PCTrans for CAD dispatching software. 1. System is installed locally; 2. Experience many issues with Windows Surface tablets; 3. Cellular connectivity issues; 4. Software is difficult to use and requires many hours of training a new dispatcher. With the increased demands placed on the system, Altran is looking for ways to decrease call volumes, help dispatchers efficiently route and schedule calls all the while increasing services. While our dispatchers are skilled and knowledgeable, do an excellent job of determining which vehicle will do each trip, and make constant adjustments based on the weather and traffic, this job becomes more difficult as customer demand increases. Altran is looking to leverage new technologies to help put together effective schedules and increase communication effectiveness all while reducing human error.

Altran employs 23 employees, which consist of an Executive Director, Operations Manager, Finance Manager, two Dispatchers and 18 Drivers. Altran subcontracts the fleet maintenance service which is performed in-house. There are no dedicated IT, HR, Facility Maintenance or Procurement staffers.

Altran currently uses Verizon for their data package but will be making the switch to AT&T FirstNet for better cellular coverage. FirstNet is the nationwide public safety communications platform, services, and solutions dedicated to First Responders and those who support them. FirstNet uses all AT&T LTE spectrum bands and a special lane of connectivity called Band14 – nationwide, high-quality spectrum specifically set aside for FirstNet.

Project Objectives

Altran seeks to replace/advance its current dispatch and operations software; and mobile software in our 18 buses to collect data. One dispatching software to manage all types of service. This would include scheduling, dispatch, GPS, Automatic Vehicle Locator (AVL), mobile application, and web portal technology for customer scheduling, for door-to-door, special shuttles and regional route transit services. This project will be managed by Altran with a startup date of **Monday, April 3, 2023** with a target completion date of **Friday, June 2, 2023**. It is anticipated that software renewals will be completed on an as-needed basis for the useable life of the installed software for a minimum of 5 years. It is reasonably anticipated that this project will not be more than \$65,000.

1.2 Minimum Mandatory Technical Requirements

All proposals will be reviewed for compliance with the minimum mandatory technical requirements. Proposals deemed non-responsive will be eliminated from further consideration. **Please enter your responses in the “Proposer Response” text boxes provided. There is no requirement or limitation on the number of words for your responses.**

1. Microsoft Windows based and, SQL server, database and use 64-bit technology.
2. Server Requirements
Server must operate in the “cloud” (online) and be managed and maintained remotely by the vendor. Transit staff must be able to operate the software remotely, on multiple computers each with multiple monitors from any internet connection.
3. Network Configuration Requirements
 - Altran currently operates on a Gigabit network (using switches, not hubs) and uses TCP/IP Protocol only.
4. Additional Communications Equipment Requirements
 - Any equipment needed to maintain optimal communication between Mobile Data Terminal (MDT’s) and cellular/data connection should be included.
5. Software must maintain compatibility when hardware and operating systems are updated.

Proposer Response:

Please certify your understanding of the above requirements and that you or your firm meets or exceeds all items detailed in Section 1.2, Items 1 - 8.

--

1.3 Functional Requirements

To be considered for any award of this contract, the proposed dispatch system must be capable of the following minimum functional requirements:

A. Data Functional Requirements

1. Software must convert all existing data (MS SQL Server) with no loss of passenger information, including:
 - a) Name, address, phone number, Township, City & optional user-defined fields.

- b) Passenger type (Youth, Student, Adult, Senior, Disabled, Senior Disabled) & user-defined fields.
- c) Passenger ride requirements: (e.g., needs lift, walker, wheelchair, scooter or other mobility device).
- d) Fares paid and fares owed.
- e) Emergency Contact Information.
- f) Passenger, trip, or stop notes.
- g) Trip Purpose (Medical, School, Recreation, etc...)

The dispatch software must have the ability to send all passenger and stop information to a mobile data terminal (MDT) located inside the transit vehicle. This includes pick-up time and address, drop-off time and address, fare paid / fares owed, and passenger and stop notes.

2. The scheduling software must fully integrate with the AVL and MDT interface.
3. The system must be able to track or time-stamp changes from different dispatchers for any ride and be able to be viewed or printed by appropriate persons to track changes (auditing).
4. Geo coded addresses with search capability including address or any field within the program.
5. Geographical Information System, (GIS) capabilities to allow the user to have access to map views of the service area, individual routes or runs, street addresses or other user-defined zoom levels, and the ability to add and monitor geo-fences.
6. The AVL system must fully integrate with the GIS system working collaboratively with the dispatch system to provide navigational support to the transit vehicles, routes, stop addresses, and have the latest GPS technology with a maximum location error of 100 feet and provide real time data.
7. Ability to move mapping markers to pinpoint exact pickup or drop-off locations for drivers.
8. Ability to modify or augment map data to include the ability to block the use of streets or provide other changes that would help to direct drivers and provide more accurate schedules.
9. The software system shall support a passenger default address along with other pickup addresses.
10. Data must be transmitted to and from the vehicle and the channels must be adequate to allow transmission of data in real time.
11. Ability to re-receive any missed transmission if going through area with reduced cellular service.

Proposer Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above A. Data Functional Requirements, Items 1 - 9.

B. Dispatch / Scheduling Requirements

Software must include the following dispatch/scheduling capabilities:

1. Creation/Modification of Routes

- a) Automate the creation of daily vehicle routes for advanced-reservation transit service based on available fleet capacity, available drivers, and GPS mapping to maximize operating efficiency.
- b) Must have the ability to optimize routes in real time to accommodate cancellations and demand-response requests while continuously maintaining peak operational efficiency.
- c) Allow dispatchers to manually modify trips and select the driver, vehicle, and route.
- d) Must be able to slow down algorithm on routing to allow for weather and other issues that might delay services. Altran has to navigate extreme weather such as system snow, storms and wind. We are looking for a solution that will allow us to account/manage for weather, driver, traffic and vehicle issues.
- e) Must be able to customize load and unload times per passenger.
- f) Cancel groups of rides efficiently and undo, if necessary.
- g) Duplicate rides and automatically adjust return trip, as needed.
- h) Create standing rides with the ability to temporarily suspend and/or resume.
- i) Maintain standby list for denied trips and notify dispatchers when standby ride can be scheduled.

2. Notification Requirements

- a) Software should notify dispatch when vehicles are behind schedule and when drivers input passenger/trip changes into MDT (e.g., passenger no-shows).
- b) Notify dispatchers of passenger suspensions before ride is scheduled, with ability to override.
- c) Notify drivers of log changes, passengers owing fees and fares from prior rides, and changes to passenger profiles (e.g., address change since last trip).
- d) Send automated notifications to passengers via text message or phone call by default with option to unsubscribe. Passenger notifications should include ride reminders the day prior, day of, and when vehicle is in-route; ride cancellation confirmations; and changes to pick up times. Altran has no preferred method, in order to keep costs down, vendor can make suggestions.

3. Other dispatch/scheduling requirements

- a) Dispatchers must be able to move easily between all major components of the system without having to exit, turn off, or minimize other major components.
- b) Customizable standardized color coding in different colors on the dispatch screen for cancels, no shows, open rides, or user defined if a passenger is on the bus or dropped off the bus, that can be hidden if not needed and reinstated if needed.
- c) Access to maps shall be one mouse click for dispatchers.
- d) Application allows for passenger suspensions due to excessive no-shows or other reasons deemed appropriate by the agency, and allows for call center (dispatch) staff to easily see customer suspension status.

- e) Application must be able to accommodate multiple service types such as demand-response, paratransit, micro transit, Non-Emergency Medical (NEMT), flexed route, special shuttles and volunteer driver transportation service all within the same application instance.
- f) Ability for the system to share vehicles with multiple service types if programmed to do so.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above B. Dispatch/Scheduling Requirements, Items 1 - 3.

C. Mobile Data Terminal (MDT’S) Requirements

Alger Transit Authority will provide Samsung Galaxy Tab A7 Lite tablets as MDT’s. Software package must include MDT capability for all vehicles in the fleet (currently 18). Vendor must include software/app and any applicable licenses for all vehicles.

1. Support text messaging between dispatch and the vehicle operator.
2. Once the MDT is turned on, it must display current odometer, drivers log/manifest, driver ID, and be able to transmit/receive messages.
3. The driver log/manifest on the MDT must be able to scroll through as many trips as necessary for the driver’s daily route.
4. Record a pick-up, boarding and departure of passengers, flag a no show, input fare data and notify driver if the fare has already been paid, record drop off time, and pick up time.
5. Record pre-trip/post-trip information.
6. Integrated mapping and turn-by-turn navigation.
7. MDT screen must be locked and not useable while in motion.
8. Ability to format on-site in the event of a purchase of a new terminal.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above C. Mobile Data Terminals Requirements, Items 1 - 11.

D. Reports/Auditing Requirements

Software must include the following reporting capabilities:

1. Generate reports based on pre-trip/post-trip records, passenger and vehicle trip data, passenger fare transactions, driver log validation, vehicle fuel usage data, maintenance schedules and history, and incident/accident reports; daily, weekly, monthly, quarterly and yearly.

1. Offer templates for required Federal and State reports including National Transit Database (NTD) Report and Michigan Department of Transportation (MDOT) Operating Assistance Report.
2. Ability to generate required non-financial and financial data to report Specialized Service, JARC & Regular Service MDOT Operating Assistance Reports quarterly and yearly.
4. Offer various billing options, including hourly, fare-based, or group-rate contracts, delinquent accounts, service fees, and the ability to customize bills.
5. Printed reports for drivers must have the following minimum requirements: passenger's name, pick up and drop off address, date, time, time of pick up and approximate time of drop off, passenger type, payment type, misc. column for notes, start and end mileage, driver's name, place for driver's signature, vehicle number, date, empty space for write in of actual pick up and drop off times, place for fares, fuel added, and oil added.
6. Software must be able to generate custom reports daily, weekly, monthly, quarterly and yearly; and add new reports as needed by transit staff without added cost.
7. All reports must be exportable to Microsoft Excel and as a PDF.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above D. Reports / Auditing Requirements, Items 1 - 6.

E. Customer Service Requirements

1. Vendor is responsible for supplying up to date maps on an as needed basis at a minimum semi-annually.
2. Offer comprehensive service plan for MDT's.
3. Offer 24/7/365 English speaking technical support via phone or email.
4. Vendor shall provide on-site training prior to the go live date.
5. Vendor shall be on-site for the first week of implementation.
6. Vendor must provide ongoing training and updates.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above E. Customer Service Requirements, Items 1 - 6.

Due to budget constraints for this project, if possible, we are requesting the Payment Solution, Web Portal Technology and Mobility on Demand Applications be provided as options to allow Alger Transit Authority flexibility to include in the award of contract or add one or more of these features in the future when funding can be obtained.

F. Payment Solution Requirements - Optional

Altran currently maintains a system in which customers/riders purchase punch cards/cash. Altran desires a solution that would replace the punch card system with a digital account-based system that enhances efficiency, reduces cost, and offers customers convenience. The Vendor is required to provide a general description of the payment product and how it will meet requirements of this RFP. This section must address, at a minimum, the following items:

1. Describe your overall payment acceptance product.
2. Describe if the solution requires any specific internet browser, version, and if any plug-ins or browser extensions are required such as Silverlight, Java, and .NET.
3. Describe components of the solution that are industry standards versus being proprietary to the Vendor.
4. Describe how the system would support Altran’s desire to replace the current punch card/cash system.
5. Describe mobile software to support use of the product via a mobile device.
6. Describe customer self-service functionality to provide an online portal for customers.
7. For third party products proposed that are integrated with the Vendor’s solution provide the following for each product:
 - a) Reason that this product is a third-party product versus being part of the software Vendor’s solution.
 - b) Extent to which this third-party product is integrated with the Vendor’s solution.
 - g) If third –party product requires a separate agreement between that party and Altran.
8. List any and all costs to Altran and end-user specific to the payment product and utilization of any electronic payment method.
9. Describe adherence to PCI compliance regarding any end user credit card payment.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above F. Payment Solution Requirements, Items 1 - 9.

--

G. Web Portal Technology - Optional

Software must include web portal technology that integrates with the dispatch software and allows individuals and groups to request rides for approval by Dispatch. This doesn’t have to be a separate application from the on-demand phone application. Would be a requirement to work with all service models. At a minimum, the web portal must include the following features:

1. Individual user login.
2. Allows users to schedule trip reservations by date and time.
3. Allows users to schedule initial and return trips.
4. Accept passenger information (e.g. uses wheelchair or walker, carries portable oxygen, or is visually impaired) and if a personal attendant is going on the trip.
5. Allows users to search for addresses.
6. Allows users to confirm trip details before submission.
7. Notify dispatchers/schedulers of a pending ride request within 5 minutes.
8. Allow users to be notified of approvals, denials, or modifications.
9. Notify dispatchers/schedulers of fare collected and method of payment (e.g., cash, check, credit card, or pass).
10. Allow users to generate reports showing all submitted ride requests by location or user.
11. Allow third parties to schedule rides for another passenger, with permissions.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above G. Web Portal Technology Requirements, Items 1 - 11.

--

H. Mobility On Demand Application - Optional

Altran desires an on-demand phone application that would provide real-time vehicle location, allow riders to request trips, reduces wait times, and offers customers convenience for door-door requests.

The Vendor is required to provide a general description of the mobility on demand product and how it will meet the requirements of this RFP. This section must address, at a minimum, the following items/features:

1. Compatibility with both Android and IOS.
2. Application must be available for free download on Apple iTunes and Google Play.
3. Allow users to search for and book rides.
4. Display real-time vehicle locations and arrival predictions.
5. Provide number of seats available on the vehicle and/or match with the vehicle that can accommodate requested capacity.
6. Accept passenger information (e.g. uses wheelchair or walker, carries portable oxygen, or is visually impaired) and if a personal attendant is going on the trip.

Proposers Response:

Please review and certify that you or your firm are able to substantially meet or exceed the above H. Mobility On Demand Application Requirements, Items 1 –6.

1.4 Attachments

Please provide the following attachments as part of your response: (a single file PDF is acceptable)

1. **Statement of Proposal:** Provide a brief narrative statement of your proposal indicating, with drawings, diagrams, videos or other material the way in which you propose to satisfy the requirements outlined in the project objectives. Price proposal does not have to be in separate sealed proposal from the technical materials.
2. **Business Organization:** Please complete and submit a Company Profile (see 2.1 Company Profile).
3. **Specific Project Experience:** Describe your firm’s experience working on non-fixed and route public transit projects (i.e., demand response, and advanced reservation). In your description, list the project name, location, type of transit agency, cost and project status. A minimum of three (3) references describing, in detail, previous similar work completed within the past 5 years. Please complete and submit References (see 2.2 References).
4. **Personnel Qualifications:** Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and a resume, and the qualifications/experience of any sub-consultant staff on your project team. Also, include an organization chart of the staff available for this project and the designated project manager/lead for each applicable category.
5. **Project Approach / Schedule:** Provide a detailed discussion of your firm’s capacity and approach to the successful implementation of this project. Include thorough discussion of methodologies you believe are essential to accomplish all the required tasks within the desired timeline.
6. **Supplemental Information** – Optional: Additional information, such as marketing materials, may be included; however, may not be considered a replacement for any of the requested responses.
7. Please complete and submit a Pricing Proposal (see Attachment A).

To confirm your submission of the above items 1-7, please select Yes or No:

Yes No

If ‘No’ was selected, please explain:

1.5 Vendor Demonstration/Interview Availability Certification

Altran is holding Wednesday, March 8, 2023 open for conducting vendor demonstrations/interviews with the respondents in a competitive range for approximately one (1) hour per selected vendor. Vendors who are selected to interview will be notified by the close of business on Monday, March 6, 2023. Interviews may be virtual, by conference call or in-person.

Please review and certify that you or your firm is able to attend an interview / demonstration on Wednesday, March 8, 2023 for approximately one (1) hour, please select Yes or No:

Yes No

If 'Yes' was selected, please provide (2) options below:

Option 1 –

Option 2 –

Section 2.0: Proposer Information and Acceptance

1. The undersigned declares that the RFP Documents, including, without limitation, any RFP Addenda, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Proposal Documents of RFP #2022-01 – Dispatch/Scheduling Software and Mobile Data Terminals.
3. The undersigned has reviewed the RFP Documents and fully understands the requirements in this RFP and that each Proposer who is awarded a contract shall be, in fact, a Prime Contractor, not a subcontractor, and agrees that its proposal, if accepted by Altran, will be the basis for the Proposer to enter into a contract with Altran in accordance with the intent of the RFP Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the terms, conditions, certifications, and requirements listed in Section 4.
6. The undersigned acknowledges that Proposer will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Proposal Documents.
7. It is the responsibility of each Proposer to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a proposal, the Proposer certifies that if awarded a contract they will make no claim against Altran based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the Altran shall hold Altran, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Altran, prior to award, and shall include an insurance certificate and additional insured certificate, naming Altran, which meets the minimum insurance requirements, as stated in the terms and conditions.

2.1 Company Profile

Official Name of Proposer:	Type of Entity / Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other:
Street Address:	
City:	
State:	
Website:	
Primary Contact Name:	
Primary Contact Phone Number:	
Primary Contact Email Address:	
Federal Tax ID Number:	Dun & Bradstreet (D&B) Number (if applicable):
Has your company ever been debarred by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>	
Has your company ever been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>	
Brief history of your company, including the year it was established:	
The individual below is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the vendor to its provisions for a period of at least 120 days.	
Signature:	
Name and Title of Signer:	
Date:	

***Please include a current W-9 and evidence of insurance coverage as outlined in Section 4.5: Insurance Requirements.**

2.2 References

Please provide a minimum of three (3) references for projects or services of similar scope within the past five (5) years.

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Contact Email:	
Description of Project/Service:	
Estimated Contract Value:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Contact Email:	
Description of Project/Service:	
Estimated Contract Value:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Contact Email:	
Description of Project/Service:	
Estimated Contract Value:	

2.3 Certificate of Compliance with Public Act of 517 of 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded Contract as a result of this Request for Proposal, Company will not become an “Iran linked business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Name of Company:
By:
Title:
Date:

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20_____.
Notary Public _____
My commission expires: _____

2.4 Acknowledgement of Federal Clauses

Please review, sign and submit the attached **Materials & Supplies Less Than \$150,000 Federal Clauses, Michigan Department of Transportation Form 3166** pages 1-11 or via the following link: <https://mdotjboss.state.mi.us/webforms/FormDetails.htm?formNumber=3164>

2.5 Proposal Submission Checklist

To enable consistent Proposal evaluation, the following Proposal Contents / Format has been developed.

FAILURE TO SUBMIT THE REQUESTED DOCUMENTS COULD RESULT IN DETERMINING THE SUBMISSION AS NON-RESPONSIVE AND REJECTED.

Complete ?	Item Description
	Section 1 – Proposer Responses
	Section 1.4 – Attachments
	Section 2.1 – Company Profile with W-9 and Certificate of Insurance
	Section 2.2 – References
	Section 2.3 – Certificate of Compliance with Public Act 517 of 2012
	Section 2.4 – Acknowledgement of Federal Clauses
	Section 2.5 – Proposal Submission Checklist
	Addendum Signature Page(s) *(if applicable)
	Attachment A – Pricing Proposal

Submitted proposal contains all completed forms/certifications as listed above:

Authorized Signature:
Printed Name of Authorized Representative:
Title:
Date:

Section 3.0: Bidding, Evaluation, Selection, & Award Process

This section contains key project dates and activities as well as, instructions to proposers on how to prepare and submit their proposal:

Calendar of Events - Timetable	
RFP notice sent to potential Proposers	Wednesday, February 8, 2023
Question & Answer Due Date:	Friday, February 17, 2023 @ 4:00p.m. EST.
Question & Answer Responses Posted:	Wednesday, February 22, 2023 @ 4:00p.m. EST
Proposals Due by 4:00 p.m. EST*:	Wednesday, March 1, 2023
Evaluation of Proposals:	Friday, March 10, 2023
Oral Interviews/discussions and clarifications:	Monday, March 13, 2023
Final Evaluation & Notice of Award:	Wednesday, March 15, 2023
Subcontract Award Date:	Monday, March 20, 2023
Tentative Start-up (no later than):	Monday, April 3, 2023

***Any response received later than the specified deadline will be disqualified.**

3.1 Altran Responsibility

Altran is not responsible for representations made by any of its officers or employees prior to the execution of the subcontract unless such understanding or representation is included in the subcontract.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Altran designee's, sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by 4:00 p.m. EDT (Eastern Daylight Time) no later than Friday, February 17, 2023. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP; and posted on Altran's website at <https://www.altranbus.com/communications/request-for-bids-proposals/>.

When submitting questions, please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Altran reserves the right to group similar questions when providing answers. Questions should be emailed to:

Email address: altrandirector@jamadots.com

Altran may modify the RFP at any time during the proposal process. All changes to the RFP will be posted under the proposal number and each posting officially revises the RFP.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

The Proposer will be responsible for completing and submitting the following sections of this RFP:

Section 1.0 – Proposal Responses to Scope of Services - The Proposer’s proposal must include detailed responses to each of the outlined requirements in the boxes provided.

Section 2.0 – Proposer Information and Acceptance – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

Attachment A – Pricing Proposal – The Proposer will be required to complete and submit Attachment A.

Responses in Section 1 should be entered in the “Proposer Response” text boxes. There is no requirement or limitation on the number of words for your responses.

3.5 Proposal Submission Deadline

The deadline for proposal receipt is: Wednesday, March 1, 2023, 4:00 PM EST (the "Due Date").

1. Submit your proposal response no later than **4:00 p.m., local time, on Wednesday, March 1, 2023**, as follows:
 - A complete original (marked as such);
 - Three (3) exact duplicate copies for distribution to the Evaluation Committee; and
 - One (1) electronic version in Adobe Reader PDF format on flash drive or CD.

Altran has no obligation to consider any proposal that is not timely received.

2. Proposers are responsible for assuring that the following identifying information appears on the outside of your sealed envelope:
 - #RFP 2022-01 – Dispatch/Scheduling Software and Mobile Data Terminals
 - Company name, address, and phone number

3. Submit proposal response to the following address:

Altran
PO Box 69
Munising, MI 49862

No proposal responses submitted via fax or email will be accepted.

3.6 Adherence to Mandatory Requirements (Pass/Fail)

Altran’s Executive Director or designee shall review Section 2.0 Proposer Information and determine if the Proposer meets the minimum requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Altran may elect to waive any minor informalities or irregularities in a proposal if the sum and substance of the proposal are present.

3.7 Evaluation Process

All proposals will be reviewed for compliance with the mandatory requirements stated within this RFP. Proposals not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Altran may elect to waive any minor informalities or irregularities in a proposal if the sum and substance of the proposal are present.

- A. Altran may contact the Proposer for clarification of the Proposer's submission.
- B. Altran may use other sources of information to perform the evaluation.
- C. Altran may require the Proposer to submit additional and/or supporting materials.

Responsive Proposals will be evaluated on the factors identified in this RFP. The Proposer(s) whose proposal is most advantageous to Altran, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Altran and the prospective supplier(s) will negotiate a contract that may have to be approved by MDOT.

3.8 Evaluation Criteria

The evaluation criteria are ranked in order of importance; and price is relatively less important than the other criteria as a whole.

- 1. Evaluation Factors for Scope of Services (Section 1 responses) – 40 points
- 2. References (Section 2.2) – 30 points
- 3. Pricing (Attachment A) – 20 points
- 4. Company Profile (Section 2.1) – 10 points

Pricing will be scored using the following formula: lowest proposal price/price being evaluated x available points. The original scoring of non-price criteria may be modified based on the results of the interview. Altran reserves the right to award to other than the lowest price proposal and to the firm representing the Best Value.

Altran's evaluation committee will consist of the Executive Director, Operations Manager, Finance Manager, and Lead Dispatcher.

Altran intends to negotiate a contract with the highest scored company. Award will only be to a responsible and responsive vendor. This RFP in no way obligates Altran to enter into an agreement.

The price proposed shall be considered firm, fixed price contract and cannot be altered after receipt per the terms of this proposal. All proposals will be reviewed and the recommendation for a selection will be made to the Altran Board of Directors. The Board of Directors will grant final approval.

Altran may reject any/or all proposals for sound, documentable, business reasons. Altran will not pay for any information herein requested, nor is it liable for any costs incurred by the Proposer. The successful contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Altran. The successful Proposer will perform all services indicated in the proposal packet in compliance with the negotiated contract.

The contents of this RFP and the quotation will become contractual obligations if a contract ensues. Failure of the successful Contractor to accept these obligations may result in cancellation of the award.

3.9 Optional Tools to Enhance Evaluation Process

Altran during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Altran:

- Clarifications
- Deficiency Report
- Oral Presentation (Interview)
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.10 Altran Option to Reject Proposals

Altran may reject any or all proposals submitted in response to this RFP for sound and documentable business reasons. Altran shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Altran reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This contract and all information submitted to Altran by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Altran shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Altran for any liability arising from or in connection with Altran's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.12 Pre-award Protest Procedure

Protests about the proposal specifications or procedure must be submitted in writing. The pre-award protest must be received by the Executive Director of Altran, located at PO Box 69, Munising, MI 49862. This written protest must be received by Altran no later than ten (10) business days before the proposal due date stated in the Calendar of Events. Protests received after the due date, but before award must be received five (5) days after the proposal due date. Altran must issue its written decision response to the protestor no more than ten (10) business days from the day the protest was received.

3.13 Proposal Award Protest Procedure

Protests about the proposal award must be in writing. This written protest must be received by the Executive Director of Altran, located at PO Box 69, Munising, MI 49862. This written protest must be received by Altran no later than ten (5) business days after notification to all Proposers of the contract

award decision. Altran must issue its written decision to the protestor no more than ten (10) business days from the day the written protest was received.

3.14 Contacts with Altran Personnel

All contact with Altran regarding this RFP or any matter relating thereto must be in writing via e-mail to:

Email address: altrandirector@jamadots.com

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Altran personnel other than the Executive Director, Altran, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Altran in writing will be binding with respect to this RFP.

3.15 Final Agreement Award Determination

Altran reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Altran.

3.16 Changes and Addenda to Proposal Documents

Each change or addendum issued in relation to this RFP will be online at <https://www.altranbus.com/communications/request-for-bids-proposals/> and on file with the Executive Director. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the proposal document. No award will be made to any vendor who fails to submit the Addendum Signature Page(s), if applicable.

3.17 Reservation of Rights

The Altran Board of Directors reserves the right to reject any and all proposals, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general, to make award in the manner as determined to be in the Board's best interest and its sole discretion.

3.18 Withdrawal of Proposal

Prior to the stated proposal deadline, proposals may be withdrawn in person by a Proposer or authorized representative, provided their identity is made known and a receipt is signed for the proposal. No proposal may be withdrawn for at least 120 days after submission deadline except the successful company whose prices shall remain firm for the entire contract period. In case of error by the proposer in making up a proposal, the Executive Director may, by discretion, reject such a proposal upon presentation of a letter by the proposer which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

Section 4.0: General Terms & Conditions

(Below includes, but is not limited to, general terms and conditions.)

4.1 Gifts / Gratuities

Board Members, Department Heads, and/or Altran employees will not be offered or entitled to earn or receive personal gifts, gratuities, credits or other benefits of economic value by reason of their official business.

4.2 Interest of Contractor and Altran

The Contractor assures that they have no interests, which would conflict with the performance of services required by the Contract. The Contractor also assures that, in the performance of the Contract, no officer, agents, employee of Altran, or member of its governing bodies, may participate in any decision relating to the Contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply where specifically exempt under Michigan Law.

4.3 Compliance with Health Insurance Portability and Accountability Act (HIPAA) of 1996

To the extent the Contractor has access to health information of participants in the Intensive Treatment Mental Health Court program service that it is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, as amended. Contractor shall comply with all applicable requirements of HIPAA and the rules and regulations, which are promulgated pursuant thereto, 45 CFR Parts 160 and 164, as amended.

Vendors must comply with the Confidentiality rules of the Specialty Courts and Programs and must agree to share necessary information as it relates to the participant's participation in the program. Participants are required to sign a confidentiality and privacy waiver that waves their rights under the 45 CFR parts 160 and 64, commonly known as HIPAA, and 42 CFR Part 2.

Any statement or other information obtained as a result of an individual's participation in a preadmission screening and evaluation assessment is confidential, and is exempt from disclosure under the freedom of information act, and shall not be used in a criminal prosecution, except for a statement or information that reveals criminal acts other than personal drug use.

Any statement or other information obtained as a result of participating in an assessment, treatment, or testing while in Adult Drug Court is confidential and is exempt from disclosure under the freedom of information act, and shall not be used in a criminal prosecution, except for a statement or information that reveals criminal acts other than, or inconsistent with, personal drug use.

Access shall be limited to the minimum necessary to provide the applicable service. Breach of this section shall be a material breach of contract.

4.4 Invoicing

Detailed invoices shall be submitted to the Altran Executive Director via email to altrandirector@jamadots.com within 30 days from project completion. Invoices for software renewals shall be issued no later than 60 days prior to the expiration of the current period and no later than the fifth of the month. If the contract is terminated prematurely for any reason, the contractor will be

compensated for completed services only as deemed complete by the Executive Director and required by contract. Payment shall be issued Net 30 days from receipt and acceptance of the invoice.

4.5 Insurance Requirements

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Altran. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor. The Contractor shall procure and maintain the following insurance coverage:

Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable.

Automobile Liability insurance including Michigan No-Fault Coverages, with limits of liability not less than **\$1,000,000** per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Technology Professional Liability (Errors and Omissions): The contractor shall procure and maintain during the life of this contract, Errors and Omissions liability insurance in an amount not less than **\$1,000,000** per occurrence and aggregate. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.

Additional Insured: Commercial General Liability, Cyber Liability, Errors and Omissions and Automobile Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insured***. Altran, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Altran as additional insured, coverage afforded is considered to be primary and any other insurance Altran may have in effect shall be considered secondary and/or excess.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed thirty (30) days, ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Altran, ATTN: Executive Director, PO Box 69, Munising, MI 49862.

Proof of Insurance Coverage: The Contractor shall provide Altran, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverage(s) expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to Altran at least ten (10) days prior to the expiration date.

The required Certificate of Liability Insurance and endorsements must be submitted to the Executive Director upon a fully executed written agreement. The Insurance Certificate and endorsements may be faxed or emailed to: (906) 387-2963 or altrandirector@jamadots.com.

NOTE: Failure on the part of any proposer to contact his/her insurance carrier to verify that the insurance carried by the proposer meets Altran's specifications shall result in this proposal being completed incorrectly.

OTHER: Sole proprietors or partnerships shall provide proof of Worker's Compensation Insurance or Notice of Exclusion from Workers' Compensation as required by law.

Any company who claims Workers' Compensation Exclusion is required to have a *Notice of Exclusion from the Michigan Department of Licensing and Regulatory Affairs, and Workers' Compensation Agency* on file.

Below is the contact information necessary to request a Notice of Exclusion form (WC-337):
Michigan Department of Licensing and Regulatory Affairs
Workers' Compensation Agency
PO Box 30016
Lansing, MI 48909
(888) 396-5041

Once you have a WC-337 form on file with the State of Michigan, a copy may be faxed or emailed to: (906) 387-2963 or altrandirector@jamadots.com.

4.6 Indemnification and Hold Harmless

The Contractor whose proposal is accepted must agree to the following indemnification and hold harmless responsibilities:

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless Altran, its elected and appointed officers, employees and agents from all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The Contractor's indemnification responsibilities shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to Altran or its elected and appointed officers, employees, or agents by the insurance coverage obtained and/or maintained by the selected firm pursuant to the requirements of this RFP and the contract entered into.

4.7 Taxes & Payment Terms

Altran is exempt from Federal Excise and State Sales Tax. Altran's federal tax number is 38-2922147. Contractor is required to pay all applicable taxes lawfully assessed in connection with its performance of this Contract.

4.8 Equal Employment Opportunity

The Contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relates to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

4.9 Nondiscrimination

The Contractor, its contractors and subcontractors, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this Section shall be regarded as a material breach of the contract.

4.10 Governing Law and Venue

The Contractor shall be governed by the laws of the State of Michigan. In the event any actions arising under the Contract are brought by or against Altran, the venue for such actions shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under the Contract in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

4.11 Compliance with Laws and Regulations

The Contractor shall render the services required by this RFP in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

4.12 Advertising

Contractor shall not advertise, issue a press release or otherwise publish information concerning this RFP or contract without prior written consent of Altran. Altran shall not unreasonably withhold permission.

4.13 Subcontracting or Assignment of Contract or Contract Funds

Once awarded, this Contract shall not be subcontracted or any part thereof assigned without the express written approval of the Executive Director of Altran. In no case; however, shall such approval relieve the Contractor from his/her obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the advance written approval of the Executive Director of Altran. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in

whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on Altran and are null and void.

The Contractor shall identify any and all contractors and subcontractors it intends to use in the performance of the Contract. All such persons shall be subject to the prior approval of Altran.

The contractor and its employees, contractors, subcontractors, agents and representatives are, for all purposes arising out of the contract, independent contractors and not employees of Altran. It is expressly understood and agreed that the Contractor and its employees, contractors, subcontractors, agents and representatives shall in no event as a result of the contract be entitled to any benefit to which Altran employees are entitled; including, but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits.

4.14 Federal Clauses

Acknowledgment of Federal Clauses: Please review, sign and submit the attached Materials & Supplies Less Than \$150,000 Federal Clauses, Michigan Department of Transportation Form 3164 pages 1-11 (See 2.4 Acknowledgement of Federal Clauses).

Attachment A – Pricing Proposal

Vendor Name:	
---------------------	--

Vendor Instructions: Please complete the below tables and submit with proposal.

1. **All Functional Requirements:** Please complete the below table.

Description	Proposed Cost
All Functional Requirements Deliverable Description Items A – F (Section 1.3)	

2. **Software Renewal:** Please complete the below table.

Software Renewal	Year 1	Year 2
Proposed Cost		

3. **Optional (Payment Solution, Web Portal Technology & Mobility on Demand):** Please complete the below table.

Section 1.3 Item F-H	Initial Cost	Installation Cost (if applicable)	Year 1-Renewal Cost (if applicable)	Year 2-Renewal Cost (if applicable)
Payment Solution				
Web Portal Technology				
Mobility on Demand				

4. **Warranty:** Please attach any documentation specific to the warranty offered.

Item	Initial Term	Coverage Highlights	Optional Extension Term	Optional Warranty Extension Cost
Warranty				

5. Total Pricing will be calculated as a sum of 3-year total costing proposed per the categories:

- a. Proposed Cost + Year 1 + Year 2 Renewals
- b. Optional Initial Cost + Installation cost + Year 1 + Year 2
- c. Warranty-Optional Extension Cost

Total pricing will be the evaluated price although Alger Transit Authority may choose not to proceed with the one or more optional applications and the warranty option if deemed in its own best interest.