

Northeast Ohio Areawide Coordinating Agency (NOACA)

Request for Proposals

Regional Vanpool Program

Vendor Questions as of March 21, 2025

1. ***We see that this program will be funded with CMAQ from FHWA, will CMAQ be used as operating or capital?***

This question is currently being researched and will be updated when more information is received.

2. ***Will the program use co-branded marketing?***

Yes

3. ***Will the Agency consider using the selected vendor's form agreement?***

We are open to considering the use of awarded vendor's form agreement during the contracting process.

4. ***On page 2, Section 3.1, Vehicle and Driver Requirements, bullet one states, "Vendor shall provide vehicles, not to exceed three (3) model years in age or 75,000 miles usage. The Vendor shall replace any vehicle when or before it reaches these limits." We assume that NOACA would like vehicles that are under 3 model years and 75,000 at the time of delivery, is that a correct assumption? Regardless of that answer, Is NOACA amendable to update the total useful life to a not to exceed limit five (5) model years in age or 100,000 miles usage? This change is congruent with FHWA and FTA useful life maximums for vanpool service.***

We are open to reconsidering this requirement with the awarded vendor as part of the contracting process.

5. ***On page 3, Section 3.1, Vehicle and Driver Requirements, bullet seven states, "Vendor shall agree to deliver each van within a maximum of fourteen (14) calendar days after the Vendor registers a qualified group." Is NOACA amendable changing this to 30 days to coincide with industry accepted average?***

We are open to reconsidering this requirement with the awarded vendor as part of the contracting process.

6. ***On page 3, Section 3.1, Vehicle and Driver Requirements, third to last paragraph states, "convert one of vendor's existing vehicles to comply with ADA." We respectfully ask to change this language to "provide a vehicle to..." as there are other options than converting existing vehicles. Is NOACA willing to make that change?***

We agree with this proposed revision and will issue an addendum to that effect.

7. ***On page 4, Section 3.2, Vanpool Services, bullet eight, sub bullet it states, “Ridership data is to be submitted monthly in excel format by 15th calendar day of every month.” Is NOACA amendable to extend to the 20th to account for data collection and audit needs.***

We are open to reconsidering this requirement with the awarded vendor as part of the contracting process.

8. ***On page 5, section 3.3, Reporting, bullet five, states, “The selected vendor shall collect and submit to NOACA the following data by the 15th of each month for the duration of the contract.” Is NOACA amendable to extend to the 20th to account for data collection and audit needs.***

We are open to reconsidering this requirement with the awarded vendor as part of the contracting process.

9. ***On page 5, Section 3.3, Under Reporting, bullet six, states “The selected vendor shall collect and submit to NOACA the following data by June 15th of each year for the duration of the contract:***

“A report on all accidents and vehicle damage, vehicle breakdowns, total miles on active vehicles, average lifetime miles per active vehicle, gallons of gasoline consumed by each vehicle and average per active vehicle, and maintenance cost.”

To confirm, is NOACA’s Fiscal Year End June 30? If so, would it be acceptable to send the required Annual NTD report within 60 days of your Fiscal Year End? The selected vendor will need time to compile year-end data including all the requested information in this section as well as internal financial information required and that takes some time. We request 60 days to be able to properly compile data and get it to NOACA in time for any audits that need to happen on your end.

We are open to reconsidering this requirement with the awarded vendor as part of the contracting process.

10. ***On page 6, section 3.5, NOACA Vanpool Program Subsidy Eligibility, bullet four, Is NOACA willing to change this to origination or destination in the service area to provide vanpool solutions for both residents and those employed in the service area?***

We are not able to change this program requirement as the intention is to support residents living in environmental justice (EJ) areas.

11. ***On page 8, Section B, Requirements for Service Proposal (Volume I), sub section 4, it states, “NOACA reserves the right to approve or reject any personnel or subcontractors assigned by the Vendor to this project.” We respectfully ask to strike this requirement as we do not allow any other entity to make decisions about employee promotions, terminations, and other changes. When staffing changes occur, the selected vendor can notify NOACA as soon as possible and provide documentation of experience and ability of replacement staff to fulfill***

duties. Is NOACA willing to change this in the RFP or discuss with selected vendor?

This is a standard provision included in NOACA's RFPs. During the proposal evaluation process, NOACA conducts a review of the information provided on proposed team members' and sub-consultant(s) qualifications and experience. Any concerns NOACA has regarding qualifications would negatively impact a vendor's scoring in the experience/qualifications criteria of the evaluation. In effect, this would not impact a prospective vendor's ability to promote, terminate or make other staffing changes, as no contract is in effect at that time.

If, during the contract period, there occurs a change among key members of the service team, the contracted vendor will be required to notify NOACA immediately and provide written information regarding the proposed replacement team member's experience and qualifications. Any concerns NOACA has regarding a replacement team member's qualifications would be addressed with the vendor as part of the project management process.