



**Request for Proposals (RFP) for  
NOACA Regional Vanpool Program**

**Issue Date: March 7, 2025  
Deadline to Submit: April 7, 2025, 5:00 pm**

1299 Superior Avenue  
Cleveland, Ohio 44114-3204  
(216) 241-2414. Ext. 108

[www.noaca.org](http://www.noaca.org)

---

## Table of Contents

1. NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA) .....	1
2. INTRODUCTION AND BACKGROUND .....	2
3. SCOPE OF WORK .....	2
4. QUALIFICATIONS .....	6
5. PROCUREMENT TIMELINE .....	7
6. REQUIREMENTS FOR PROPOSALS.....	8
7. EVALUATION CRITERIA AND PROCEDURES.....	10
8. ADMINISTRATIVE PROCEDURES AND CONDITIONS.....	12
8. QUESTIONS .....	13
Exhibit A - Example Table of Deliverables.....	14
Exhibit B - Pricing Proposal – <i>Program Costs Spreadsheet</i> .....	15
Exhibit B - Pricing Proposal – <i>Pricing by Deliverable</i> .....	16
Exhibit C – Certification Regarding Debarment, Suspension & Other Responsibility Matters .....	17

---

# 1. NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA)

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a Cleveland-based transportation and environmental planning organization that serves as the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio.

In these capacities it:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use
- Prepares the region's long-range transportation plan and short-range transportation improvement program, which is the region's capital budget for federally funded transportation projects
- Conducts studies that address congestion, improve safety and strengthen community livability

The vision of NOACA is as follows: NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio.

NOACA is directed by a 48-member Board of Directors, representing the City of Cleveland and all five NOACA counties and their communities, plus transit agencies, the Northeast Ohio Regional Sewer District (NEORS), the Cleveland-Cuyahoga County Port Authority, the Ohio Environmental Protection Agency (Ohio EPA), the Ohio Department of Transportation (ODOT), and the Ohio Turnpike Infrastructure Commission.

The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities with the largest being Cleveland.

More information about NOACA is available on our website at [www.noaca.org](http://www.noaca.org).

## 2. INTRODUCTION AND BACKGROUND

NOACA's Regional Vanpool Program began in 2022 and is aligned with, and seeks to implement, NOACA workforce accessibility and mobility planning. This program emphasizes connecting employees to their workplaces, particularly in locations which do not have sufficient fixed-route public transit connections or have relatively lower rates of car ownership. This program also focuses on employers and job hubs which have interest in providing commute alternatives to workers while improving regional air quality. The goals of the program are to provide eligible residents of the region with the opportunity to participate in the economy, provide new travel options, reduce travel time, promote competitive transportation costs, and improve air quality.

NOACA is requesting proposals from qualified vendors to provide services for its Regional Vanpool Program including:

- vehicle acquisition and leasing
- fleet management
- fleet maintenance
- programming and management of digital user interface
- provision of rider support
- management of driver requirements and support
- program accounting and invoicing
- program data collection and reporting

The NOACA Vanpool Program is currently the only program of this scale and scope within the five-county NOACA region. As of March 2025, there are 57 vanpools operating under the program. It is expected that the awarded vendor will continue service provision for all vanpools in operation at the time of execution of the contract resulting from this solicitation. NOACA's Regional Vanpool Program provides a minimum financial subsidy starting at 50% or more per vehicle to eligible employer- or location-based vanpools to offset the costs of vanpool operation, consistent with [FTA Circular C 9050.1A](#). More information on the subsidy is provided in Section 3.6 of this RFP.

## 3. SCOPE OF WORK

NOACA is requesting proposals from qualified vendors to provide turn-key contract services to eligible vanpools. As of March 2025, there are 57 vanpools operating under the program. It is expected that the awarded vendor will continue service provision for all vanpools in operation at the time of execution of the contract resulting from this solicitation.

### 3.1 Vehicle and Driver Requirements

- 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.
- Vendor shall maintain compliance with all applicable Federal Motor Vehicle Safety Standards (FMVSS), which include:
  - Automatic transmission
  - Power steering, power windows, and power locks
  - Front and rear air conditioning/heating
  - Driver and passenger air bags
  - All seats with functioning seat belts

- Vehicles can be gasoline or electric. Electric vehicles are encouraged, if available.
- Vehicle capacity must seat a minimum of seven (7) passengers (including the driver) to a maximum of fifteen (15) passengers
- Vendor is responsible for vehicle inspections, licensing, registration, insurance and equipment in accordance with applicable federal, state, and local laws.
- Vendor shall implement and adhere to a scheduled maintenance and unscheduled repair program to ensure continued reliability and performance of the vehicles used in the program.
- Vendor shall agree to deliver each van within a maximum of fourteen (14) calendar days after the Vendor registers a qualified group.
- The Vendor shall provide NOACA's Project Manager with a group manifest that includes an initial list of names and work phone numbers for the passengers in the group, driver(s), and employer; the destination of the vehicle; size (capacity); year, make and model of the vehicle; and monthly cost.
- Limited personal use of the vehicle may be negotiable between the vanpool participants and the Vendor.

NOACA may notify the vendor that, in order to carry out the services required of the vendor under the Agreement, it is necessary that the vendor provide a vehicle that is compliant with the Americans with Disabilities Act, of July 26, 1990, Pub. L. No. 101- 336, 104 Stat. 328, 42 U.S.C. § 12101, et seq., as amended, and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and all guidelines and interpretations issued pursuant thereto (collectively, the "ADA"). Upon receipt of notice that an ADA vehicle is needed for the Vanpool Services, the vendor will first identify availability of said vehicle from its existing national fleet. Neither NOACA nor any registered vanpool passenger requiring an ADA vehicle are responsible for any costs incurred with procurement of an ADA vehicle or ADA modifications to a vehicle. ~~If an ADA vehicle is not available, the vendor will identify vehicle specifications and begin coordination immediately to secure a quote and delivery time from conversion companies in order to convert one of vendor's existing vehicles to comply with the ADA.~~ If an ADA vehicle is not available, the vendor will identify vehicle specifications and begin coordination immediately to provide a vehicle that complies with ADA requirements.

NOACA decals shall be affixed to each van. Vendor shall be responsible for producing, affixing, and removing the decals. NOACA will provide the decal artwork in electronic format, but the cost associated with producing and installing the decals is the responsibility of the Vendor. Decals shall be affixed to both sides and on the rear of each van participating in the Program. All decal artwork and contact information must remain current.

Vendor shall establish and implement requirements, evaluation criteria and procedures to ensure drivers are properly licensed, have satisfactory driving and legal records, and are qualified to operate the requested and assigned vehicle.

### **3.2 Vanpool Services**

- Coordinate with NOACA to register each potential vanpool through NOACA's web-based Gohio Commute platform (<https://gohiocommute.com/#/pages/about-noaca>) for determination of eligibility for program subsidy.

- Receive and evaluate vanpool program application forms and participation agreements, accept or reject applications, authorize enrollment for approved applications, manage participation agreements with participating vanpools, and compile and manage a vanpool database.
- Coordinate with NOACA to conduct marketing and outreach that supports the formation of new vanpools and increases passenger participation in existing vanpools. Actively participate in coordination and marketing activities, per NOACA request.
- Coordinate with NOACA to provide regional ride-matching services to identify commuters who may form vanpools and to identify participants to fill empty vanpool seats.
- Ensure availability of and administer a toll-free phone number and website that facilitates provision of customer service and information to vanpool participants and potential participants .
- Comply with all applicable state and federal laws and regulations, including driver and vehicle certification, licenses, and vehicle registration.
- Assume all vehicle responsibilities and liabilities associated with the program; to include appropriate insurance.
- Submit timely and accurate data, reports, and other documents required by the Scope of Work, and additional information as requested by NOACA and necessary for the compilation of NTD reports.
  - Ridership data is to be submitted monthly in Excel format by 15th calendar day of every month.

Each monthly vanpool usage fee charged to employers and/or passengers should be adjusted to account for any NOACA subsidy distributed to that vanpool. In addition, Vendor is required to advance the amount of the subsidy to participants by billing and collecting only the subsidy-reduced amount of the monthly Use Fee from vanpool participants.

The Vendor may bill NOACA for a month's subsidy immediately upon crediting a vanpool group's account for the month's subsidy. NOACA and the vendor will agree on how this should be reflected in monthly invoices.

Vendor shall prepare and enter into a user agreement with the primary driver of each vanpool setting forth all costs and conditions relating to the use of the vehicle by vanpool participants.

Vendor shall develop, maintain and make available to NOACA a database tracking the following information in a manner that is current in real time:

- Vans in operation
- Roster of van drivers and passengers
- Contact information for all passengers and drivers
- Origination and destination locations for each passenger van
- Number of riders for each van
- Number of empty seats for each van
- Number of commute days per month
- Daily ridership

- Daily hours
- Daily round trip miles
- Mechanical system failure declarations
- Daily cost breakdown per rider (including rider share, employer share, if applicable, and NOACA or other subsidy share)

Vendor shall develop and implement a system for tracking monthly fuel purchase and a usage.

### **3.3 Reporting:**

- NOACA's Vanpool Program may report certain data items to the Federal Transit Administration's (FTA's) National Transit Database (NTD) to qualify for FTA funding. The selected vendor must ensure that all data collected and all data reports provided to NOACA satisfies the accuracy and level of detail required of NOACA Vanpool Program and annual NTD reports.
- The vendor shall collect, report to the NOACA Vanpool Program, and maintain financial, operating, safety, security and any other information about participating vanpool groups as required by FTA for the NOACA Vanpool Program to meet NTD reporting requirements. The vendor will not charge NOACA for the collection of data.
- The vendor will assist NOACA staff as needed in addressing questions and issues raised by the NTD staff on NOACA's NTD reports. The vendor will also cooperate with any parties conducting audits of the NOACA Vanpool Program NTD reports and data collection procedures. The vendor will be required to assist NOACA until the annual NTD report containing the final contract year's data is approved by the Federal Transit Administration.
- An example of the Vendor's data collection and quality assurance procedures and capabilities should be included in the proposal package.
- The selected vendor shall collect and submit to NOACA the following data by the 15<sup>th</sup> of each month for the duration of the contract:
  - Passenger trip and passenger mile data.
  - Number of vehicles, fixed cost, fare revenue, mileage, fuel charges, fuel consumption.
  - A report including maintenance cost, repair cost, accident vehicle damage data and vehicle breakdowns.
  - A list of all vehicles in service, including year, make and model; capacity ;license plate numbers; mileage reading; and vehicle number.
- The selected vendor shall collect and submit to NOACA the following data by June 15<sup>th</sup> 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.
- Vendor shall submit complete and accurate reports within 5 calendar days of each reporting period due date. Failure to comply may result in delay or non-payment of the subsidy and/or termination of enrollment.

### **3.4 Emergency Assistance and Guaranteed Ride Home Program**

- Vendor shall ensure roadside assistance is available to all participating vehicles for the duration that the vanpool service is in operation. This shall include but is not limited to repairing flat tires, fuel delivery, battery jumps and lockout services.
- Vendor shall implement and maintain a [Guaranteed Ride Home Program](#). The Vendor proposal submitted in response to this solicitation should describe how the Guaranteed Ride Home Program will operate including but not limited to: number of taxi/rides home per year, conditions for use, how much is covered per ride, registration process and the cost to the passenger and/or employer. Vendor shall engage in marketing and outreach to passengers on the Program at a level that provides passengers with sufficient awareness of this program. (Examples of marketing and outreach activities include but are not limited to inclusion of program details with roadside assistance information, promotion on user-digital interface, and inclusion of information in other marketing materials as appropriate, etc.)

### **3.5 NOACA Vanpool Program Subsidy Eligibility**

In return for full compliance with the above terms, NOACA will provide a monthly subsidy for each vanpool that is approved and enrolled in the program, and complies with the provisions of any and all user agreements and established guidelines:

- The NOACA Regional Vanpool Program subsidy, funded through the federal Congestion Mitigation Air Quality (CMAQ) Program, will begin at a minimum of 50% for each eligible vanpool, for up to three years of participation.
- NOACA will provide a base subsidy for each eligible vanpool. Vanpools may also qualify for additional subsidies based on characteristics of the vanpool, including number of participants and whether the ride originates in a NOACA Environmental Justice Community.
- Eligible vanpools will be approved for the subsidy in accordance with NOACA workforce accessibility and mobility criteria and Vendor eligibility requirements.
- Vanpools in the Program must have a destination in the NOACA service area and/or Urbanized Area (UZA)
- Registration for each vanpool must be completed and submitted through NOACA's Gohio Commute (<https://gohiocommute.com/#/pages/about-noaca>). NOACA will approve eligible vanpools, instructing next steps to coordinate with the Vendor to execute required application forms and participation agreements. New passengers joining vanpools already active in the program will follow the same process.
- The Vendor understands that NOACA is providing the subsidies above with funds provided to NOACA by the Federal Highway Administration, and that in the event such funds become unavailable to NOACA, NOACA will not provide those subsidies.

## **4. QUALIFICATIONS**

The selected Vendor or any of the selected Vendor's subcontractors cannot currently, or at the time of contracting, be listed on any federal, state, or local government jurisdiction debarment or suspension lists.

Qualified vendors should have experience managing ride-share, vehicle rental, or any similar type of program. Experience collecting, reporting and maintaining data for government agencies is advantageous.

## 5. PROCUREMENT TIMELINE

NOACA's process and *estimated* timeline for the selection of a consultant are as follows:

### **March 7, 2025 - NOACA Request for Proposals (RFP) is published**

### **March 13, 2025, – Virtual pre-proposal conference for prospective vendors**

To register as an attendee and receive login credentials, please send an email to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org).

### **April 7, 2025, 5:00 p.m. - Deadline for RFP Submittals**

Proposals shall be submitted in PDF format via email to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org). NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference "RFP NOACA Vanpool Program" in the subject line of the transmittal email.

### **April 8 – 18, 2025 - Consideration of Proposals**

An evaluation team will select candidate Vendor(s) from proposals received. This process will include review and scoring of proposals, and review of references and other information as necessary. At the end of this process, NOACA will recommend the proposal it considers the most highly qualified, price and all other factors considered.

### **May 7, 2025 – Consideration and approval of award of contract by NOACA Finance & Audit Committee and Executive Committee**

### **June 13, 2025 – Consideration and approval of award of contract by NOACA Board of Directors**

### **June 2025 – Preparation and execution of contract between NOACA and Vendor**

### **July 2025 – commence work**

## 6. REQUIREMENTS FOR PROPOSALS

### A. General Instructions

NOACA will not reimburse proposers for any costs incurred prior to execution of a contract, including, but not limited to, the preparation and submittal of proposals or participation in the evaluation and negotiation process.

Proposals shall clearly address the evaluation criteria and information requested herein. Overly elaborate proposals and proposals containing only generalized marketing information are discouraged and may result in a lower evaluation score. No pricing or price-related information shall be included in the Technical Proposal (Volume I).

Firms included on the current Excluded Parties List System maintained within the System for Award Management by the United States General Services Administration, or on comparable lists of suspended or debarred firms maintained by the State of Ohio or jurisdictions within NOACA's service area, are not eligible for selection.

### B. Requirements for Service Proposal (Volume I)

The Service Proposal shall include the following components:

1. A cover letter that identifies the prime consultant and any subcontractors known at the time of submittal. The cover letter shall identify the officer or other responsible executive of the organization authorized to negotiate and agree to a contract by name, title, address, telephone, and email. This individual, or a designee, shall serve as NOACA's point of contact for all communications regarding this solicitation. The letter should also contain a commitment that the proposed pricing will be valid for not less than 120 days.
2. General information about the organization including location of office(s), number of years in operation and areas of service expertise.
3. Description of the proposer's approach to the project, including a detailed scope of services that reflects understanding of the objectives of the NOACA Regional Vanpool Program. If appropriate, the proposer shall expand on the scope of work and provide suggestions that will enhance the outcomes of the project. This section should detail the tasks needed to accomplish all the objectives included in the scope of work. The project approach should highlight innovation and creativity, as appropriate. Provide a table, attached to the submission as Appendix A, that summarizes and breaks down the project's deliverables and percentage of work. A table template is attached to this RFP as *Exhibit A*.
4. Identification of key staff to be assigned to this project and the deliverables for which each individual will be responsible. Attach resumes that describe the education, experience and any professional certifications for each key staff person. Highlight experience and education relevant to the project. NOACA reserves the right to approve or reject any personnel or subcontractors assigned by the Vendor to this project.
5. Description of the capacity of Vendor to perform the work in a timely manner, relative to the organization's present workload and the availability of the assigned staff.

6. Listing of prior work on other projects that are similar in scope to the NOACA Regional Vanpool Program. Examples should describe the scope of work and demonstrate successful performance in project completion. The list of prior projects should include assignments undertaken in the past five (5) years and identify the duration of the engagement and the client. Provide contact information (name, title, organization, email, and telephone) for each client on prior work examples. NOACA may contact references as well as other resources to verify an organization's qualifications, experience, professionalism, and ability to perform the work. If any such projects were not satisfactorily completed, provide an explanation of the circumstances.
7. There is no Disadvantaged Business Enterprise (DBE) Goal for this contract, but DBE-certified entities are encouraged to apply, and others are encouraged to subcontract a portion of work to certified DBE firms.

### **C. Requirements for Business Proposal - Volume II**

The Business proposal shall be submitted as a separate file (PDF format) from the Service Proposal and include the following components:

1. A copy of the cover letter included in Volume I
2. A pricing proposal form, included in the submission as Appendix B. The pricing proposal form is attached to this RFP for illustration as *Exhibit B* and can be downloaded in editable form [at this link](#). The current *annual* cost of this program varies between \$450,000 - \$470,000. Therefore, it is expected that the total contract price submitted by each interested vendor be consistent with this budgeted cost.

In the pricing proposal, staff hourly rates should be broken down according to base hourly rate and overhead (%), burden, which are listed separately on Exhibit B. Profit should also be broken out separately on the pricing proposal. Direct costs such as travel expenses, fixed-price payments to subcontractors or other vendors, fuel, supplies, and equipment will be reimbursed at cost.

NOACA reimburses for travel and living expenses only for travel more than 50 miles from the traveler's ordinary work location, at the rates specified in the federal General Services Administration's most current per diem rates for the locality involved.

3. Copies of the proposer's worker's compensation certificate for the jurisdiction where work will be performed and general liability, professional liability and automobile insurance certificate(s).
4. Completed form "Certification Regarding Debarment, Suspension & Other Responsibility Matters," attached to this RFP as Exhibit C.

The proposer may identify any proposed exceptions to NOACA's Terms and Conditions as contained in this RFP or propose any additional terms it considers appropriate. Such proposed exceptions or additional terms must be specific and include a clear explanation of the reasons for the exception or addition. Please note that certain terms contained herein are required by law or regulation and cannot be modified.

## 7. EVALUATION CRITERIA AND PROCEDURES

### A. Evaluation Criteria

#### 1. Experience/Qualifications (up to 20 points)

Each proposer will be evaluated regarding their experience and qualifications appropriate to the proposed project. Factors to consider include:

- i. Organizational capacity
- ii. Capital assets
- iii. Experienced project team members, roles and responsibilities
- iv. Established competency related to the requested service
- v. Good standing and successful program results with past contractors

#### 2. Project Approach (up to 30 points)

Each consultant will be evaluated based on the approach presented in the Technical Proposal to complete the project. Factors to consider include:

- i. Demonstration of understanding the goals and objectives of the proposed project
- ii. Quality and completeness of a projected table of deliverables included in the Technical Proposal, including identification of project components that will achieve the objectives of the project
- iii. Methods and strategies to best accomplish all deliverables of the project, including the proposed schedule.
- iv. Creativity and innovation

#### 3. Project Management (up to 50 points)

Each consultant will be evaluated based on the presentation of a management plan that ensures services are successfully completed. Factors to consider include:

- i. Demonstration of effective past project management, resulting in the delivery of a high-quality work product
- ii. Capacity to manage the project and meet deliverables according to defined timeline
- iii. Description of performance evaluation methodology that monitors for achievement of project goals and objectives throughout the duration of the project
- iv. Description of status reporting methodology, including details of both written and oral reporting
- v. Project approach that demonstrates how tasks or parts are coordinated, staffed, and completed
- vi. Identification of potential risks, and steps that can be taken to prevent or mitigate those risks

#### 4. Project Budget and Cost (not scored)

The current annual cost of this program varies between \$450,000 - \$470,000. Therefore, it is expected that the total contract price submitted by each interested vendor be

consistent with this budgeted cost. Points are not awarded for this category, but NOACA will consider cost reasonableness and consistency with the program budget during the proposal evaluation process.

## **B. Evaluation Procedures**

NOACA intends to award a contract to the Vendor whose proposal, including negotiated modifications, is considered to provide the best combination of service quality and cost. A team comprised of NOACA staff will evaluate all responsive proposals received by the deadline. The evaluation team will first evaluate the proposals according to the technical criteria stated above. NOACA may ask Vendors for clarification of their proposals; conduct interviews; or request that proposers give presentations. Such interviews may be conducted in person, by telephone or through video conference. If such interviews are held, the evaluation team will re-evaluate the proposals, at which time they may eliminate some Vendors from further consideration.

NOACA may negotiate with proposers that remain in the competitive range. Following such negotiations, NOACA may request that the remaining firms submit a Best and Final Offer, which the team will evaluate. The team may then recommend that firm for award. For this solicitation, it is anticipated that the recommendation of award will be subject to final approval by the NOACA Board of Directors. Any contract that exceeds \$77,250 in cost is subject to NOACA Board approval.

NOACA reserves the right to accept proposals other than the lowest cost offered, reject all proposals, or to negotiate separately with any proposer or proposers as deemed to be in NOACA's best interest. NOACA also reserves the right to waive minor informalities, irregularities or errors which do not affect the substance of the proposal or may award on the basis of initial proposals received without discussions or negotiations with proposers. The original proposal, therefore, should represent the Vendor's best effort to meet NOACA's needs at a reasonable price.

## 8. ADMINISTRATIVE PROCEDURES AND CONDITIONS

- A. This proposal does not include a specific DBE goal. However, consultants that are DBE-certified, others that subcontract with a DBE-certified business, or others that demonstrate a good faith effort to subcontract such firms, are encouraged. If a DBE-certified firm is the prime or sub-consultant, the price proposal should quantify the level of DBE participation as a percentage of the total contract.
- B. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.
- C. The proposal, including price, shall be valid for at least 120 days from the date of submission.
- D. An RFP does not constitute an offer or a contract. Any contract that exceeds \$77,250 in cost cannot be awarded without a resolution by the NOACA Board of Directors.
- E. NOACA reserves the right to amend, cancel or reissue the RFP or to revise the timeline at any time. NOACA reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. NOACA may accept any proposal if such action is believed to be in the best interest of the agency.
- F. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- G. The contract between the successful proposer and NOACA shall include all documents mutually entered into including the contract instrument, relevant portions of the RFP and the response to the RFP. The contract must include and be consistent with the provisions stated in the RFP, as may be modified by negotiations.
- H. The prime Vendor will assume the responsibility for all services offered in the proposal regardless of whether directly performed by the prime Vendor. Further, the prime Vendor will be the sole point of contact for NOACA with regard to contractual matters.
- I. The vendor service team shall be approved by NOACA. NOACA must approve any changes in the vendor personnel team.
- J. Any award of contract will be to the Vendor that provides the highest value relative to costs.

## 8. QUESTIONS

For questions regarding the RFP, please contact [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org). Submitting questions early in the process provides NOACA the opportunity to respond; questions received near the deadline may not receive a response. All answers will be publicly posted on [NOACA's website under About-Contact Us-Doing Business with NOACA](#).

**Exhibit A - Example Table of Deliverables**

<b>Deliverable</b>	<b>Description</b>	<b>% Work</b>
<b>Total</b>		<b>100%</b>



**Exhibit B - Pricing Proposal – Pricing by Deliverable**

Deliverable*	Cost (\$)	%
<b>TOTAL</b>	<b>\$0</b>	

*\*Deliverables listed in this table should correspond to deliverables listed in vendor's Exhibit A - "Table of Deliverables" [see RFP Section 6(B)(3)]*

## Exhibit C – Certification Regarding Debarment, Suspension & Other Responsibility Matters

---

This Certification is required to be submitted to NOACA on behalf of the principal bidder/proposer and all subcontractors whose subcontracts are reasonably anticipated to exceed \$25,000 in value.

- A. The undersigned Bidder/Proposer/Subcontractor ("Attester") certifies to the best of its knowledge and belief that the Attester and/or any of its principals or subcontractors:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  2. Have not, within a three-year period preceding this bid/proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract or subcontract; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 above; and
  4. Have not, within a three-year period preceding this bid/proposal, had one or more public transactions (Federal, State or local) terminated for cause or default by any federal, state or local agency.

"Principals" for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

This certification concerns a matter which may be within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code.

- B. The Attester shall provide immediate written notice to NOACA's Procurement Officer if, at any time, the Attester learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in Paragraph A exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Attester's responsibility. Failure of the Attester to furnish a certification or provide such additional information as requested by NOACA may render the Attester non-responsible, and the Attester shall not be considered for award.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Paragraph A. The

knowledge and information of an Attester is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- E. The certification in Paragraph A is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Attester rendered an erroneous certification, in addition to other remedies available to NOACA, NOACA may terminate the contract resulting from this solicitation for default.

If the Attester is unable to attest to any of the statements in this certification, it shall attach an explanation.

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Bidder/Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Printed Name of Official \_\_\_\_\_ Title of Official \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_