

**n-catt**



**National Center  
for Applied Transit  
Technology**

**Request for Quotations:**

**Consulting Services to Develop and Facilitate  
Transit Technology Workshops**

Issue Date: November 14, 2022

Deadline for Submissions: November 30, 2022

## **Workshop Development and Facilitation Services Request for Quotations RFQ Number: 387152-006**

### **What This Is**

The Community Transportation Association of America, through its National Center for Applied Transit Technology (N-CATT), is soliciting bids from consultants to support N-CATT to develop content for and then facilitate hands-on, skill-building workshops for transit agency managers. The workshops will help the target audience upgrade their skills on three topics: incorporating microtransit into demand-response systems, creating a data dashboard, and a series on utilizing GIS for transit planning.

**Interested parties must follow the instructions and format set forth in this Request for Quotations, for which responses are due no later than 11:59pm Eastern Time on November 30, 2022.**

### **About N-CATT**

The National Center for Applied Transit Technology's (N-CATT) goal is to improve and make more efficient small-urban, rural and tribal transit service by assisting local transit agencies in understanding, selecting, and otherwise planning to incorporate new technology into service. N-CATT helps transportation agencies, managers, and decision-makers, such as board members or public officials, identify promising technologies, practices, and opportunities that accomplish agencies' goals or resolve particular challenges.

The recent burst of technology-based innovations in transportation has largely focused on dense urban areas. N-CATT seeks to spread the benefits of these developments to smaller transportation agencies that lack the resources and capacities of large-urban systems to research, analyze, and test new products that could enhance their services. This includes educating system managers and helping them to encourage influential stakeholders to support needed technological advancements.

Among its activities, N-CATT hosts resources such as guidebooks, podcasts, and webinars on its website for interested agencies to engage with as it relates to them. In addition, N-CATT provides technical assistance in various formats: hands-on workshops, Technology Summits for priority-setting at the state or regional level, and Strategic Technology Technical Assistance Teams for one-on-one technical assistance with N-CATT, consultants, and recipient transit agencies.

## Overview of Services Required

The contract for the workshop consultant services will be held between the consultant and the Community Transportation Association of America, which operates N-CATT.

### General Framework

Target Audience: General managers, operations managers, fleet managers, who have an interest in expanding their skill set.

CTAA will select one consultant for each workshop based on vendors' qualifications relative to each workshop's needs. It is possible that one consultant would be selected for one or multiple workshops, and CTAA may elect to choose none for certain projects.

For each workshop, the selected consultant will work with CTAA to develop content, market the workshop, organize participants, and facilitate the workshop.

### Desired Outcomes

1. Attendees understand the fundamentals and principles of the workshop topic
2. Attendees have a tool or set of tools to frame what they hope to address
3. Attendees get hands-on experience using technology tools to help build their knowledge and skills
4. Improve confidence in working independently with the workshop content
5. Attendees are equipped with practical skills that they can use for more efficient operations, planning and decision-making in a small-urban, rural or tribal context

### Recipient organizations

Below are the workshop topics on which consultants will bid:

- **Workshop 1**: A virtual, three-part series on a variety of GIS topics, lasting approximately 2-3 hours each. 1) Exploring 2020 Census impacts; 2) using your GIS data to advance equity, 3) how to create compelling transit maps
- **Workshop 2**: A virtual workshop on using digital tools to facilitate system redesigns, with an emphasis on incorporating microtransit technology into demand-response systems
- **Workshop 3**: Visualizing your transit data in a data dashboard
  - **This has been proposed as an in-person**, 2-hour workshop at the Southwest Transit Association's conference on February 22-25, 2023 in Aurora, CO. Bidders should assume this will be the format so that they can budget staff time for travel. However, the agenda has not been confirmed, so it is possible this will need to become a virtual workshop if it is not accepted for this event.

## Scope of Work and Project Timeline

CTAA anticipates the selected consultant will perform the following steps **for each workshop** for which they are selected:

1. Task 1: Workshop Framework
  - a. Review any relevant N-CATT documentation related to the workshop topic.
  - b. Finalize workshop framework with CTAA.
2. Task 2: Workshop Development
  - a. Develop and administer a survey to gauge attendees' knowledge and comfort level with the subject matter
  - b. Incorporate feedback into the workshop content to meet attendees where they are
  - c. Develop materials on the basic approaches to the subject matter, including examples
  - d. Develop relatable 'Sample Situations' to walk attendees through basic approaches
  - e. Develop interactive exercises for participants to practice the techniques learned in the workshop
  - f. Develop other elements that will contribute to the desired outcomes determined by N-CATT
3. Task 3: Workshop facilitation.
  - a. Utilize materials developed during workshop development according to the framework to facilitate approximately ~7 hours of instruction time for virtual workshops (can be held over multiple days)
  - b. Provide answers to attendee follow-up questions or materials for two weeks following the workshop
  - c. N-CATT will be present to provide troubleshooting assistance in other aspects as requested by the facilitators
4. **Option** Task 4: Facilitate Second Workshop
  - a. Depending on interest and feedback from the first workshop, N-CATT may elect to repeat Task 3 to provide the content to additional attendees. Responses should include a separate price that is not included in the main price for this task.

The timeline for each deliverable will be worked out with CTAA and consultants. However, all work will be finished by June 30, 2023.

### **Price**

CTAA intends to execute a fixed-price contract with the selected consultant (exclusive of travel, in the case of Workshop 3). Unless negotiated differently to both parties' satisfaction, the term of this contract would be for milestone payments based on the above scope of work, to be made to the consultant upon completion and acceptance of all work and work products under each task. If travel to Workshop 3 occurs, consultant will be directly reimbursed for travel costs according to federal guidelines.

### **Term of the Agreement**

The consultant's contract with CTAA will end upon accepted completion of Task 3, unless the Option for Task 4 is exercised.

## Bid Requirements

CTAA will accept and review bids that contain the following information:

- 1) A 1-page cover sheet with:
  - a. Bidder's name / Firm Name
  - b. telephone number,
  - c. email address,
  - d. physical and mailing address, and
  - e. A one-paragraph summary abstract of the bid that states (i) qualifications to perform the indicated work (one sentence), (ii) how the bidder intends to approach the indicated work (maximum of three sentences), (iii) the names, titles, corporate affiliations and pertinent experience of all individuals the bidder intends to have conduct the indicated work (one sentence per individual), and (iv) the fixed price, exclusive of travel, for which the bidder is prepared to perform this work, for each workshop for which the bidder indicates interest. Please indicate a separate price for the Option Task 4.
  
- 2) **One per Workshop:** A narrative of no more than three pages in length that explains – in sufficient detail – how the bidder would carry out the tasks detailed above and the bidder's understanding of how rural, small-urban, and tribal transit systems can utilize the skills in the workshop topic(s) the consultant wishes to be considered for. CTAA will look for demonstrations that the bidder is able to create content that target audience can relate to and apply to their situations, and; the bidder's experience and qualifications in a manner that demonstrates their ability to conduct work similar in nature and scope to what is requested.

Consultant should indicate the workshop(s) for which they are bidding using the following table, which refers to the workshops described starting on page 3. The narrative should address the consultant's proposed method relative to the indicated projects. Bidders may use up to three pages for each organization for which they indicate interest.

<b>Organization</b>	<b>Bidder Interest</b>
Workshop 1	
Workshop 2	
Workshop 3	

- 3) A staffing plan that includes:
  - a. A narrative of no more than two pages in length that names the individuals who will carry out this work, briefly explaining each person's role(s) in the project and identifying which individual will be CTAA's principal point of contact concerning the work to be performed,
  - b. For each individual being proposed by this consultant, a one-page resume or CV that describes that individual's qualifications and experience and summarizes previous work performed by the individual that is relevant to this solicitation, and

- c. the price for which the bidder is prepared to perform this work, **for each workshop topic for which the bidder indicates interest.** Please indicate a separate price for the Option Task 4.
- 4) Statement that the consultant has legal authority to work in the United States. This statement shall include a Unique Entity ID (UEI) number; all consultants and subcontractors must be registered in SAM
- 5) Statement that the consultant is not debarred or suspended from contracting with the federal government
- 6) CTAA does not anticipate bids from teams of more than one consulting firm or entity. However, if any of the individuals being proposed are not employees of the firm submitting this bid, an acceptable bid must include a letter or other signed statement from the submitter's proposed partner(s) agreeing to be included in this bid, and the bid must include items (4) through (8) from the above list for every proposed subcontractor or other external partner that is included in this bid. If the bidder has roles for which some portion of the staffing is "to be determined," the above staffing plan must include a convincing explanation for how the bidder will address that staffing need without jeopardizing timely and satisfactory completion of the work being proposed. All subcontractors must also be registered in SAM.
- 7) Three work samples that highlight consultants' ability to perform the work outlined above, preferably that are similar in type or topic to that described in this RFQ. The samples should reflect the work of the individuals in the staffing plan so that CTAA can directly gauge consultants' work quality.
- 8) Please indicate your organization's current travel and pandemic-related safety protocols.

### **Disadvantaged Business Enterprise Participation**

If more than 50 percent of the staff-hours proposed to be spent by employees of a certified DBE, that bid will receive additional consideration, as detailed under "Selection Criteria," below.

### **Selection Criteria and Process**

CTAA staff will review the submitted bids that are received at or prior to 11:59pm (Eastern Time) on November 30, 2022. Staff will not engage in any communication with the bidder or their employees or proposed partners prior to making its decision.

In reviewing consultants' submissions to this RFQ, CTAA will apply the following selection criteria:

Understanding of work to be done	5 points
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	<p>1 = Does not meet expectations</p> <p>3 = Meets expectations</p> <p>5 = Far outperforms expectations</p>
How the consultant proposes to carry out the described work to CTAA's satisfaction within the indicated time frame and within the consultant's proposed budget.	5 points
Proposed staffing plan, in terms of its reasonableness and in terms of the skills and qualifications of proposed staff.	5 points
Work samples, in terms of topic coverage, types of documents, and quality of the writing to explain whatever topics are discussed.	5 points
Cost, exclusive of travel	<p>2 points</p> <p>Scored relative to other bids</p>
DBE status: if at least 50% of the staff-hours proposed on this project will be performed by employees of an entity that is a certified DBE in one or more states where it currently does business, the bid will receive 1 additional point	0 or 1 points

Bidders should be aware that this is part of a research project funded through a cooperative agreement between CTAA and the Federal Transit Administration (FTA), and they must be experienced and able to carry out work that must comply with applicable FTA regulations, policies and guidelines. Bidders without prior experience working with FTA or its grantees will need to be sure their submissions demonstrate a capacity to carry out FTA-funded work.

The selected bidder and subcontractors must be registered in SAM.gov and must remain in good standing.

CTAA reserves the right to request additional information before making an award. CTAA also reserves the right to seek clarification from any bidder or offeror about any statement in its bid that CTAA finds ambiguous.

Selection will be made based on best value.

### **Submission Instructions**

Please submit your bid as a single document, in PDF format, to [carpenter@ctaa.org](mailto:carpenter@ctaa.org) no later than 11:59pm Eastern Time on November 30, 2022. No hard copy submissions will be accepted.

CTAA reserves the right to reject any and all bids in response to this RFQ, and may terminate this solicitation without notice at any time prior to entering into a contract for the indicated work to be performed.