

**n-catt**



**National Center  
for Applied Transit  
Technology**

**Request for Quotations:**

**Consulting Services to Provide Technical  
Assistance for Geographic Information  
Systems and Data Analysis**

Issue Date: October 24, 2023

Deadline for Submissions: November 15, 2023

## **GIS and Data Analysis TA Services Request for Quotations RFQ Number: 387153-004**

### **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 in providing technical assistance on Geographic Information Systems (GIS) and data analysis to small transit agencies through scheduled office hours, by-request support, and training for N-CATT staff.

**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 15, 2023.**

### **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 to build the internal capacity of small transit agencies.

## Overview of Services Required

The contract for the 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 to work with CTAA to organize office hours; communicate with agencies requesting technical assistance; and develop content and facilitate a workshop for N-CATT staff to build their own GIS and data analysis capacity.

### **Desired Outcomes**

1. Office hours attendees/TA recipients have their questions about GIS and data analysis answered and feel empowered to explore new techniques in those fields
2. Office hours attendees/TA recipients build their capacity to perform GIS and data analysis
3. Office hours attendees/TA recipients get hands-on experience using technology tools to help build their knowledge and skills
4. Office hours attendees/TA recipients 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
5. N-CATT staff understand the fundamentals and principles of using GIS and performing data analysis

## Scope of Work and Project Timeline

CTAA anticipates the selected consultant will perform the following steps:

1. **Task 1:** GIS and Data Analysis Office Hours
  - a. Hold three office hours events for two hours each to provide technical assistance to attendees on GIS questions
  - b. Hold three office hours events for two hours each to provide technical assistance to attendees on data analysis questions
  - c. **Deliverable:** 12 hours of Office Hours
2. **Task 2:** Training for N-CATT staff on basic GIS and data analysis skills
  - a. Provide a workshop for up to 5 staff members to help them develop foundational GIS and data analysis skills
  - b. **Deliverable:** One training workshop for staff (can be split over multiple days)
3. **Task 3:** Individual Technical Assistance

- a. Be available for GIS or data analysis technical assistance for agencies who request support outside of office hours
- b. Provide GIS or data analysis support to N-CATT staff as part of bigger TA projects
- c. **Deliverable:** Up to 20 hours of technical assistance in response to agency requests

The timeline for each deliverable will be worked out with CTAA and consultants. However, all work will be finished by September 30, 2024.

### **Price**

CTAA intends to execute a fixed-price contract with the selected consultant. 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 Tasks 1 and 2. Task 3 will be reimbursed based on hours spent responding to TA requests.

### **Term of the Agreement**

The consultant's contract with CTAA will end upon accepted completion of Tasks 1 and 2, and after consultant has exhausted contracted hours or the period of performance ends. If there is high demand for hours under Task 3, consultant and CTAA can agree to additional hours for Task 3.

## **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.
- 2) 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 covered under this project. CTAA will look for examples that the bidder's experience and qualifications demonstrates their ability to conduct work similar in nature and scope to what is requested.
- 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, by task.
- 4) Statement that the consultant has legal authority to work in the United States. This statement shall include a Unique Entity ID (UEI) number if applicable; all consultants and subcontractors must be in good standing, with no exclusions 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.

### **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 15, 2023. 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	<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 in good standing and have no exclusions in SAM.gov.

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 15, 2023. 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.