

## ADDENDUM #3

**KITSAP TRANSIT**  
**Request for Proposals**  
***On-Demand Service Software and Planning***  
**RFP #KT 23-839**  
**May 23, 2023**

60 Washington Ave. Ste. 200  
Bremerton, WA 98337  
Phone: 360.479.6962  
Fax: 360.377.7086

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



Note: All Proposers shall acknowledge the receipt of this Addendum on their Bid Form. This Addendum contains the following:

I. Questions Asked and Answers Given

I. Questions Asked and Answers Given

**Question:** RFP Section 2.2 Disadvantaged Business Enterprise Goal on RFP P.5 says that Kitsap Transit has a 2023 goal of 2.93%. Does this extend to this project or is there no DBE goal for this particular procurement?

*Answer:* There is no DBE goal for this project.

**Question:** RFP P.12 Section 4 notes that “If a Proposer considers portions of its proposal to be protected under Washington State law, the Proposer shall clearly identify and mark such portions as ‘CONFIDENTIAL’ or ‘PROPRIETARY’ and submit such portions in a sealed envelope separate from the rest of the proposal.” Since this is a virtual submission, can proposers write “CONFIDENTIAL” on the bottom of pages in which there is confidential material, or do you suggest doing something else?

*Answer:* Yes, it can be clearly marked at the bottom of the page.

**Question:** RFP P.10 states that proposers should assume a start date of July 17, 2023, while P. 18 in Exhibit A states that anticipated date of contract finalization is August 1, 2023. Can you please clarify which date we should plan on starting to work?

*Answer:* Proposers should assume a Notice to Proceed date of July 17, 2023. Proposers should ignore the contract finalization date of August 1.

**Question:** RFP P. 20, under General Requirements, states that “Proposals must include Proposer’s plan to comply with ADA.” Can you please clarify the types of ADA compliance you are specifically referring to here?

### **ADDENDUM #3**

*Answer:* ADA compliance refers to the ADA requirements for public transportation. For example, ADA requirements may include: reasonable accommodation requests for assistance with boarding/alighting which will impact dwell times, ADA requirements for formatting of information provided to our riders, on-board time, etc.

**Question:** With regards to insurance requirements, RFP P. 39 in the Sample Agreement states that proposers should possess Professional Liability insurance of \$2,000,000 while the insurance requirements on P.14\_15 do not include Professional Liability insurance. Can you please confirm if we need \$2,000,000 in professional liability insurance?

*Answer:* Professional Liability insurance is not required.

**Question:** For the ease of Kitsap Transit's review of proposals, can proposers add a master compliance matrix as an appendix? This compliance matrix can easily reference where all requirements provided in in Exhibit A Scope of Work are located throughout our proposal.

*Answer:* Yes

**Question:** The overwhelming majority of this RFP, along with the RFP's title, suggests that it is intended for general public on-demand service. However, in Exhibit A Scope of Work there are two specifications which indicate Kitsap Transit has greater aims, namely for adding in paratransit. Specifically, RFP P. 21 Deliverables and Data Ownership Point p. User demographics specifying rider age, and gender; and point q. Ability to separate paratransit and on-demand trips. Can you please clarify what Kitsap Transit's aims are in regards to paratransit with this procurement?

*Answer:* Kitsap Transit's Sunday service will utilize the on-demand service to meet its complimentary service requirements under the ADA. Kitsap Transit will book, the day before service, paratransit trips onto the same on-demand vehicles that are providing service to the general public.

**Question:** RFP P. 21 Deliverables and Data Ownership states that Kitsap Transit owns the data. Can you please clarify exactly what "owns" means and data you are referring to? E.g. is this to provide Kitsap with all data throughout contract and upon contract termination?

*Answer:* Data ownership refers to Kitsap Transit's legal right and ability to create, alter, share, or restrict any piece or set of data and the ability to assign these functions and responsibilities to other parties. Example of data includes but is not limited to passenger addresses, passenger counts, OTP, survey results, etc.

**Question:** RFP P. 22 Specifications and Program Management states that "platform must allow for MFA." Can you please clarify if you'd like MFA for Kitsap Transit users on our system's backend dashboard, or if this is MFA for riders?

*Answer:* For Kitsap Transit users on the system's backend dashboard only.

### **ADDENDUM #3**

**Question:** Does Kitsap Transit expect proposers to provide android tablets and/or installation or will Kitsap Transit procure your tablets and handle installation?

*Answer:* Kitsap Transit will provide

**Question:** Can you please define what “on-time performance” on RFP. P.18 means? For example, is this within 5 minutes, 10 minutes, or 15 minutes etc?

*Answer:* Published time stops are to be no earlier than the published time and no later than 5 minutes. Each on-demand route must have a minimum of two, timed stops. Prebooked trips through the call center will be given a window that is no greater than 30 minutes for passenger pick-ups. The 30-minute window is currently 15 minutes on either side of the negotiated pick-up time. App based ride requests for day of service should be fulfilled within 20 minutes.

**All other terms and conditions remain the same.**

END ADDENDUM 3

Please remember to acknowledge this addendum.