

AGENDA ITEM 2 C
Action Item

MEMORANDUM

DATE: September 7, 2023

TO: El Dorado County Transit Authority

FROM: Brian James, Interim Executive Director

SUBJECT: **Contract Award in Response to Request for Proposals (RFP) #23-01 Transit On-Demand Scheduling Software**

REQUESTED ACTION:
BY MOTION,

1. **Award Contract in response to RFP #23-01 for Transit On-Demand Scheduling Software**
2. **Authorize Interim Executive Director to execute all documents required for project completion within the adopted budget for Capitol Improvement Project #22-05**

BACKGROUND

In 2012 El Dorado County Transit Authority (El Dorado Transit) acquired new Demand Response scheduling and dispatching software. There were many advantages to the purchase of the new software such as adding a scheduling engine designed to schedule trips efficiently, real-time data collection, and to improve the customer experience with Dial-A-Ride reservation process.

At the time of purchase, there was a very limited number of software development companies in the transit industry with this type of product. The acquired software came from a relatively new company who offered an affordable solution which met El Dorado Transit's needs. Since that acquisition, the original company sold the product to a competitor who in turn sold it to another competitor. As a result, product support has waned, and the future of the software is uncertain.

In recent years, considerable technological progress has been made in the demand response software industry, and there are numerous new vendors who have entered the marketplace offering new dynamic solutions. El Dorado Transit staff applied for and was awarded a competitive Fiscal Year (FY) 2020/21 FTA Section 5310 urban and rural grants to support the capital costs for full replacement of the current Demand Response scheduling and dispatching software. The FTA 5310 Grant Program provides financial assistance for transportation services that are planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available.

DISCUSSION

El Dorado Transit issued Request for Proposals (RFP) 23-01 on May 25, 2023 and received twelve (12) proposals from responsive bidders. The evaluation criteria included:

- Mandatory elements of the RFP including the transmittal letter, organizational chart, company profile, relevant qualifications and experience, and references.
- Technical quality including expertise, experience, scalability, support, safety, security, reliability, mobile applications, and work plan approach.
- Cost of proposal and additional value added.

Based upon review of the written proposals and interviews that were held via Zoom with all bidders, staff recommends TripSpark Technologies for this contract as the company with the highest ratings based on the evaluation criteria.

As a subrecipient of FTA 5310 funding for this project, El Dorado Transit has coordinated with the California Department of Transportation (Caltrans) Division of Rail and Mass Transportation (DRMT) who is responsible for providing project oversight to maintain compliance with federal statutes and regulations. The DRMT Procurement Oversight Branch approved the El Dorado Transit Small Purchase Request documentation and award to TripSpark for the purchase of dispatching and scheduling software. The approval letter is attached to this staff report.

A copy of the RFP and the proposals received are available for review at the El Dorado Transit office.

FISCAL IMPACT

The fiscal impact is consistent with the cost outlined in CIP 22-05.

COST SUMMARY (ESTIMATE)

	<u>Adopted Budget</u>
Dispatching Software	\$206,567
Contingency	<u>\$ 23,433</u>
<i>Total Project Cost</i>	<i>\$230,000</i>

FUNDING SOURCES

Federal Transit Administration (FTA) Rural 5310 Grant	\$ 90,000
Federal Transit Administration (FTA) Urban 5310 Grant	\$ 90,000
Transportation Development Act	<u>\$ 50,000</u>
<i>Total Revenue</i>	<i>\$230,000</i>

DEPARTMENT OF TRANSPORTATION

DIVISION OF RAIL AND MASS TRANSPORTATION MS 39
1120 N STREET
P. O. BOX 942874
SACRAMENTO, CA 94274-0001
PHONE (916) 654-8811
FAX (916) 654-9366
TTY 711
www.dot.ca.gov



*Making Conservation
a California Way of Life.*

August 30, 2023

Brian James
El Dorado Transit Authority
6565 Commerce Way
Diamond Springs, CA 95619

Dear Mr. James:

As a recipient of Federal Transit Administration (FTA) Section 5310 funds, the California Department of Transportation (Caltrans) Division of Rail and Mass Transportation (DRMT) is responsible for providing project oversight to maintain compliance with federal statutes and regulations. Therefore, as a subrecipient of this funding, your agency must demonstrate to DRMT that all procurement and third-party contracting activities engaged by your agency comply with:

- 2 CFR Part 200 – Uniform administrative requirements, cost principles, and audit requirements for federal awards; and
- FTA Circular 4220.1F – Third Party Contracting Guidance.

DRMT FTA Programs Procurement Oversight Branch **approves** the El Dorado Transit Authority Small Purchase Request documentation and award to TripSpark for the purchase of dispatching and scheduling software in the amount of \$206,567.00. The purchase order may be fully executed under Standard Agreement D64AC21-01958. Reference number 741.

When a vendor accepts a PO, a contract is established. Vendor acceptance of the PO may be in the form of:

- Vendor proceeds to provide substantial performance as specified in the order,
- Vendor delivers the supplies or completes the service as ordered; or
- Vendor signs and returns the PO to the subrecipient.

A PO must clearly specify the goods or services purchased and the terms and conditions of that purchase.

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For this small purchase to be federally compliant and eligible for reimbursement, TripSpark must agree to the Third-Party Contract Clauses: Federal Transit Administration and California Department of Transportation Required Provisions. Since this small purchase will result in the issuance of a purchase order, the Required Provisions must be part of the purchase order El Dorado Transit Authority sends to TripSpark. By accepting the purchase order, TripSpark agrees to comply with the terms and conditions in the Required Provisions, and El Dorado Transit Authority agrees to monitor for compliance. The Required Provisions apply to all tiers.

As verification the Required Provisions were included in the PO to the vendor, a copy of the PO must be included in the request for reimbursement (RFR) package submitted to the grant program liaison.

If you have any questions regarding this procurement review letter, please contact Kate Molthen at katherine.r.molthen@dot.ca.gov. This approval is contingent upon meeting FTA 5310 program requirements. For questions about FTA 5310 grant procedures, please contact your FTA 5310 program liaison.

Sincerely,



FRANK NEVITT, Chief
FTA Programs Procurement Oversight Branch
Caltrans Division of Rail and Mass Transportation

Encl: Form 2b,
Third Party Contract Clauses, Federal Transit Administration and California
Department of Transportation Required Provisions

C: Jackie Fleck, Department of Transportation, DRMT 5310
Kate Molthen, Department of Transportation, DRMT FPPOB

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. 29197
 THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 9/7/2023
ACCOUNT 9910.04 **CLASS:** 125

TO:
 TripSpark Technologies
 5265 Rockwell Drive NE
 Cedar Rapids, IA 52402

SHIP & INVOICE TO:
EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact: Dan Pasowisty
 Vendor Phone No: (403) 775-9052 ext. 106509 Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		System Components		
		Novus DR		\$42,176.00
		Hosting		\$5,775.00
		Rides on Demand		\$25,763.00
		DriverMate		\$30,176.00
		Software Maintenance		
		Novus DR		\$25,517.00
		Hosting		\$16,846.00
		Rides on Demand		\$15,763.00
		Yearly Hosting Fee's		
		Three year commitment		\$44,551.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$206,567.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$206,567.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."