



Informal Request for Proposals

for Website Development Services

Date Issued	Proposals Due	Expected Duration	Budget	DBE/LBE/SBE Goal	Contact
February 7, 2019	February 28, 2019 at 2:00 p.m. (electronically)	One year plus four one-year options	\$75,000	5%	Steve Stamos Management Analyst 415.522.4817 steve.stamos@sfcta.org

SECTION I – NOTICE

Notice is hereby given that the San Francisco County Transportation Authority (Transportation Authority or SFCTA) is requesting proposals from qualified respondents (proposers) to provide as-needed website development services for its grant management and related systems.

Questions. Although a pre-proposal conference will not be held, questions may be submitted in writing by the stated deadline by e-mail to info@sfcta.org; please include “IRFP 18/19-09 – Website Development Services” in the subject line. The Transportation Authority’s responses will be posted to www.sfcta.org/contracting by the date indicated in the schedule, and any addenda to the IRFP will also be made available on that webpage prior to the proposal due date. Please see Section II for all important dates and deadlines.

SECTION II – SELECTION PROCESS SCHEDULE

Date	Phase/Item Due
February 7, 2019	Release of IRFP
February 14, 5:00 p.m.	Proposers to submit written questions to Transportation Authority
February 19*	Transportation Authority issues written responses to questions
February 28, 2:00 p.m.	Responses to IRFP due electronically. Late submissions will not be accepted.
March 7*	Invitation(s) to interview issued to short list of proposers* (if necessary)
Week of March 11*	Interviews* (scheduled if necessary)
March 20*	Notification of contract award

* *Subject to change*

SECTION III - PROJECT BACKGROUND AND PURPOSE

The Transportation Authority funds hundreds of transportation projects in San Francisco and conducts oversight of those projects to ensure that they are delivered according to the scope, schedule, budget and other conditions and deliverables approved by the Transportation Authority Board. In addition, as Congestion Management Agency for San Francisco, the Transportation Authority is responsible for assisting the Metropolitan Transportation Commission (the regional transportation planning agency for the nine Bay Area counties) with program-level oversight of dozens of other San Francisco projects funded by other federal, state or regional funds. Currently, the progress of those projects is monitored using a web-based tracking system, called the SFCTA Portal (Portal). The website is used by internal staff and selected staff at various other public agencies to submit progress reports, deliverables, and other grant management-related communications. The Transportation Authority is continually seeking to improve its oversight processes and tools, and intends to continue to develop new features and improve the user-friendliness of the site, as well as to maintain and improve the site's performance and security.

The site is developed with a Ruby on Rails web application framework and a PostgreSQL database management system, which is deployed to Heroku. Source code is controlled and backed up using GitHub. The site also supports attachments hosted on Amazon Web Services. Ongoing development of Portal features is managed using an agile project management approach, an iterative method of managing development activities in a manner responsive to client needs.

The Portal serves as a data-hub for other grant administration systems, including importing and displaying information from the Transportation Authority's Enterprise Resource Planning System, Microsoft Dynamics AX, and exporting information to the MyStreetSF website (<https://www.sfcta.org/mystreetsf>), a web-based interactive map that allows the public to view and query select project information. The Transportation Authority requires maintenance and may seek enhancements to these data connections moving forward to further integrate these systems.

SECTION IV - SCOPE OF SERVICES

The Transportation Authority seeks as-needed consultant website development services for its grant management and related systems. The Transportation Authority has budgeted \$75,000 for this contract for the first year of services. Please note this is a ceiling and not a target. It is anticipated that a contract will be awarded for a one-year term, with options to extend for four additional one-year terms (up to a total of five years). The one-year extensions may be exercised at the discretion of the Transportation Authority, with the amounts determined by future Transportation Authority budgets. It is the intent of the Transportation Authority to contract with one consultant team.

Through this IRFP process, the Transportation Authority will select a website development consultant experienced in the Ruby on Rails framework and able to demonstrate an understanding of the range of website development project needs. The successful proposer will assist in the maintenance of the existing web-based database, assist in the identification and prioritization of website development needs, and add functionality as needed. The successful proposer will also be familiar with agile project development management tools (e.g. Pivotal Tracker, which is currently used by the Transportation Authority). The Transportation Authority intends to maintain use of Pivotal Tracker moving forward, however proposers can suggest a different project management platform if necessary. Whichever tool is used, Transportation Authority staff will require administrator-level user accounts. Source codes will be controlled and backed up using a GitHub account owned by the Transportation Authority.

The Transportation Authority does not have office space available for this contract, therefore the expectation is that all work shall take place at the consultant offices (or via web conference). Proposers should be prepared to mobilize within 48 hours following contract negotiations.

The tasks below are representative of the overall goals and priorities of the Transportation Authority, but the Transportation Authority recognizes that not all features may be completed in the time and budget in the contract limits. Actual development tasks shall be specified and prioritized using agile project development management tools as described in Task 5. Specific tasks include: 1) website data management, 2) improvements to existing system features, 3) implementation of expanded features, 4) website maintenance and security, 5) project management, and 6) administration. The tasks are detailed below:

Task 1. Website Data Management

Task 1.1 Review of and Improvements to Data Structure to Support Project Management and Oversight, Data Tracking and Analysis

The Portal consists of a variety of tools to aid Transportation Authority staff and project sponsors in tracking and approving projects. More specifically, the Portal consists of:

- Standard Grant Agreements (SGAs), otherwise known as Grants, that contain specific information of each funded project (basic scope, schedule, budget and funding plan information).
 - Grants can be nested within other projects for reporting at a higher level.
- Progress Reports that allow sponsors to update Transportation Authority staff on progress for the Projects.
- Tools for requesting allocation of funds and amendments to existing SGAs, along with workflow to ensure these processes occur in a timely fashion.
- User Dashboard for individual tracking and alerting of upcoming tasks used by both the Transportation Authority staff and project sponsors.
- Tools for aggregating and extracting data to inform a variety of analyses.

The Transportation Authority is interested in improving the Portal's ability to organize, display, and receive information for projects at both the individual SGA level as well as at a higher level which consists of more than one SGA. Additionally, the Transportation Authority is interested in streamlining data tracking, analysis processes and the overall system to improve project and grant program management and reduce redundancy and risk of error. This task may include process mapping to identify steps that could be improved with adding, tracking or reporting of relevant data within the Portal, such as grant amendments or capital budget data.

The selected consultant shall review the Portal's existing data structure and advise on potential changes that would support the goals listed above. Meetings and conference calls with Transportation Authority staff can supplement the selected consultant's internal review and help expedite the on-boarding process. The selected consultant and Transportation Authority staff will recommend and obtain management approval for any business process changes that may enhance tracking and processing data and minimizing duplicate entry.

Deliverables:

1. *Memo with recommendations for data structure changes or methods to achieve the goals described above*
2. *Participation in presentation of recommendations to Transportation Authority management*
3. *Execution of priority recommendations as budget permits*

Task 1.2. Maintain Integration of Microsoft Dynamics AX data with Portal

In collaboration with Transportation Authority staff, the selected consultant shall maintain recurring SQL queries of data underlying the Transportation Authority's Microsoft Dynamics AX platform via Microsoft SQL Server Studio. From time to time, manual importing may also be necessary. The selected consultant shall integrate information such as project transactions, budgets, commitments, and funding sources into the Portal's data structure, and create displays and reports to usefully view the information within the Portal.

Desired Skillset:

1. *Experience with integrating accounting system data (Microsoft Dynamics is a plus)*

Deliverables:

1. *One or more SQL queries with corresponding data structure in the Portal to store the output*
2. *Advice in troubleshooting any errors in retrieving, exporting, transmitting, or importing the data*

Task 2. Improvements to Existing System Features

In collaboration with Transportation Authority staff, the selected consultant shall improve existing features in the Portal. Improvements to the Portal are prioritized and communicated to the selected consultant through agile project management. Anticipated future improvements include but are not limited to:

1. Updates and improvements to Progress Reports to tailor them to new reporting requirements, format and layout changes, additional data for tracking new features for reporting on sub projects, etc.
2. Dashboard improvements tailored to specific user types within the Portal, including layout and user interface improvements to the dashboards, additional aggregations to improve reporting, and improved view of project milestones.
3. Enhancements to tools for requesting new allocations and amendments that provide additional automation to improve administrative efficiency and reduce redundancy.

Desired Skillset:

1. *Experience with Ruby on Rails*
2. *Experience with PostgreSQL*
3. *Experience with CSS: Twitter Bootstrap*
4. *Experience with JS: jQuery, Some Angular and some VueJS*
5. *Experience with Heroku*

Deliverables:

1. *Improved features to support project reporting and website functionality, as necessary*

Task 3. Implementation of Expanded Features

Transportation Authority staff will identify additional reporting capabilities or features and functionality. The selected consultant shall continue using an agile project management approach for development, including storycarding of features to break down development into steps, and discussion to determine logical story priorities. Examples of additional features may include:

- Improved file handling to allow persistent links to files stored on Amazon Web Services and preview displays of photos and graphics.

- Ability to flag projects for promotion on the Transportation Authority’s website and newsletter.
- Allowing bulk importing of progress report data from project sponsor databases.
- Project management tools that optionally allow project managers to store basic information such as Work Breakdown Structures, budgets, milestones, or schedule data, as well as create and save scenarios.
- Tracking of fund programming or budget data, or reports that may provide useful outputs for other fund programming or budget efforts.

Definitions and prioritization of software features are subject to approval by the Transportation Authority. Ongoing details of stories and priorities shall be documented and agreed upon regularly as described in Tasks 4 and 5.

Desired Skillset:

1. *Experience with Ruby on Rails*
2. *Experience with PostgreSQL*
3. *Experience with CSS: Twitter Bootstrap*
4. *Experience with JS: jQuery, Some Angular and some VueJS*
5. *Experience with Heroku*

Deliverables:

1. *Features to support project reporting and website functionality, as necessary*

Task 4. Website Maintenance and Security

The selected consultant shall provide ongoing maintenance, bug-fixing, and security updates for the duration of the contract. The selected consultant shall maintain both a production and a staging instance of the site for use in testing new features prior to deployment.

Desired Skillset:

1. *Experience with Ruby on Rails*
2. *Experience with PostgreSQL*
3. *Experience with CSS: Twitter Bootstrap*
4. *Experience with JS: jQuery, Some Angular and some VueJS*
5. *Experience with Heroku*

Deliverables:

1. *A secure, stable website platform, and a staging version of the site for testing of new features*
2. *Consultant response within 48 hours to security issues that may arise*

Task 5. Project Management

The selected consultant shall host regular check-in meetings (e.g. weekly or bi-weekly) to review feature descriptions and prioritization, demonstrate features in development, and discuss upcoming feature proposals. Definitions and prioritization of software features are subject to approval by Transportation Authority staff. Ongoing details of stories and priorities shall be documented in agile project management software such as Pivotal Tracker (or equivalent). The selected consultant shall provide a platform for holding the meetings online with ability to share screen views, using GoToMeeting or a similar service. The selected consultant shall provide notes from the meetings. The Transportation Authority shall have full access to all project management software tools.

Deliverables:

1. *Weekly or bi-weekly meetings via online hosting with meeting notes*

Task 6. Administration

The selected consultant shall provide regular invoices at least every quarter documenting staff time during the billing period.

Deliverables:

1. *Quarterly invoices, including detail on activities conducted, milestones achieved and potential issues moving forward*

Schedule

Task 1.1 shall be completed within the first six months, while Task 1.2 shall be ongoing for the life of the contract and any optional extensions. The elements of Tasks 2 and 3 shall be planned in coordination with Transportation Authority staff. As noted above, the Transportation Authority recognizes that not all features may be completed in the time and budget in the contract limits. Actual development tasks shall be specified and prioritized using agile project development management tools as described in Task 5. Tasks 4, 5, and 6 shall be ongoing for the life of the contract and any optional extensions.

SECTION V – IRFP RESPONSE REQUIREMENTS: CONTENT AND FORMAT

All proposals should be clear, concise, and provide sufficient information to minimize questions and assumptions. Proposals should be limited to **8 pages** (no smaller than 12-point font shall be used), excluding cover letter, table of contents, the cost proposal, and the following items, which should be included as attachments: résumés, Disadvantaged Business Enterprise (DBE), Local Business Enterprise (LBE), and/or Small Business Enterprise (SBE) certifications, and required exhibits. The Transportation Authority accepts no financial responsibility for any costs incurred in the preparation of proposals. Upon receipt by the Transportation Authority, all accepted proposals submitted in response to this IRFP will become the property of the Transportation Authority.

Time and Place for Submission of Proposals. By the proposal submission deadline, the following must be transmitted:

- **Proposal** (written proposal): one (1) electronic copy (PDF) including all information herein requested. The cost proposal must include an electronic copy (XLS/XLSX format). Please clearly specify in the subject line of the e-mail transmittal: “Response to IRFP 18/19-09 for Website Development Services”.

The proposals must be transmitted electronically to the Transportation Authority at the following address: info@sfcta.org.

All responses must be in writing and identified as to content and be received by the Transportation Authority by the due date. Proposals received later than the above date and time will be rejected.

Cover Letter. Proposers must submit a letter of introduction for the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal. The cover letter must also include the following content in the format as shown:

<p>1. Project Manager (The individual in charge of the scope of services, and who will be the Transportation Authority's contact throughout the contract duration)</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>City, State, ZIP:</p> <p>Phone Number:</p> <p>Email:</p>
<p>2. Selection Process Lead (The individual to whom correspondence and other contacts should be directed during the consultant selection process)</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>City, State, ZIP:</p> <p>Phone Number:</p> <p>Email:</p>
<p>3. Negotiating Officer (The individual who will negotiate with the Transportation Authority and who can contractually bind the proposer's firm)</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>City, State, ZIP:</p> <p>Phone Number:</p> <p>Email:</p>
<p>4. List proposed co-venture arrangements or sub-consultants, if any:</p> <p>1. Company:</p> <p>DBE/LBE/SBE status:</p> <p>Percentage of involvement:</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>City, State, ZIP:</p> <p>Phone Number:</p> <p>Email:</p> <p>2. ...</p>
<p>5. <input checked="" type="checkbox"/> This letter is signed by an officer that is authorized to bind the proposer contractually.</p>
<p>6. <input checked="" type="checkbox"/> This proposal is firm for a 120-day period from the proposal submission deadline.</p>

Content. Proposals must contain the following five sections:

1. Proposer Information and Understanding of Project Objectives. In this section, the proposer must provide a discussion demonstrating an understanding of the services to be provided, the challenges for each task, and their significance to the Transportation Authority.

2. Technical and Management Approach. In this section, the proposer must describe its approach to the delivery of the services included in Section IV. This section must (1) reflect the proposer's knowledge of, and ability to demonstrate, a sound approach to the requested services (2) include a discussion on potential impacts to cost, scope, and schedule based on lessons learned, including any recommendations the consultant proposes to lower and/or control costs given the proposed scope of the project and (3) demonstrate the proposer's knowledge of adjacent projects and their potential impacts to the delivery of the services of this IRFP.

Proposer must provide the names and positions of all staff for the proposed team. An organization chart should be included that clearly establishes principal team member firms and sub-consultants, if any. Proposer must also identify any specialty sub-consultants that would not necessarily be part of the core team, but would be available on an as-needed basis for specialty support. The proposal should also designate the Project Manager in charge of the scope of services and the Transportation Authority's contact throughout the contract duration. In addition, the proposal should briefly address how the efforts of each of the team members will be coordinated.

Proposals must discuss workload for all key team members, indicating their expected availability, the percentage of their time that will be devoted to the Transportation Authority's contract and any other assurances as to their ability to provide the requested services in a responsive and timely manner. The description of the management approach should address proposed response time standard and how the management and team structure will help to meet those standards.

3. Capabilities and Experience. Proposers must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by the Transportation Authority, particularly for the Project Manager and other key project staff members assigned to the Project. Except under certain circumstances beyond the proposer's control, the Transportation Authority will not accept substitutions of key members of the team put forth as part of the winning proposal.

This section must include the following information:

- Names of Project Manager and team members;
- Résumés of all technical personnel to be assigned to work within the scope of services as outlined in Section IV (provide as attachments; résumés will not count toward the page limit);
- Statement of proposer's background and experience related to activities and services being sought through this IRFP;
- Brief description of similar projects for which the proposer has provided services during the past five (5) years, including the following information:
 - Client, including reference contact information
 - Project description and location
 - Description of services
 - Total value of services provided

- Actual budget performance vs. projected
- Actual schedule performance vs. projected
- Key personnel involved
- Sub-consultants employed

4. Assurances and Miscellaneous Items. In this section, proposals must provide the following information:

- a. Proposers must provide the names, telephone numbers, and e-mail addresses of at least three references, in addition to staff the Transportation Authority, if any. The references should cover work performed by the Project Manager and other key project staff members, should be for work recently performed and similar in nature to the services sought in this IRFP. The references must include a brief description of the projects involved, and the roles of the respective team members in successfully completing the project.
- b. Proposers must specify any potential or perceived conflicts of interest which would disqualify its firm from doing business with the Transportation Authority. If proposers are unaware of existing or foreseeable conflicts of interest, a simple statement will suffice. However, proposers should provide a brief description of each apparent, existing or foreseeable conflict of interest, if any. In addition, list all relevant assignments completed for the City and County of San Francisco within the last five (5) years, and any involvement with Transportation Authority-funded projects, to enable the Transportation Authority to identify any possible conflicts of interest.
- c. Proposers must list any political contributions of money, in-kind services, or loans made to any current member of the Transportation Authority Board of Commissioners within the last three (3) years by management positions of the proposed consultant or sub-consultant. If proposers are unaware of any political contributions, a simple statement will suffice. However, if proposers are aware of any political contribution, proposals should include details, such as to whom, what type of contribution, the date and the amount.
- d. Proposers must clearly designate financial submittals or other materials in its submittal, if any, which it in good faith believes to be a trade secret or confidential proprietary information protected from disclosure. See Section IX below, for further details on public disclosure of responses and other materials.

5. Cost. The cost proposal will not count toward the page limit. This contract will be on a cost-reimbursement basis, which provides for payment of the successful proposer's allowable incurred costs, to the extent prescribed in the contract. The cost proposal must include a matrix with columns for hourly rate, classification, and name for all personnel and/or sub-consultants involved for the work described in Section IV above. The cost proposal may include a percentage of any expected salary increases or cost of living adjustments, not to exceed 3% annually. The cost proposal must include a method for establishing rates for personnel or classifications not listed. Sub-consultant costs, travel and all other direct costs will be reimbursed at cost with no markup allowed.

SECTION VI – EVALUATION CRITERIA AND METHOD OF AWARD

The proposals will be evaluated by a selection committee appointed by the Executive Director and scored (maximum of 100 points) using the following criteria:

1. Proposer Information and Understanding of Project Objectives. (15 points)

- a. Responsiveness to all items requested in the IRFP, such as completeness of submission, adherence to required page limits, overall organization and clarity of proposal; and
- b. Understanding of the services to be provided, particularly in relation to the Transportation Authority, and challenges for each task.

2. Technical and Management Approach. (35 points)

- a. Effectiveness of the proposed work plan, program and method of execution;
- b. Technical solutions to meet the scope of services; insight and understanding of special issues, problems and constraints, approach towards mitigating and resolving them;
- c. Effectiveness of the team's organizational structure in executing and managing the tasks;
- d. Management approach in providing technically sound and cost-effective services; and
- e. Ability/capacity to provide timely, qualified and adequate staffing and services to support project demands.

3. Capabilities and Experience. (35 points)

- a. Capability of project team, specific relevant experience, qualifications and expertise of each firm and subconsultant firm, especially the proposed key personnel; and
- b. Client references as to past project performance.

4. Cost (10 points)

- a. The average unit price (cost per person hour) may be considered in this category. Proposals in which the cost component does not reflect a reasonable relationship to the scope of services proposed may be rejected as non-responsive to project requirements.

5. DBE/LBE/SBE Goals (5 points)

- a. All points will be awarded for teams meeting the DBE/LBE/SBE goal outlined in Section VII.

Evaluation Process. The selection committee retains the right to independently verify and evaluate relevant experience and client references, including any sources not mentioned in the proposal.

Submittals receiving an initial score of less than 70 points will not be considered further in the selection process. Proposers that have received a score of 70 points or higher may, at the Transportation Authority's sole discretion, be invited to an interview with the selection committee. The Transportation Authority reserves the right to not conduct oral interviews and determine the winning proposer based solely on the written proposal. If oral interviews are held, individuals who are identified as key personnel in the proposal are required to participate in the interview. Based on the results of the interview, the selection committee may adjust initial scores on the evaluation criteria identified above to arrive at the final evaluation score. The proposer with the highest final evaluation score shall be determined as the top proposer. Proposers who do not arrive for a scheduled interview, if one is held, will no longer be considered further in the selection process.

Once the top proposer has been identified and the proposer's cost and pricing data has been reviewed, Transportation Authority staff will start contract negotiations with that proposer. If contract negotiations are not successful, the second-ranked proposer may be asked to negotiate with the Transportation Authority. The goal of such negotiations will be to agree on a final contract that delivers the services and work described in this IRFP at a fair and reasonable cost to the Transportation Authority. The award, if any, will be made to the proposer whose submittal is most responsive to the IRFP and deemed most advantageous to the Transportation Authority. The Transportation Authority reserves the right to modify and/or suspend any and all aspects of this procurement, to obtain further information from any firm or person responding to this procurement, to waive any informality or irregularity as to form or content of this procurement or any response thereto, to be the sole judge of the merits of the proposals received, and to reject any or all proposals.

SECTION VII – DBE, LBE AND SBE REQUIREMENTS

DBE/LBE/SBE Policy. It is the policy of the Transportation Authority to make good faith efforts to solicit and obtain quotes, bids or proposals from DBEs, LBEs and SBEs, and to give small businesses the maximum feasible opportunity to participate in the performance of contracts funded in whole or in part with Transportation Authority resources. The Transportation Authority strongly encourages joint ventures among professional firms as a way to meet the Transportation Authority's DBE/LBE/SBE participation goals. Assistance in the formation of such joint ventures and/or associations may be obtained through the Human Rights Commission.

The Transportation Authority has established a DBE/LBE/SBE goal of 5% for this contract. Firms that propose as 5% DBE certified by the Transportation Authority or the California Unified Certification Program, 5% LBE certified by City, 5% SBE certified by the California Department of General Services, or a combination of DBEs, LBEs, and SBEs totaling 5% will satisfy the DBE/LBE/SBE goal. Lesbian, Gay, Bisexual and/or Transgender Business Enterprises (LGBTBE), certified by the California Public Utilities Commission Supplier Clearinghouse, and Disabled Veteran Business Enterprise (DVBE) firms, certified by the California Department of General Services, will be considered as SBEs and will be counted toward the contract goal. Firms do not need to be certified by all agencies to meet the DBE/LBE/SBE requirements. Businesses must be certified by the proposal due date.

Transportation Authority DBE Certification. Under Transportation Authority policy, a business qualifies for DBE certification if its annual gross receipts do not exceed \$2.5 million, when calculated as the average of the three (3) years immediately preceding the certification request. In order to obtain DBE certification, a business must submit a request to the Transportation Authority, including evidence of income for the past three years. Acceptable evidence of business income include: copies of tax returns, independently audited financial statements and, in the case of sole proprietorships, personal income tax returns. The Transportation Authority and its employees will not discriminate on the basis of race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, or disability or AIDS/HIV status in the award and performance of Transportation Authority contracts. Applications for Transportation Authority certification may take up to 14 days to be processed.

Certifications. The Transportation Authority accepts certifications issued by the Transportation Authority, the City, the California Unified Certification Program, the California Department of General Services or the California Public Utilities Commission Supplier Clearinghouse. Applications for the Transportation Authority's DBE Program are available on the Transportation Authority's website (www.sfcta.org/dbe).

SECTION VIII – PROCUREMENT PROTEST AND APPEAL POLICIES AND PROCEDURES

The Transportation Authority has established protest procedures, which apply to all procurements of supplies, equipment, and services. Proposers must file protests with the Transportation Authority no later than five (5) business days after notice, actual or constructive, by the Transportation Authority's Executive Director or his/her designee, that either their bid (or proposal) is not being considered further. Copies of these policies and procedures are kept at the Transportation Authority's offices and are available upon written request.

SECTION IX – NOTE REGARDING PUBLIC DISCLOSURE OF RESPONSES AND OTHER MATERIALS

Under the California Public Records Act (PRA; Government Code sections 6250 *et seq.*), records, information and materials submitted to the Transportation Authority, not otherwise exempt, are subject to public disclosure. Immediately after the contract has been awarded, the materials submitted by all proposers will be open to inspection. Each party submitting a response to the IRFP should clearly designate financial submittals or other materials, if any, which it in good faith believes to be corporate proprietary information, including trade secrets, protected from disclosure; if no materials are designated, the submitted proposal in its entirety may be subject to PRA. To the extent permitted by law, the Transportation Authority will attempt to maintain the confidentiality of such information by providing the proposer with notice that it has received a request. If the proposer desires that such materials not be disclosed, it may, at its own expense, take appropriate legal action to prevent such disclosure. However, such confidentiality cannot be assured, the Transportation Authority will not be liable for the public disclosure of any material submitted to it.

APPENDICES AND EXHIBITS

The following documents are attached:

- Exhibit A – Terminated Contracts
- Exhibit B – Workforce Data Spreadsheets

Exhibit A – Terminated Contracts

Proposers must provide a list of contracts terminated (partially or completely) by clients for convenience or default within the past three (3) years. For each contract, the list must include the following information:

- Contract number;
- Contract value;
- Description of work;
- Sponsoring organization name; and
- Sponsoring organization key contact information, including name, title and current telephone number.

Proposer does not have any terminated contracts by clients for convenience or default within the past three (3) years.

Authorized Signature

Date Signed

Printed Name

Title

Firm Name

**Exhibit B – Workforce Data Spreadsheet #1
Breakdown of existing employees**

Name of firm: _____

Address: _____

EMPLOYEE * CATEGORIES	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials																
Managers																
Professionals																
Technicians																
Admin. Support																
Trainees																
Others																
Full-time																
Part-time																
TOTAL																

COMPLETED BY Name: _____ Title: _____ Date: _____

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations particular to your organization.

Exhibit B – Workforce Data Spreadsheet #2
Breakdown of employees hired in last 12 months

Name of firm: _____

Address: _____

EMPLOYEE CATEGORIES	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials																
Managers																
Professionals																
Technicians																
Admin. Support																
Trainees																
Others																
Full-time																
Part-time																
TOTAL																

COMPLETED BY Name: _____ Title: _____ Date: _____

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations particular to your organization.