

# REQUEST FOR PROPOSAL



**South Central Illinois Mass Transit District**

**1616 E. McCord Street**

**Centralia, IL 62801**

**[www.southcentraltransit.org](http://www.southcentraltransit.org)**

**DEADLINE TO SUBMIT: 10:00 A.M. (CST) OCTOBER 10, 2023,  
REQUEST FOR PROPOSALS WEBSITE REDESIGN RFP #2023-4**

**LEGAL NOTICE**

**SEPTEMBER 6, 2023**

**REQUEST FOR PROPOSALS  
WEBSITE REDESIGN RFP #2023-4**

The South Central Illinois Mass Transit District (SCT) is seeking proposals for Website Redesign. The scope of work/specifications is outlined in the Request for Proposals (RFP). The successful Proposer shall meet the terms and conditions set forth in this document and all other attachments.

The RFP, which includes the procurement schedule, may be obtained by downloading the document from SCT's website found at [www.southcentraltransit.org/Info/Bid](http://www.southcentraltransit.org/Info/Bid) Solicitations. All interested contractors should complete a Contractor's Registration Form (contained in the RFP) and submit to the listed person, via e-mail. All questions should be directed to:

Vicki Clift, Director of Finance  
South Central IL Mass Transit District  
1616 East McCord Street  
Centralia, IL 62801  
E-mail: [vclift@southcentraltransit.org](mailto:vclift@southcentraltransit.org)

All proposals must be received on or before 10:00 am (CST) on Tuesday, October 10, 2023, at the address listed above.

The right is reserved to accept any proposal/bid or any part or parts thereof or to reject any and all proposals/bids. Acceptance of any proposal/bid is subject to concurrence by the Illinois Department of Transportation and the United States Department of Transportation.

Any contract resulting from these proposals is subject to financial assistance contract between SCT and the United States Department of Transportation and the Illinois Department of Transportation.

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Funding provided in whole or in part by the Illinois Department of Transportation "IDOT".

Vendors must register and possess a valid public contracts eligible bidder number from the Illinois Department of Human Services (IDHR) in order for a bid to be considered. For instructions to obtain an IDHR number, please access the following link <https://dhr.illinois.gov/public-contracts.html>.

**INTERESTED PROPOSER REGISTRATION FORM**

**WEBSITE REDESIGN RFP #2023-4**

Date: September 6, 2023  
To: INTERESTED VENDORS  
Subject: Website Redesign RFP #2023-4

To Proposers:

The REQUEST FOR PROPOSAL (RFP) and any issued addenda(s) are available for download at [www.southcentraltransit.org](http://www.southcentraltransit.org) / Info / Bid Solicitations. Please submit this Form to [vclift@southcentraltransit.org](mailto:vclift@southcentraltransit.org) with your completed contact information.

Name of INTERESTED VENDOR: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Street Address/PO Box: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Date of Download: \_\_\_\_\_

This Form is requested to ensure that every Interested Vendor receives issued addenda(s) for this RFP. Failure to register this download may result in a rejection of the quotation due to non-compliance with Addenda requirements. See Attachment A – Addendum Page, which must be completed and submitted with the proposal that you provide to the South Central IL Mass Transit District.

Thank you for your interest. We look forward to receiving your proposal.

Sincerely,  
Vicki Clift  
Director of Finance  
[vclift@southcentraltransit.org](mailto:vclift@southcentraltransit.org)

## **DEFINITION OF WORDS AND TERMS**

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

**Acceptance or Accepted:** Written documentation of SCT's determination that the Contractor's Work has been completed in accordance with the Contract.

**Addendum/Addenda:** Written additions, deletions, clarifications, interpretations, modifications or corrections to the solicitation documents issued by SCT during the Solicitation period and prior to contract award.

**Best and Final Offer:** Best and final offer shall consist of the Proposer's revised proposal, the supplemental information, and the Proposer's Best and Final Offer. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last will govern.

**Contract Document:** The writings and drawings embodying the legally binding obligations between SCT and the Contractor for completion of the Work.

**Contract Period:** The period of time during which the Contractor shall perform the Services or Work under the Contract.

**Contract Price:** Amount payable to the Contractor under the terms and conditions of the Contract for the satisfactory performance of the Services or Work under the Contract.

**Contractor:** The individual, association, partnership, firm, company, corporation, or combination thereof, including joint ventures, contracting with SCT for the performance of Services or Work under the Contract.

**DBE:** Disadvantaged Business Enterprise

**District or SCT:** The South Central Illinois Mass Transit District.

**Final Acceptance:** The point when SCT acknowledges that the Contractor has performed the entire Work in accordance with the Contract.

**IDOT:** The Illinois Department of Transportation.

**Price Analysis:** The process of examining and evaluation of a price without evaluating its separate cost elements and proposed profit.

**Procurement Administrator:** The individual designated by SCT to administer the Contract and be the Contractor's primary point of contact.

**Project Manager:** The individual designated by SCT to manage the project on a daily basis and who may represent SCT for Contract Administration.

Proposer or Offeror or Bidder: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a bid/proposal to perform Work.

Provide: Furnish without additional charge.

Reference Documents: Reports, specifications, and/or drawings that is available to proposers for information and reference in preparing bids but not as part of this Contract.

RFP or Solicitation: Request for proposals; also know as the solicitation document.

Scope of Work or Statement of Work: A section of the Request for Proposals consisting of written descriptions of Services to be performed, or goods to be provided, or the technical requirements to be fulfilled under this Contract.

SCT or District: The South Central Illinois Mass Transit District.

Services: The furnishing of labor, time or effort by a Contractor, but not involving the delivery of any specific manufactured good.

Shall or Will: Whenever used to stipulate anything, Shall or Will means mandatory by either the Contractor or SCT; as applicable, and means that the Contractor or SCT, as applicable, has thereby entered into a covenant with the other party to do or perform the same.

Specifications or Technical Specifications: A Section of the Request for Proposals consisting of written descriptions or Services to be performed, or the goods to be provided, or the technical requirements to be fulfilled under this Contract.

Subcontractor: The individual, association, partnership, firm, company, corporation, or joint venture entering into an agreement with the Contractor to perform any portion of the Work covered by this Contract.

Submittals: Information that is submitted to the Procurement Administrator in accordance with the Scope of Work/Specifications.

Work: Everything to be provided and done for the fulfillment of the Contract and shall include all goods and services specified under this Contract, including Contract Amendments and settlements.

## SECTION 1 – INSTRUCTIONS TO PROPOSERS

### 1-1 Introduction

The South Central Illinois Mass Transit District (“SCT” or the “District”) is the primary public transportation provider for the Illinois counties of Marion, Clinton, Jefferson, Washington, Franklin and Perry. SCT is a municipal corporation within the State of Illinois. SCT provides economic, social, and environmental benefits to the communities that it serves through progressive, customer focused, safety-oriented transportation services.

The District employs approximately 145 full and part time employees and maintains a fleet of 140 vehicles, ranging in size from minivans to 32-passenger busses. Services provided throughout the Transit District include demand response, subscription, deviated fixed route shuttles and contracted services. Transit headquarters is located at 1616 E. McCord Street, Centralia, IL, 62801. A maintenance facility is also located at this address. The SCT Transportation Center is located at 100 N. Locust Street in Centralia, IL. It serves as a scheduling/dispatching base and transfer station for intercity and intra city routes. We maintain facilities in each county that we serve (except Washington Co). These facilities serve as driver bases and bus storage facilities. Another maintenance facility is located in Ina, Illinois, that services the busses of our southern counties.

### 1-2 Purpose

The South Central IL Mass Transit District is seeking proposals from qualified, responsive and capable vendors for the complete redesign of the current website ([www.southcentraltransit.org](http://www.southcentraltransit.org)). The District would like to better serve its clients, vendors, and community organizations by providing an ADA compliant, modern, secure, responsive, user-friendly website centered around providing value through the use of interactive mapping technologies, integration of GTFS data, easily accessible timetables for our deviated fixed route system, integration with the District’s CAD/AVL system when available, and optional alerts. The District also believes that an adaptable website is essential for future expansion or inclusion of new technologies.

### 1-3 Proposal Submission

The proposer will submit:

- One (1) original
- Four (4) hard copies
- One (1) electronic copy

Original and required copies, complete with all signed certifications, will be bound together. Oversize pages used for drawings or similar purposes are allowed. The package containing the proposal must be clearly marked with the words “**Proposal for Website Redesign RFP #2023-4**” and the time and date proposals are due. The District will not accept responsibility for late proposals that may be improperly routed in the mail or otherwise delivered after the prescribed date and time.

The District shall not be responsible for unintentional premature opening of a proposal that has not been properly addressed and identified per the instructions included with this RFP. All proposals are due **NO LATER THAN 10:00 a.m. (CST), Tuesday, October 10, 2023.**

**PROPOSALS WILL NOT BE OPENED PUBLICLY.**

1-4 Illinois Department of Human Rights

Vendors must register and possess a valid public contracts eligible bidder number from the Illinois Department of Human Services (IDHR) in order for a bid to be considered. For instructions to obtain an IDHR number, please access the following link <https://dhr.illinois.gov/public-contracts.html>.

1-5 Proposal Format and Required Content

Proposals shall be prepared in a clear, concise, and economical manner. Proposals should be bound simply and sections shall be tabbed to coincide with the sections of the RFP and pages should be numbered in each section.

There is no page limitation or minimum document size, but any information the Proposer submits is expected to be concise and relevant to the RFP. Illustrations may be included in the proposal. Proposals that do not adhere to the required format, are difficult to read or are deemed illegible by the District may be rejected.

**Proposals shall adhere to the following format and contain the following items in the order outlined below:**

**PART 1: QUALIFICATIONS AND EXPERIENCE**

1. Provide firm introduction, summary of administration, organization and staff.
2. List detailed firm experience over the last thirty-six (36) months demonstrating project performance of similar size and scope projects.
  - 2.1 Indicate whether the project stayed on budget or exceeded the budget (include starting project budget and final project cost).
3. Provide references for similar projects from:
  - 3.1 Companies/ corporations or
  - 3.2 Governmental agencies or,
  - 3.3 Regional districts and
  - 3.4 Include the name of Agency, direct contact name, telephone number and email address.

**PART 2: UNDERSTANDING OF THE RFP AND PROJECT TEAM**

1. Provide a summary of your understanding of the requirements of this Request for Proposal and scope of work.
2. Provide your expectations/needs of SCT including support staff and resources.
3. Provide a Project Team Organizational Chart and identify key individuals.
4. Provide detailed contact information for the Project Lead.
5. Provide detailed availability per milestone for key individuals.

6. Provide information regarding customer service support, including hours of availability.

**PART 3: TECHNICAL APPROACH AND TIMELINE**

1. Describe your overall project approach and implementation plan (including a timeline) for this project.
2. Detail technical approach and requirements:
  - a. Hardware requirements
  - b. Hosting options
  - c. Content management system
    - i. Technical requirements
  - d. Maintaining the site
3. Project timeline:
  - a. Schedule estimated length of time required to complete each milestone
  - b. Outline major steps of each milestone
  - c. Identify key individual for each milestone
4. Recommendations for next steps following deployment of website
  - a. List associated annual requirements

**PART 4: COST**

The Cost/Price Proposal should identify and respond to the items within the Scope of Work. A summary of the cost/price proposal for items in the proposal is required, showing fees for the basic work program. The cost for the entire proposal is also required. For any component that is identified as a potential alternative or additive project, any additional costs for referenced component should be clearly identified. All cost associated with the proposed services should be clearly identified including travel, reimbursement, etc.

**1-6 Proposal Signature**

Each proposal shall include the RFP Cover Page signed by a person authorized to bind the proposing firm to the terms of the Contract. Proposals signed by an agent are to be accompanied by evidence of that person’s authority.

**1-7 Inquiries**

The proposer is required to show on all correspondence with SCT the following: “Proposal for Website Redesign RFP #2023-4”. Any communication with SCT should be written and directed via email to Vicki Clift, Director of Finance, to [vclift@southcentraltransit.org](mailto:vclift@southcentraltransit.org). Correspondence will not be accepted by any other means or by any other SCT staff member.

**1-8 Procurement Schedule**

The projected schedule for this procurement is:

Request for Proposals available	Sept 6, 2023
Deadline for questions and clarifications	Sept 15, 2023

Deadline for responses to questions/clarification	Sept 22, 2023
Proposals due by 10:00 a.m. (CST)	October 10, 2023
Evaluation of Proposals & possible interviews	October 10-13, 2023
Recommend Contract Award at SCT Board Meeting	October 26, 2023
Obtain IDOT concurrence to proceed with Award	January 31, 2024
Anticipated Award Date	February 15, 2024

1-9 Interviews & Presentations

SCT **may** schedule interviews and presentations for Proposers submitting proposals for this project. These interviews and presentations will allow selected Proposers to present their proposals and approaches to this project in greater depth.

SCT will expect the Project Manager to take an active part in making the presentation at the Proposer’s interview. The Project Manager would have day-to-day responsibility conducting services contracted or very closely supervising others’ work for the services contracted, if awarded.

The interview and presentation will last approximately one hour. Your presentation should be limited to 20 minutes. The remainder of the time will be used for follow-up discussion and questions.

Presentations may take place via an electronic meeting format.

1-10 Proposal Specifics

The Selection Committee reserves the right to reject any or all proposals.

1-11 Examination of RFP and Contract Documents

Proposers are expected to examine the Scope of Work, scope of services required, specifications, schedules, compliance requirements and all instructions. Failure to do so will be at the Proposer’s risk. It is the intent of these specifications to provide product(s)/service(s) of first quality, and the workmanship must be the best obtainable in the various trades. The product(s) / service(s) proposed must be high quality in all respects. No advantage will be taken by the Proposer in the omission of any part or detail, which goes to make the product/service(s) complete. All manner of workmanship and material used in the production of the services and not herein contained or specified shall be of the industry standard and shall conform to the best practices known in the industry.

Contractor will assume responsibility for all equipment used in the proposal item, whether the same is manufactured by the Contractor or purchased ready made from a source outside the Contractor’s company. It is the sole responsibility of the Contractor to read the Scope of Work/Specifications and understand them.

The submission of a proposal shall constitute an acknowledgement upon which SCT may rely on that the Proposer has thoroughly examined and is familiar with the solicitation, instructions and Scope of Work, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods and services to be provided hereunder. The failure or neglect of a Proposer to receive or examine such documents, work sites, statutes, regulations, ordinances, or resolutions shall in no way relieve the Proposer from any obligations with respect to its Proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation will be allowed which is based on lack of knowledge or misunderstanding of this RFP, work sites, statutes, regulations, ordinances, or resolutions.

#### 1-12 Interpretation of RFP and Contract Documents

No oral interpretations as to the meaning of the RFP will be made to any Proposer. Any explanation desired by a Proposer regarding the meaning or interpretation of the RFP, Scope of Work, Specifications, etc., must be requested in writing and with sufficient time allowed (a minimum of fifteen (15) calendar days before the proposal due date) for a reply to reach all Proposers before the submission of their proposals. Any interpretation of change made will be in the form of an addendum to the RFP, specifications, etc., as appropriate. All addenda will be furnished as promptly as is practicable to all contractors who have registered to submit a proposal on this RFP and to whom the RFP has been issued to at least seven (7) calendar days prior to the proposal due date. **All addenda will become part of the RFP and any subsequently awarded Contract.** Oral explanations, statements, or instructions given by the District before the award of the Contract will not be binding upon SCT.

#### 1-13 Cost of Proposals

SCT is not liable for any costs incurred by Proposers in the preparation, presentation, testing or negotiation of Proposals submitted in response to this solicitation.

## SECTION 2 – SCOPE OF WORK

### 2-1 Introduction / Background

The South Central Illinois Mass Transit District is seeking proposals from qualified, responsive and capable vendors for the complete redesign and development of the agency's current website ([www.southcentraltransit.org](http://www.southcentraltransit.org)) to better serve its clients, employees, vendors and community organizations. The goal of this project is to present a more user-friendly experience for those visiting the website and to implement the use of interactive mapping technologies, integration of GTFS data, easily accessible timetables for our deviated fixed route system, integration with our CAD/AVL system when available, and optional alerts. The new website must feature a responsive design that is ADA-compliant and fully functional on all devices and platforms (i.e. mobile phones, tablets, desktop, etc.).

### 2-2 Scope of Work / Specifications

The intent of this project is to create a website with a modern and user-friendly interface to engage users and allow them to effectively find the information they need regarding the public transportation bus service provided by the District.

For each of the following project areas, the vendor is expected to prove capability describing strategies to be used and quality controls. Sufficient detail must be given and must include examples of past projects, ability to meet deadlines and managerial experience. The vendor should demonstrate knowledge and understanding of public transportation and governmental entities, and the changing dynamics of how users receive and use information today. Project areas contained within this Scope of Work include:

- Complete redesign of the District's current website using a custom or pre-made theme/framework, depending on availability with selected vendor and preferences selected by the District.
- Website shall be built using a high-quality Content Management System that will allow front-end users to update and maintain on a regular basis.
- Website shall have interactive map capabilities. Content may include stop locations, route paths, demand response service areas, and have the capability to optionally interface with CAD/AVL software to display real-time vehicle location.
- Website shall feature a Trip Planner (Google or another product) to allow a user to enter trip information and be directed towards the appropriate routes needed to reach the destination.
- GTFS data should be used/consumed by the website to minimize data entry.
- Website shall have the ability to create Timetables (from GTFS data) for display/print for all deviated fixed routes.
- Website shall be capable of optionally offering a service alert function using the GTFS Realtime specification (Google maps or other online trip planning application). Additionally, should the District choose, the website shall be capable of sending those alerts to websites, email, social media accounts, or to mobile devices through SMS.
- Website shall implement Google Translate (or comparable service) to easily translate the site across various languages.

- Website shall make use of SEO with all pages and posts optimized for Search engines whenever possible.
- Website shall utilize analytics and be capable of providing information necessary to produce reports for management pertaining to the site's use.
- Website shall follow all laws and regulations that may apply to it and implement industry accepted protocols for security and standards.
- Website shall have a link and feed of the District's social media accounts (only Facebook currently).
- Website must meet or exceed any standards for the Americans with Disabilities Act. Technical assistance document is available on the ADA homepage at [www.ada.gov](http://www.ada.gov).
- Website must follow regulations for the posting of the SCT Board of Trustees communication (meeting agendas and minutes), Freedom of Information Act information, Title VI information, Disadvantaged Business Enterprise information, procurement related information, and any other information that may be required in the future.
- Website shall contain an "employment or careers" link to our application/open positions service.

### **Project Management**

The vendor's Project Manager is expected to provide the District with a complete and detailed project plan, including a timeline, for the entire Scope of Work with input from the internal website redesign team. The vendor's Project Manager will also work with the District's internal Project Manager to provide updates on the progress of the deliverables for the project.

### **Training**

The vendor is expected to provide full training for front-end users before the public website launch. Additional back-end training may be required for the District's Information Technology and Marketing staff. A minimum of two (2) hours of training sessions are required per user based on the user's individual needs and experience level. All training sessions are to be held at the District's Transportation Center, 100 N. Locust Street, Centralia, IL 62801. User manuals and/or other demonstration materials are requested for all front-end users to utilize as a reference.

### **Testing**

The vendor is expected to provide a series of quality assurance and functionality tests on the website before the public website launch. These tests should be performed on both the back-end and front-end of the website and across all device platforms and screen sizes to ensure the responsive design is functional for all internal and external users.

### **Hosting**

The vendor shall include a hosting plan or include ongoing costs for such a plan.

### **Support**

The vendor is expected to perform regular back-end maintenance to the website on an as needed basis with a 24-month post-launch service agreement. The vendor is also expected to provide support services for front-end and back-end users post-launch. The vendor shall include pricing for continued support services beyond the initial agreement.

## SECTION 3 – PROPOSAL SUBMISSION PROVISIONS

### 3-1 Postponement, Amendment and/or Cancellation of Request for Proposals

The SCT reserves the right to revise or amend any portion of this RFP prior to the date and time for proposal delivery. Such revisions and amendments, if any, shall be issued through addenda to this RFP. Copies of such addenda and/or amendments shall be placed on the SCT website and will be furnished to the Proposer's email address submitted on the Contractors Registration Form. If the revisions or addenda require changes in requested information or the format for proposal submission, the established date for submission of proposals contained in this RFP may be postponed by such number of days as, in SCT's opinion, shall enable Proposers adequate time to revise their proposals.

### 3-2 Rejection of Proposals

SCT reserves the right to reject any or all proposals and waive any minor informalities or irregularities.

### 3-3 Clarification of Proposals

The District reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in the proposal's rejection.

### 3-4 Approved Equals

In all cases, services and materials must be furnished as specified. Where brand names or specific items are used in the specifications, consider the term "or approved equal" to follow.

Any unapproved deviations, exceptions, substitutions, alternates or conditional qualifications contained in a proposal may be cause for its rejection.

If potential proposers believe that their product is equal to the produce specified, they must submit a written request to SCT on the provided form (Attachment B) and this request will be approved or rejected by SCT at least seven (7) calendar days prior to the due date of proposals. Requests for approved equals and clarification of specifications must be received by SCT in writing a minimum of fifteen (15) days before the proposal opening to allow analysis of the request.

Any request for an approved equal must be fully supported with catalog information, specifications and illustrations, or other pertinent information, as evidence that the substitute offered is equal to or better than the specification. Where an approved equal is requested, the Proposer must demonstrate the equality of this product to SCT to determine whether the Proposer's product is or is not equal to that specified.

### 3-5 Modification or Withdrawal of Proposals and Late Proposals

At any time before the time and date set for submittal of proposals, a Proposer may request to withdraw or modify its Proposal. Such a request must be made in writing by a person with authority as identified on the RFP Cover Page, provided their identity is made known and a receipt is signed for the proposal. All proposal modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal. Any proposal or modification of proposal received at SCT's office designated in the solicitation after the exact time specified for proposal receipt will not be considered.

### 3-6 Errors and Administrative Corrections

SCT will not be responsible for any errors in proposals. Proposers will only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by SCT. SCT reserves the right to request an extension of the proposal period from a Proposer or Proposers.

SCT reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition, or similar administrative errors. Erasures or other changes or entries made by the proposer must be initialed by the person signing the proposal.

### 3-7 Compliance with RFP Terms and Attachments

SCT intends to award a Contract based on the terms, conditions, and attachments contained in this RFP. Proposers are strongly advised to not take any exceptions. Proposers shall submit proposals which respond to the requirements of the RFP. An exception is not a response to a RFP requirement. If an exception is taken, a "Notice of Exception" must be submitted with the proposal. The "Notice of Exception" must identify the specific point or points of exception and provide an alternative.

Proposers are cautioned that exceptions to the terms, conditions, and attachments may result in rejection of the proposal.

SCT may, at its sole discretion, determine that a proposal with a Notice of Exception merits evaluation. A proposal with a Notice of Exception not immediately rejected may be evaluated, but its competitive scoring will be reduced to reflect the importance of the exception. Evaluation and negotiation will only continue with the Proposer if SCT determines that a Contract in the best interest of SCT may be achieved. The Notice of Exception will be used as part of SCT's evaluation of the proposal, and, therefore, must be made known during the course of the proposing process. Comments and exceptions substantially altering the form agreement will not be considered after conclusion of the bid process and the award of a contract. Failure to submit a marked-up copy of the form agreement with a bid proposal will be interpreted by SCT as the proposer's acceptance of the form agreement provided herein.

### 3-8 Pricing, Taxes and Effective Date

The price to be quoted in any proposal will include all items of labor, materials, tools, equipment, delivery and other costs necessary to fully meet the requirements of SCT. Any items omitted, which are clearly necessary for the completion of this project, will be considered a portion of such specifications, although not directly specified.

Price proposals shall include all freight charges, FOB to the designated delivery points.

SCT is exempt from payment of Federal, Excise and Transportation Tax, and the Illinois Sales, Excise and Use Tax. Proposers will not include these taxes in their proposed price(s). All other government taxes, duties, fees, licenses, permits, royalties, assessments, and charges shall be included in the proposed price.

The price quoted by the proposing companies/firms will not change for a period of ninety (90) days, beginning from the date the proposal is opened.

### 3-9 Proposal Alternatives

Proposals shall address all requirements identified in this solicitation. In addition, SCT may consider proposal alternatives submitted by Proposers that provide enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in SCT's best interests. Proposal alternatives must be clearly identified.

### 3-10 Single Proposal Response

If only one Proposal is received in response to the RFP, a sample of two (2) Proposals, if available, awarded to the Proposer within the past two (2) years may be requested of the single Proposer. A cost/price analysis and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

### 3-11 Protest Procedures

#### Pre-Proposal Protests:

All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Managing Director as specified below not later than ten (10) business days prior to the deadline for submission of bids/proposals.

The Managing Director may, within his or her discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the Managing Director as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the Managing Director shall be the final agency decision on the matter.

#### Pre-Award Protests:

With respect to protests made after the deadline of submission of bids/proposals but before contract award by SCT, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process.

Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the Managing Director as specified below not later than five (5) business days after the recommendation for contract award announcement by SCT. of the award notification. All protests must contain the following information: 1) Name of protester; 2) Solicitation number; 3) Statement of grounds for protest; 4) all supporting documentation. All protest documents should be sent to the Managing Director at SCT, 1616 E. McCord Street, Centralia, IL 62801.

The Managing Director will review the Bidder's protest and make a determination. The protesting Bidder as well as all other registered Bidders will be notified by certified mail of the Managing Director's decision within five (5) working days of receipt of the protest.

If the protesting Bidder wishes to appeal the Managing Director's decision, he/she must file an appeal in writing to the Chairman of the Board of Directors at the address given above within five (5) working days of initial decision. The Board of Directors will make a determination on the appeal at its first regularly scheduled meeting following the receipt of the appeal.

The Illinois Department of Transportation will entertain a protest of this final decision only under the following three conditions: 1) if the grantee failed to have or to follow its protest procedures; 2) if the grantee failed to review a complaint or protest; and 3) if data becomes available that was not previously known, or there has been an error of law or regulation.

These protest procedures will be followed unless the individual specifications/bid package indicates otherwise.

#### Requirements for Protests:

All protests must be submitted to SCT in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence, and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

### 3-12 Insurance Requirements

Contractor shall not commence work until all insurance required under this section has been obtained and the proper insurance verification has been provided to SCT.

#### General Requirements

All insurance policies shall be written with a company or companies licensed to conduct business within the Commonwealth of Illinois and holding a current Best's Key Rating of A- VII

or better. Contractor agrees to name SCT as additional insureds on General, Business Auto and Excess or Umbrella liability policies by endorsement to the policies. Insurance policies shall be endorsed to give SCT 30 days written notice (10 days in case of Workers Compensation) of cancellation for any reason, non-renewal or material change in coverage or limits. In case of non-payment of premium by Contractor, SCT retains the rights but is not obligated to pay any premiums and deduct such amounts from any payments due to the Contractor.

There shall be no exclusions for punitive damages in the General or Business Auto policies.

Complete, certified copies of all insurance policies applicable to this agreement will be sent to SCT within 60 days of each inception or anniversary date, so that these insurance policies may be reviewed by SCT. Until copies of policies are received, Evidence of Coverage in the form of an original Certificate of Insurance shall be submitted to SCT. The Contractor also agrees to have deficiencies in the insurance policies amended as per the directions of SCT or its representatives.

Required Coverages

A. Commercial General Liability (Occurrence Form), either singly or in combination with Excess or Umbrella Liability Insurance policy **covering all operations** with the following limits:

Each Occurrence (Bodily Injury, Property Damage)	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$1,000,000
Products and Completed Operations Aggregate Limit	\$1,000,000
Fire Damage Limit	\$ 50,000
Medical Payments – any one person	\$ 5,000

B. Business Automobile Policy either singly or in combination with Excess or Umbrella Liability Insurance policy **covering all operations** with the following limits:

Owned, Hired or Non Owned (per accident)	\$1,000,000
Medical Payments (each person)	\$ 5,000
Comprehensive (\$5,000 deductible - maximum)	Actual Cash Value
Collision (\$5,000 deductible – maximum)	Actual Cash Value

In the case of policies that list specific vehicles or specific drivers, proof of coverage is required to be provided to SCT for each vehicle or driver before it can be used in service. The Contractor will be fully responsible for all physical damage deductibles to SCT owned vehicles. In addition, Contractor will be fully responsible for all rental costs and other costs associated with any vehicles that replace any vehicle that sustains any type of physical damage.

C. Workers Compensation

Part A	Statutory
Part B – Employers Liability	

Bodily Injury by Accident	\$500,000
Bodily Injury by Disease (Policy Limit)	\$500,000
Bodily Injury by Disease (Each Employee)	\$500,000

All States and Voluntary Compensation endorsements shall be included in The Workers Compensation policy. Workers Compensation shall be provided to all employees of the Contractor.

## **SECTION 4 – PROPOSAL EVALUATION & CONTRACT AWARD**

### **4-1 General**

SCT shall employ the qualifications-based selection in a negotiated purchase method in making the award for this procurement. Technical information and price information will be evaluated.

Offerors will be required to submit supporting documentation on the technical aspects and cost. The Evaluation Committee may elect to interview proposers in order to clarify their proposals and/or for the Proposers to make oral presentations. If interviews, presentations, or negotiations are held, the evaluation team may reevaluate the proposals of those firms interviewed. SCT expects all offerors to fully cooperate with its evaluation process.

### **4-2 Eligibility for Award / Preliminary Proposal Review**

The preliminary review is the initial step in the proposal review process and the purpose is to gauge the responsiveness of the Proposer. The proposals will be preliminarily evaluated according to the following criteria:

- The completeness of the proposal,
- The Proposer has submitted proposal on or before the required due date and time,
- The required forms, certifications, and deliverables have been submitted.

Failure to meet any or all of the above criteria will result in a nonresponsive proposal and said proposal will be rejected in its entirety.

In order to qualify as a Responsible Proposer, in addition to the other requirements herein provided, a Proposer must be prepared to prove to the satisfaction of the District that it has the integrity, skill, and experience to faithfully perform the conditions of the Contract and that it has the necessary financial resources to provide the services in a satisfactory manner and within the time specified.

To be considered skilled and experienced, the Proposer must show, among other requirements of the District, that it has satisfactorily supplied services of the same general type and scope as that which is called for in this RFP.

The Proposer shall maintain at all times, the necessary licenses, permits or certifications required and may be required to furnish evidence of the same.

### **4-3 Evaluation of Proposals**

The Evaluation Committee will evaluate the proposals in accordance with the criteria set forth below or in any addenda issued. The total evaluation points, as separately determined by each team member, will be added and each proposer will be ranked in numerical sequence, from the highest to the lowest score. SCT may then select the proposal that is considered to be the most advantageous to SCT.

If interviews or presentations become necessary, SCT will contact the top-scoring firm(s) from the evaluation to schedule demonstrations/presentations.

#### 4-4 Scoring and Evaluation Criteria

Each criterion has been assigned a weighting factor that reflects the relative significance or priority each criterion has in determining the costs and quality associated with this service. Conversely, the proposal receiving the highest total score shall be deemed the proposal in the opinion of SCT, best meets the established criteria listed herein. Proposals will be rated on a scale from one (lowest rating) to ten (highest rating) with regard to each evaluation criterion. As such, the proposal that is evaluated by an evaluation committee member as the best with regard to a particular criterion will receive the maximum number of points for that criterion. The evaluation criteria are listed as follows:

- Proposers Qualifications, Reputation and Financial Responsibility:

Technical experience in performing work on services of similar nature; experience working with public agencies; financial stability and strength; competency of subcontractors; assessment by client references; references with demonstrated success in providing similar services; reputation for providing high-quality products and services.

- Technical Proposal / Project Approach for Design, Project Management, Testing, Training and Support:

Plan for technical and project management coordination with SCT; Proposed project schedule; Training, Testing; and documentation approach; Qualifications of proposed project staff; References for Contractor's project manager and subcontractors. Demonstration of a well-considered website design; Potential impact on the availability of SCT's current website; Proposed project timeline; SCT's resource requirements to support the successful launch of the new website design within the parameters of the projected timeline; Pre-launch testing plans and procedures; Proposer's overall understanding of SCT's needs and objectives; Suitability of the proposed technological solution to SCT requirements; Quality and performance of components, software features and functionality; Features unique to the Contractor's solution; Reliability and maintainability as evidenced by use of a proven design.

- Responsiveness to SCT's Functional Requirements

Degree of compliance with the Technical Requirements; Impact of noncompliant features on overall website design, functionality and value; Impact of features that exceed requirements on overall website design functionality and value.

- Price Proposal

The price comprises the overall cost of the base contract, including the website design creation, CMS integration and development, content integration, search engine optimization, project management, testing, training, post-launch support 24-month service contract and other reoccurring costs/fees.

The Scope of Work, as amended through the request for approved equals or exception process, and any addenda thereto, will set forth the minimum requirements of the components, service, support, and other deliverables SCT requires through this procurement.

The award of this contract shall be made to the proposer whose proposal, in the opinion of SCT, best meets the established criteria listed herein.

#### 4-5 Competitive Range

The competitive range is determined through a preliminary evaluation of proposals, which applies the evaluation criteria as set forth above. The group remaining in the competitive range may be invited to participate in additional evaluations, testing, Best and Final Offer, or negotiations.

#### 4-6 Negotiations

SCT may undertake concurrent negotiations with proposers determined to be within a competitive range. SCT does, however, reserve the right to award a contract based on the original proposal without any negotiations. The decision to award without negotiation may be made by SCT if, in the sole opinion of SCT, preliminary evaluation of the proposals received indicates that the best achievable and technically acceptable proposal has been received.

Concurrent negotiations with all proposers whose proposals are within the competitive range may be conducted by SCT. Negotiations may be entered into with one or more Proposers to finalize contract terms and conditions. In the event negotiations are not successful, SCT may initiate negotiations with the next ranking proposer or reject proposals.

Negotiation of a Contract will be in conformance with all applicable federal, state, and local laws, regulations, rules and procedures. The objective of the negotiations will be to reach agreement on all provisions of the proposed Contract. SCT may elect to submit a revised cost as part of the negotiation process based on current market values.

Upon completion of negotiations, the proposal that best meets the requirements of the RFP and ranks the highest evaluation score earned by its proposal based on the evaluation criteria shall be recommended to SCT's Board of Trustees as the successful proposer for award.

#### 4-7 Contract Award

Contract award, if any, will be made by SCT to the responsible Proposer whose proposal best meets the requirements of the RFP, and will be the most advantageous to SCT with respect to operational plan, quality, and other factors as evaluated by SCT. SCT shall have no obligations until a Contract is signed between the Proposer and SCT.

Contract award will occur when SCT signs the Contract or issues a purchase order. No other act of SCT shall constitute Contract award. The Contract will establish the Contract value and incorporate the terms of this document but will not be the authorization for Contractor to proceed.

#### 4-8 Public Disclosure of Proposals

SCT is subject to the Illinois Freedom of Information Act. Therefore, the contents of this RFP and the Contractor's proposal submitted in response to this RFP shall be considered public documents and are subject to the Illinois FOIA statutes. As such, all proposals submitted to SCT will be available for inspection and copying by the public after the selection process has been concluded. There are, however, various items that may be exempt under public disclosure laws. If any proprietary, privileged, or confidential information or data is included in the Contractor's proposal, each page that contains this information or data should be marked as such (e.g., "Proprietary," "Confidential," "Business Secret," or "Competition Sensitive") in order to indicate your claims to an exemption provided in the Illinois FOIA. It is SCT's sole right and responsibility, however, to make the determination whether these items are exempt or not exempt under the Illinois FOIA statutes.

All data, documentation and innovations developed as a result of these contractual services shall become the property of SCT.

## **SECTION 5 – STANDARD CONTRACTUAL TERMS & CONDITIONS**

### **5-1 Administration**

This Contract is between SCT and the Contractor who will be responsible for providing the goods and/or performing the services described herein. SCT is not party to defining the division of work between the Contractor and its subcontractors, if any, and the specifications and/or scope of work has not been written with this intent.

Contractor represents that it has or will obtain all duly licensed and qualified personnel and equipment required to perform hereunder. The Contractor's performance under this contract may be monitored and reviewed by a Procurement Administrator appointed by SCT. Reports and data required to be provided by the Contractor shall be delivered to the Procurement Administrator. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Procurement Administrator for response.

### **5-2 Notification of Delay**

Contractor will notify SCT's Procurement Administrator as soon as Contractor has, or should have, knowledge that an event has occurred which will delay delivery or start-up of services. Within five days, Contractor will confirm such notice in writing furnishing as many details as is available.

### **5-3 Contract Changes**

Any proposed changes in the contract will be submitted to SCT for its prior written approval and SCT will make the change by a Change Order if agreed upon by both parties in writing. Each written Change Order will expressly include any change in the Contract price or delivery schedule. No oral order or conduct by SCT will constitute a Change Order unless confirmed in writing by SCT.

### **5-4 Cost of Price Analysis**

SCT reserves the right to conduct a cost or price analysis for any purchase. SCT may be required to perform a cost analysis when competition is lacking for any purchase. Sole source procurements which result in a single Bid being received will be subject to a cost analysis which will include the appropriate verification of cost data, the evaluation of specific elements of costs and the projection of data to determine the effect on Bid prices. SCT may require a Pre-Award audit and potential Contractors shall be prepared to submit data relevant to the proposed work in accordance with Federal, State and local regulations. Procurements resulting in a single Bid will be treated as a negotiated procurement and SCT reserves the right to negotiate with the single Proposer to achieve a fair and reasonable price. If a negotiated price cannot be agreed upon by both parties, SCT reserves the right to reject the single Bid. Contract change orders or modifications will be subject to a cost analysis.

### **5-5 Lack of Funds**

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the expiration date set forth in this Contract or in any amendment hereto, SCT may, upon written notice to Contractor, terminate this Contract in whole or in part. Such termination shall be in accordance with SCT's rights to terminate for convenience or default.

## 5-6 Force Majeure

The timely receipt of SCT's requirements is essential. If the requirements are not received on time in accordance with the delivery schedule, SCT may cancel the unfilled portion of the contract for cause, purchase substitute requirements elsewhere, and recover from Contractor any increased costs, thereby incurred together with all resulting incidental and consequential damages. SCT may also terminate for cause, purchase substitute requirements elsewhere and recover costs and damages for breach of Contractor obligations.

The Contractor shall be entitled to a reasonable extension of time from SCT for the delays caused by damage to Contractor's and/or SCT's property caused by fire, lightning, earthquakes, tornadoes, and other extreme weather conditions or acts of nature, power failures, riots, acts of civil or military authorities of competent jurisdiction, strikes, lockouts, and any other industrial, civil or public disturbances beyond the control of the Contractor and its subcontractors causing the inability to perform the requirements of this Contract. Any delay other than ones mentioned above shall constitute a breach of Contractor's contractual obligations.

## 5-7 Taxes, Licenses, Laws and Certificate Requirements

Contractor shall maintain and be liable for all taxes, fees, licenses, and costs as may be required by federal, state, and local laws, rules, and regulations for the conduct of business by Contractor and any subcontractors and shall secure and at all times maintain any and all such valid licenses and permits as may be required to provide the services or supplies under this Contract. If for any reason, Contractor's required licenses or certificates are terminated, suspended, revoked, lapsed, or in any manner modified from their status at the time this Contract becomes effective, Contractor shall immediately notify SCT in writing of such condition.

Contractor will give all notices and comply with all federal, state, local and SCT laws, ordinances, rules, regulations, standards, and orders of any public authority bearing on the performance of the Contract, including, but not limited to, the laws referred to in these General Provisions of the Contract and the other Contract Documents. If the Contract Documents are at variance therewith in any respect, any necessary changes shall be adjusted by appropriate modification. Omission of any applicable laws, ordinances, rules, regulations, standards or orders by SCT in the Contract Document shall be construed as an oversight and shall not relieve the Contractor from his obligations to meet such fully and completely. Upon request, Contractor shall furnish to SCT certificates of compliance with all such laws, orders and regulations. Contractor shall be responsible for obtaining all necessary permits and licenses required for performance under the Contract.

Applicable provisions of all federal, state, and local laws, and of all ordinances, rules, and regulations shall govern any and all claims and disputes which may arise between person(s) submitting a Bid response hereto and SCT, by and through its officers, employees and authorized representatives, or any other persons, natural and otherwise, and lack of knowledge by any Contractor shall not constitute a cognizable defense against the legal effect thereof.

## 5-8 Defective Work, Materials or Services

When and as often as SCT determines that the work, materials, or services furnished under the Contract are not fully and completely in accordance with any requirement of the Contract, it may give notice and description of such non-compliance to Contractor. Within seven (7) calendar days of receiving such written notification, Contractor must supply SCT with a written detailed plan which indicates the time and methods needed to bring the work, materials, or services within acceptable limits of the Contract. SCT may reject or accept this plan at its discretion. In the event this plan is rejected, the work, materials, or services will be deemed not accepted and returned to Contractor at Contractor's expense. This procedure to remedy defects is not intended to limit or preclude any other remedies available to SCT by law, including those available under the Uniform Commercial Code.

## **SECTION 6 – STATE OF ILLINOIS CONTRACT REQUIREMENTS**

### **6-1 Termination**

SCT may terminate this contract for convenience, in whole or in part, at any time by the provision of written notice to the Contractor. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to be paid the Contractor. If the Contractor has any property in its possession belonging to SCT, the Contractor will account for the same, and dispose of it in the manner the SCT directs.

### **6-2 Lobbying**

Contractors that apply or bid for an award exceeding \$100,000 must file the required Byrd Anti-Lobbying Amendment certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other contract award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Pursuant to Federal regulations, the Contractors are required to have all subcontractors providing more than \$100,000.00 in services or materials to also complete this certification and include it with any Bid/Proposal submittal. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **6-3 Method of Payment**

The Contractor shall submit an invoice for payment at the time of delivery of the bus shelters, but no later than 30 days after delivery. Payment will be made within 30 days of SCT's acceptance of the equipment. SCT shall notify the Contractor within ten (10) working days after delivery of the acceptance or non-acceptance of the equipment. Upon acceptance of the equipment and receipt of the invoice, the invoice shall be paid within two (2) weeks. The maximum compensation to be paid shall be the bid amount, plus or minus changes approved by SCT.

### **6-4 Contract Period**

The contract(s) resulting from this RFP shall begin at the time of award notification(s) and all equipment or services procured through this solicitation shall be delivered no later than August 1, 2024.

### **6-5 Financial Assistance Acknowledgement**

Contracts resulting from procurement solicitations are subject to financial assistance agreements between SCT, the Illinois Department of Transportation, and/or the United States Department of Transportation.

### **6-6 Prohibited Interests of Local Official**

No member or officer, or employee of SCT, or local public body with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

6-7 Contract Changes

Any proposed change in this contract shall be submitted to SCT for its prior approval.

6-8 Subcontracts

The Contractor shall not enter into any sub-contracts or agreements or start any work by the work forces of a subcontractor or use any materials from the stores of a subcontractor, with respect to this acquisition Project and any subsequent contracts, without the prior concurrence of SCT. All such subcontracts and agreements shall be approved by SCT.

6-9 Vendor Registration with Illinois Department of Human Rights

Vendor must provide proof of Registration with the Illinois Department of Human Rights.

6-10 Assignment

The Contractor shall not assign its performance of any portion of the specified services under any subsequent contract or agreement without the advance written consent of SCT. It is hereby understood and agreed; that said consent must be sought in writing not less than ten (10) calendar days prior to the date of any proposed assignment. SCT reserves the right to accept or reject any such assignment, although SCT acceptance shall not be unreasonably withheld. Acceptance of subcontractors is contingent upon each subcontractor's ability to comply with the applicable terms, conditions, and clauses, particularly the assurances, contained in any subsequent contract or agreement.

6-11 Retention of Records

The Contractor shall comply with 49 U.S.C. § 5325(g), and federal access to records requirements as set forth in the applicable U.S. DOT Common Rules. Contractor is to maintain verifiable records which include all Project eligible costs incurred while completing those tasks contained in any contracted Scope of Work. The Contractor shall retain all books, records, documents, and other material relevant to any subsequent contract or agreement for a period of five (5) calendar years following SCT's final payment and all other pending matters are closed. If any litigation, claim, negotiation, audit, or other action involving any contract or agreement for a Project's records has been initiated prior to the expiration of the five-year period, the Contractor shall retain the appropriate records of the Project for the five-year period immediately following completion of the action and resolution of all issues arising from it. The Contractor agrees that SCT or its designee shall have full access and the right to examine any of said records at all reasonable times during said period.

6-12 Government Inspection

The Contractor shall permit the authorized representatives of SCT, such as the Federal Transit Administration or the State of Illinois to inspect and audit all data and records of the Contractor relating to the Contractor's performance under any subsequent contract or agreement. This applies to all third-party contract records (at any tier), as required. The Contractor and its subcontractors shall maintain books, records, and documents and shall undertake such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to any subsequent contract or agreement. All costs charged to items performed under any subsequent

contract or agreement shall be supported by properly executed and clearly identified invoices, contracts, vouchers, or checks evidencing in detail the nature and propriety of the charges. These records shall be subject at all reasonable times of the normal business day to inspection, review, or audit by SCT, its authorized representative(s), the US Secretary of Transportation, Comptroller, the State Auditor, or other governmental officials authorized by law to monitor the contract or agreement and project site. The Contractor's fiscal management system shall include the capability to provide accurate, current, and complete disclosure of the financial status of any subsequent contract or agreement upon request.

**SECTION 7 – BID FORMS**

**ATTACHMENT A - BID AUTHORIZATION – ACKNOWLEDGEMENT OF ADDENDA**

**THE UNDERSIGNED** agrees to be bound by all applicable state laws and regulations, the accompanying specifications and the SCT’s policies and procedures. And further agrees to be bound by amendments to the same.

**THE UNDERSIGNED**, by submitting a Proposal, represents that:

- a. The submitting Bidder/Vendor has read and understands the requirements of the RFP and agrees to comply with all state rules and regulations applicable to same.
- b. Failure to comply with any terms of the RFP may disqualify the submitting Bidder/Vendor as non-responsive.
- c. The price, terms, and any other conditions quoted will remain valid for a period of 120 days from the due date of this RFP.

**THE UNDERSIGNED** certifies that this bid has been derived independently and is submitted in the spirit of free and open competition, without limiting characteristics or influence.

**THE UNDERSIGNED** certifies that all addenda to this Request for Proposal have been received and duly considered, with evidence of receipt as follows:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**WE, THEREFORE, OFFER AND MAKE THIS BID TO SUPPLY WEBSITE REDESIGN:**

\_\_\_\_\_  
Name of Company / Interested bidder

\_\_\_\_\_  
Address, City, State, Zipcode

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Federal Tax ID Number (FEIN)

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
**IL Dept of Human Rights number** (required)

\_\_\_\_\_  
Printed Name of Authorized Official

**ATTACHMENT B - REQUEST FOR CLARIFICATIONS / APPROVED EQUALS**

Date: \_\_\_\_\_

Proposing Company: \_\_\_\_\_

Section of the RFP: \_\_\_\_\_ Page Number: \_\_\_\_\_

Proposer's Request: \_\_\_\_\_

---

---

---

---

---

---

SCT Response: \_\_\_\_\_

---

---

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Comments: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT C - FIRM DATA SHEET**

The prime contractor is responsible for submitting the information requested below for all firms on the project team, both prime and subcontractors. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit complete data will result in the Expression of Interest not being considered.

Firm's Name & Address	Firm's DBE Status*	Firm's Age	Firm's Annual Gross Receipts

\*  
Y = DBE-Certified by IDOT  
N = Not DBE-certified by IDOT

NA = Firm Not Claiming DBE Status  
IP = DBE-Certification in-process

**ATTACHMENT D - PROPOSAL PRICING FORM**

The undersigned hereby declares that he/she has carefully read and examined the Public Notice, the Request for Proposal, terms, and requirements, with all supporting certificates and affidavits, for the goods and services noted herein, and that he/she will enter into contract negotiations for said provision of goods and services, as specified, using the costs identified herein, as the basis for those contract negotiations.

<b>ITEM DESCRIPTION</b>	<b>COST</b>
Website Design/Creation	
CMS Integration and Development	
Content Integration	
Search Engine Optimization	
Development of Interactive Mapping	
Project Management	
Deviated Fixed Route Timetables	
Testing	
Training, Manuals	
24-Month Post Launch Service Contract	
Re-occurring costs/fees (be specific)	
<b>TOTAL COST</b>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

**ATTACHMENT E – VENDOR CHECKLIST**

This form must be completed and returned **with** the technical proposal. Failure to return this form may be cause for considering your proposal non-responsive.

	Vendor Check-off	SCT Check-off
Cover Letter	_____	_____
Request for Proposal Cover Page	_____	_____
Attachment A Bid Authorization / Acknowledgement of Addenda	_____	_____
Attachment B Request for Clarification / Approved Equals	_____	_____
Attachment C Firm Data Sheet	_____	_____
Attachment D Proposal Pricing	_____	_____
Attachment E Vendor Checklist	_____	_____