

ADDENDUM NO. 1

**Kansas City Area Transportation Authority
1350 E. 17th Street
Kansas City, Missouri 64108**

Regional Paratransit Eligibility Processing Request for Proposals #17-7062-30

Issue Date: October 5, 2017

This Addendum is hereby made a part of the Request for Proposals and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the RFP documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

BIDDER'S QUESTIONS, COMMENTS AND REQUEST FOR CLARIFICATIONS:

Q. Why was the previous RFP cancelled?

A. **Based on the proposals submitted, KCATA opted to cancel the RFP and reissue to enhance the regional aspect of the Scope of Work and adjust the Cost Proposal to reflect anticipated quantities.**

Q. Can we use the previously submitted required subcontractor forms?

A. **Yes, the required documents for all contractors may be used from the previous proposal submittal.**

Q. Did any vendor submit a protest on the last bid?

A. **There were no protests submitted.**

Q. What assurances do the bidders have that no discussions or communications regarding this bid have taken place between the incumbent and KCATA from the time of issuance of the original bid and now?

A. **The previous RFP is cancelled. All proposals submitted are not subject to the Freedom of Information Act.**

Q. Besides the 70% in-person language, can you please indicate what has changed?

A. The 70% in-person and the evaluation criteria has been modified to include a regional approach.

SCOPE OF SERVICES:

Q. **Section 2-Scope of Work, Section 3C:** Please clarify the requirement that “all in-person assessments must include both a functional and cognitive assessment.” It is our practice that not all functional assessments need both a physical functional and cognitive assessment, but rather will relate to the person’s abilities. Would KCATA consider modifying the requirement to be that in-person assessments may include either a physical or cognitive assessment, or both when applicable?

A. We would like pricing for both so that we can have apples-to-apples comparisons.

Q. **Section 2- Scope of Work, Section 3C:** Regarding pricing for all both paper/on-line and in-person assessment, is KCATA looking to move to an in-person assessment process? If so, what timeline is anticipated for that change?

A. Yes, we would like to move to in-person assessments no later than February 2017.

Q. **Section 2 – Scope of Work, Section 6A, 2e:** Will the contractor be creating Identification cards for use by the program participants? If yes, will KCATA supply ink and printer to make the Identification cards?

A. Yes, the contractor will be making identification cards. KCATA will supply the identification cards to be printed. The contractor should include printing, production and mailing costs.

Q. **Section 2- Scope of Work, Section 7D:** Will the contractor be expected to provide interpreters for the assessments other than for Spanish?

A. No.

PRICING/COMPENSATION

Q. Attachment H- Cost/Price Proposal Response Form: The pricing page indicates that bidders should budget to perform 1,000 Fixed Route Reduced Fare Public Transportation Certifications. Our understanding is that this is not a planned function of the contractor. Can KCATA please clarify? Could this be moved to a separate, optional line item and not be included in the base price? Alternately, if no fixed route reduced fare certifications are performed, how will the contractor be reimbursed for lost revenue allocated toward this functionality?

A. Revised Cost/Price Proposal Response Form (Attachment H) is attached.

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Proposers shall return this **RECEIPT OF ADDENDA** form when submitting their bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.

We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.

Addendum #1 Dated 10/6/17 Date Received _____

Addendum #2 Dated _____ Date Received _____

Addendum #3 Dated _____ Date Received _____

Addendum#4 Dated _____ Date Received _____

Company Name _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Printed Name _____

Telephone _____ Fax _____ Email _____

ATTACHMENT H – COST/PRICE PROPOSAL RESPONSE FORM

The proposer shall complete the following pricing table(s) and provide firm, fixed pricing necessary to meet the requirements of the RFP. The quantities are estimates only and actual numbers may change. There is no guarantee for the amount of assessments needed on an annual basis.

Proposal responses submitted on any other form may be considered non-responsive and therefore rejected. The authorized person signing the bid shall initial any erasures, corrections or other changes appearing on the Proposal Cost Response Form. *No written comments, modifications or interlineations to the Proposal Cost Response Form will be accepted.*

PART A. COST PER ASSESSMENT/CERTIFICATION				
<i>Pricing should include all expenses necessary to perform complete assessments/certifications per RFP requirements, and should include labor, overhead (insurance, payroll, taxes, office, etc.) and profit.</i>				
ASSESSMENT/CERTIFICATION CATEGORY	EST QTY. PER YEAR	COST PER ASSESSMENT	TOTAL ESTIMATED COST	
ADA-Certification (70% in-person to include FACTS)	1248	\$	\$	
ADA Recertification (70% in-person to include FACTS)	1173	\$	\$	
Non-ADA Certification (70% in-person to include FACTS)	175	\$	\$	
Non-ADA Recertification (70% in-person to include FACTS)	74	\$	\$	
Appeal Assessments	50	\$	\$	
SUB-TOTAL FOR ASSESSMENTS/CERTIFICATIONS			\$	
PART B. SUBCONTRACTOR(S)/SUBCONSULTANT(S)				
SUBCONTRACT/CONSULTANT NAME	TOTAL SUB/COST	MARKUP RATE (%)	ETIMATED COST	TOTAL ESTIMATED COST
				\$
				\$
				\$
TOTAL SUBCONTRACT/SUBCONSULTANT COSTS				\$
PART C. DIRECT COSTS/OTHER ANTICIPATED EXPENSES (INCLUDING TRAVEL, FACILITY COSTS, SUPPLIES, EQUIPMENT, START-UP COSTS)				
DESCRIPTION	QUANTITY	UNIT RATE	ESTIMATED COST	TOTAL ESTIMATED COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL OTHER EXPENSES				\$
TOTAL PROJECT COST – YEAR ONE (A + B + C)				\$

**ATTACHMENT H – COST/PRICE PROPOSAL RESPONSE FORM
YEAR TWO**

PART A. COST PER ASSESSMENT/CERTIFICATION				
<i>Pricing should include all expenses necessary to perform complete assessments/certifications per RFP requirements, and should include labor, overhead (insurance, payroll, taxes, office, etc.) and profit.</i>				
ASSESSMENT/CERTIFICATION CATEGORY	EST QTY. PER YEAR	COST PER ASSESSMENT	TOTAL ESTIMATED COST	
ADA-Certification (70% in-person to include FACTS)	1273	\$		
ADA Recertification (70% in-person to include FACTS)	1196			
Non-ADA Certification (70% in-person to include FACTS)	179	\$		
Non-ADA Recertification (70% in-person to include FACTS)	75			
Appeal Assessments	51	\$		
SUB-TOTAL FOR ASSESSMENTS/CERTIFICATIONS				
PART B. SUBCONTRACTOR(S)/SUBCONSULTANT(S)				
SUBCONTRACT/CONSULTANT NAME	TOTAL SUB/COST	MARKUP RATE (%)	ETIMATED COST	TOTAL ESTIMATED COST
				\$
				\$
				\$
TOTAL SUBCONTRACT/SUBCONSULTANT COSTS				\$
PART C. DIRECT COSTS/OTHER ANTICIPATED EXPENSES (INCLUDING TRAVEL, FACILITY COSTS, SUPPLIES, EQUIPMENT, START-UP COSTS)				
DESCRIPTION	QUANTITY	UNIT RATE	ESTIMATED COST	TOTAL ESTIMATED COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL OTHER EXPENSES				\$
TOTAL PROJECT COST – YEAR TWO (A + B + C)				\$

**ATTACHMENT H – COST/PRICE PROPOSAL RESPONSE FORM
YEAR THREE**

PART A. COST PER ASSESSMENT/CERTIFICATION				
<i>Pricing should include all expenses necessary to perform complete assessments/certifications per RFP requirements, and should include labor, overhead (insurance, payroll, taxes, office, etc.) and profit.</i>				
ASSESSMENT/CERTIFICATION CATEGORY	EST QTY. PER YEAR	COST PER ASSESSMENT	TOTAL ESTIMATED COST	
ADA-Certification (70% in-person to include FACTS)	1298	\$		
ADA Recertification (70% in-person to include FACTS)	1220			
Non-ADA Certification (70% in-person to include FACTS)	183	\$		
Non-ADA Recertification (70% in-person to include FACTS)	76			
Appeal Assessments	52	\$		
SUB-TOTAL FOR ASSESSMENTS/CERTIFICATIONS				
PART B. SUBCONTRACTOR(S)/SUBCONSULTANT(S)				
SUBCONTRACT/CONSULTANT NAME	TOTAL SUB/COST	MARKUP RATE (%)	ETIMATED COST	TOTAL ESTIMATED COST
				\$
				\$
				\$
TOTAL SUBCONTRACT/SUBCONSULTANT COSTS				\$
PART C. DIRECT COSTS/OTHER ANTICIPATED EXPENSES (INCLUDING TRAVEL, FACILITY COSTS, SUPPLIES, EQUIPMENT, START-UP COSTS)				
DESCRIPTION	QUANTITY	UNIT RATE	ESTIMATED COST	TOTAL ESTIMATED COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL OTHER EXPENSES				\$
TOTAL PROJECT COST – YEAR THREE (A + B + C)				\$

**ATTACHMENT H – COST/PRICE PROPOSAL RESPONSE FORM
YEAR FOUR (OPTION YEAR ONE)**

PART A. COST PER ASSESSMENT/CERTIFICATION				
<i>Pricing should include all expenses necessary to perform complete assessments/certifications per RFP requirements, and should include labor, overhead (insurance, payroll, taxes, office, etc.) and profit.</i>				
ASSESSMENT/CERTIFICATION CATEGORY	EST QTY. PER YEAR	COST PER ASSESSMENT	TOTAL ESTIMATED COST	
ADA-Certification (70% in-person to include FACTS)	1323	\$		
ADA Recertification (70% in-person to include FACTS)	1244			
Non-ADA Certification (70% in-person to include FACTS)	187	\$		
Non-ADA Recertification (70% in-person to include FACTS)	77			
Appeal Assessments	53	\$		
SUB-TOTAL FOR ASSESSMENTS/CERTIFICATIONS			\$	
PART B. SUBCONTRACTOR(S)/SUBCONSULTANT(S)				
SUBCONTRACT/CONSULTANT NAME	TOTAL SUB/COST	MARKUP RATE (%)	ETIMATED COST	TOTAL ESTIMATED COST
				\$
				\$
				\$
TOTAL SUBCONTRACT/SUBCONSULTANT COSTS				\$
PART C. DIRECT COSTS/OTHER ANTICIPATED EXPENSES (INCLUDING TRAVEL, FACILITY COSTS, SUPPLIES, EQUIPMENT, START-UP COSTS)				
DESCRIPTION	QUANTITY	UNIT RATE	ESTIMATED COST	TOTAL ESTIMATED COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL OTHER EXPENSES				\$
TOTAL PROJECT COST – YEAR FOUR (OPTION YEAR ONE (A + B + C))				\$

**ATTACHMENT H – COST/PRICE PROPOSAL RESPONSE FORM
YEAR FIVE (OPTION YEAR TWO)**

PART A. COST PER ASSESSMENT/CERTIFICATION				
<i>Pricing should include all expenses necessary to perform complete assessments/certifications per RFP requirements, and should include labor, overhead (insurance, payroll, taxes, office, etc.) and profit.</i>				
ASSESSMENT/CERTIFICATION CATEGORY	EST QTY. PER YEAR	COST PER ASSESSMENT	TOTAL ESTIMATED COST	
ADA-Certification (70% in-person to include FACTS)	1349	\$	\$	
ADA Recertification (70% in-person to include FACTS)	1269			
Non-ADA Certification (70% in-person to include FACTS)	191	\$	\$	
Non-ADA Recertification (70% in-person to include FACTS)	78			
Appeal Assessments	54	\$	\$	
SUB-TOTAL FOR ASSESSMENTS/CERTIFICATIONS			\$	
PART B. SUBCONTRACTOR(S)/SUBCONSULTANT(S)				
SUBCONTRACT/CONSULTANT NAME	TOTAL SUB/COST	MARKUP RATE (%)	ETIMATED COST	TOTAL ESTIMATED COST
				\$
				\$
				\$
TOTAL SUBCONTRACT/SUBCONSULTANT COSTS				\$
PART C. DIRECT COSTS/OTHER ANTICIPATED EXPENSES (INCLUDING TRAVEL, FACILITY COSTS, SUPPLIES, EQUIPMENT, START-UP COSTS)				
DESCRIPTION	QUANTITY	UNIT RATE	ESTIMATED COST	TOTAL ESTIMATED COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
TOTAL OTHER EXPENSES				\$
TOTAL PROJECT COST – YEAR FIVE (OPTION YEAR TWO (A + B + C))				\$

**ATTACHMENT H – COST/PRICE PROPOSAL RESPONSE FORM
OPTIONAL PRICING**

	DESCRIPTION/COMMENTS	QTY.	COST PER ASSESSMENT	TOTAL ESTIMATED COST
Year One	Fixed-Route Reduced Fare Public Transportation Certifications.	1000	\$	\$
Year Two	Fixed-Route Reduced Fare Public Transportation Certifications.	1020	\$	\$
Year Three	Fixed-Route Reduced Fare Public Transportation Certifications.	1040	\$	\$
Year Four (Option Year One)	Fixed-Route Reduced Fare Public Transportation Certifications.	1060	\$	\$
Year Five (Option Year Two)	Fixed-Route Reduced Fare Public Transportation Certifications.	1080	\$	\$
	GRAND TOTAL			\$

ATTACHMENT H – COST/PRICE PROPOSAL SUMMARY OF ALL COSTS

DESCRIPTION	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR (OPTION YR #1)	YEAR FIVE (OPTION YR #2)	TOTALS
A. COST FOR ASSESSMENTS	\$	\$	\$	\$	\$	\$
B. SUBCONTRACTOR(S) COSTS	\$	\$	\$	\$	\$	\$
C. DIRECT COSTS/OTHER ANTICIPATED EXPENSES	\$	\$	\$	\$	\$	\$
TOTAL PROJECT COSTS (A + B + C)	\$	\$	\$	\$	\$	\$
Optional Cost – Fixed Route Reduced Fare Public Transportation Certifications	\$					

The undersigned, acting as an authorized agent or officer for the Offeror, does hereby agree to the following:

1. The offer submitted is complete and accurate, including all forms required for submission in accordance with the terms and conditions listed in this Request for Proposals and any subsequent Addenda. The Offeror shall immediately notify the KCATA in the event of any change.
2. The quantities specified are based upon the best available estimates and do not determine the actual amount the Authority shall order during the contract period. The quantities are subject to change. Payments will be based on actual quantities order based on the unit rates quoted.
3. The undersigned agrees to furnish and deliver the items or perform services as described herein for the consideration stated in accordance with the terms and conditions listed in the KCATA RFP. The rights and obligations of the parties to any resultant purchase order/contract shall be subject to and governed by this document and any documents attached or incorporated herein by reference.

Company Name (Type/Print) _____ Date _____

Address/City/State/Zip _____

Authorized Signature _____ Title _____

Name (Type/Print) _____ Telephone # _____ Fax # _____

E-mail address _____