

## ADDENDUM NO. 1

Kansas City Area Transportation Authority  
1350 E. 17<sup>th</sup> Street  
Kansas City, Missouri 64108

### SCHEDULING AND OPERATIONS MANAGEMENT SOFTWARE REPLACEMENT Request for Proposals #F20-7011-34B

Issue Date: March 3, 2020

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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.

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#### REQUEST FOR CLARIFICATIONS

1. Are you open to companies doing hourly work for the desired product?
  - **No. Our intent is to purchase a system and perform all scheduling and dispatching functions in-house.**
  
2. A. Could you please increase the page limit and provide additional 50 pages for technical proposal.
  - **Due to the technical nature of the proposal, the page limit is changed from 30 pages to 50 pages. (Also note Section 4.3.C for pages that are excluded from the page count).**

B. Please confirm that the resumes do not count toward the page limit.

  - **That is correct. Please refer to Section 4.3.C for pages that are excluded from the page count.**
  
3. The RFP discusses tracking employee attendance; however, the CBA does not detail an attendance policy. Can KCATA provide the operator progressive attendance, incident, and accident discipline policy?
  - **KCATA is currently revising the attendance policy. The final policy will be available in the next few weeks. A draft of the relevant portions of the policy is attached:**
  
4. In Section 1.19 Vacations of the CBA on page 36 second paragraph, the CBA discusses allowing operators who have not met eligibility requirements for paid vacations to still pick vacation periods. Can KCATA provide an example of how this rule is applied in practice?
  - **Per the CBA, the amount (# of weeks) of vacation time an employee has is based off of their completed full-time years of service. To be paid for that time, the CBA requires employees to have worked no less than seventy (70) percent of the previous years work schedule. In the event an employee fails to meet the contractual seventy (70) percent minimum, the employee may elect to use the vacation time without payment.**
  
5. A. Interfaces and Integration – During the pre-bid conference call it was mentioned that KCATA doesn't have specific ICD's regarding the interfaces and integration to other systems and envision working through this during the project. Can KCATA provide a general description of the types of integration you envision for each system listed in Section 2.4 part b of the RFP? For example; "INFOR integration will provide daily vehicle availability to the Operations system that will include vehicle data, reason code, status codes (available/unavailable), and effective dates".
  - **See updated chart below. NOTE: Additional interfaces may be identified**

- B. In the table of KCATA's current software application: there is a required integration with "Infor Lawson" financial system. What data will we need to retrieve/send?
- See chart below
- C. Will integration documentation or database schema be provided to bidders?
- Minimal documentation is available for current integrations.

Software Application	Purpose	Current Version	Next Anticipated Change	Integration Required?
Trapeze TransitMaster	GPS, AVL, Radio, dispatch, incident management, real-time arrival.	15.1.18.3	Upgrade to v 19.0 in Q2, 2020	Significant integration with schedules, GPS, Driver info, etc.
Infor EAM	Enterprise Asset Management, fleet and facilities maintenance, inventory.	11	Hosted (SaaS) Solution	Stop locations, vehicle availability.
Giro Hastus	Scheduling and daily operations. Current modules include: Vehicle, Crew, CrewOPt, Roster, Geo, ATP, Rider, HASTOP, HASTINFO, Bid, DailyCrew, and Daily Vehicle.	2011	To be replaced by proposed solution	N/A
Infor Lawson	Finance (AP, AR, GL), Grants, Procurement.	9.08	Replacing with Infor CloudSuite Financials, Version 11. Q4, 2020.	Minimal integration (if any) expected. Information from scheduling is used for budgeting purposes.
Microsoft Office 365	Office applications (Word, Excel, Outlook, PowerPoint, etc.)	Current	Hosted (SaaS) solution.	Ability to export data and reports to Microsoft office formats.
SharePoint	Company Intranet, Document Storage, Communication (Teams).	Current	Hosted (SaaS) solution.	Reports, management dashboard, etc.
ADP	Payroll, HRIS	Current	Hosted (SaaS) Solution	Operator (Bus Driver) payroll information – hours, pay codes, etc.

Windows Server	Server Operating Systems	2012, 2016, 2019	If proposed solution is on-prem, we anticipate utilizing a virtual environment with windows server 2019 OS.	N/A
Windows	Desktop/Laptop Operating System	10	PC/Laptop refresh cycle is 3-4 years and utilizes the most current Windows operating system.	N/A
SQL Server	Database	2012, 2016	If proposed solution is on-prem, we anticipate upgrading to the most current version of SQL Server.	N/A
Electronic Content Management	Electronic file storage, scanning, indexing, search, etc.	Q3 2020	KCATA is actively seeking a vendor to provide Electronic Content Management.	Document storage and retrieval. Full impact TBD upon selection of ECM vendor.

6. We understand that Operating Bus and MAX bus rapid transit are included in the RFP. Are paratransit services part of the proposal too?
  - **No.**
7. Is the planification of the 75 non-revenue vehicles part of the scope of this RFP?
  - **No.**
8. Are lines, runs and days off completely assigned during the bidding process or do you need a further rostering tool?
  - **All runs and days off are completely assigned during the bidding process.**

9. Are there bus blocks that need to be operated by more than one operator? For example, if the block is longer than a certain limit.
- **Yes.**
10. Are the following CBAs/Tasks included in the proposal for this RFP?
- Zones & Sign Painters – **Yes, included**
  - Announcers and Tour Guides – N/A
  - Pulling and Spacing Buses – **Yes, included**
  - Football Assignments – N/A
11. Please let us know if you prefer the travel expenses to be included in the quotation? Is a break-down required?
- **Travel expenses, if any, must be approved in advance by KCATA and will be based on KCATA's Travel Policy for Contractors (Attachment C of the RFP).**
  - **Yes. Anticipated travel expenses are to be included in the proposal. Please indicate in the Optional Items section of the Cost Proposal form to include direct expenses.**
12. How much time does an operator have to place the bid once it is his/her turn? Can several operators bid simultaneously (e.g. when they have the same seniority level)?
- **3 minutes. Bids are one-at-a-time in seniority order.**
13. Will it be possible to go live first with the scheduling system and later on with the dispatching system? Or do you need to go live with both systems at the same time?
- **Our current systems are significantly integrated. A simultaneous go-live is required.**
14. Page 24 states "The Proposer shall submit two (2) years of the firm's most recent audited financial statements. If audited statements are not available, please provide two (2) years of its most recent audited financial statements if available." Could this please be clarified? Also, is this information required before or after the contract is awarded?
- **Per Section 4.4, "Volume III – Contractual" KCATA is requesting financial statements to be submitted with the proposal for this RFP. A list of acceptable documents are listed as an alternate to audited statements.**
15. The RFP states that this funded by FTA grants. As there is no DBE Goal, and the project is for the procurement of proprietary software, can KCATA please confirm that good faith effort documentation is not required?
- **There is no DBE goal for this project and therefore, no good faith documentation is required.**
16. As mentioned during the pre-bid conference, can KCATA please confirm that proposers are to provide the required server specifications for KCATA to assess their current server environment and proposers are not required to include server/hosting costs?
- **Correct. All required servers/workstations will be provided by KCATA.**
17. Regarding the interface to Trapeze TransitMaster, is there a standard interface provided by Trapeze or is the bidder expected to create one? Will KCATA be procuring this license directly from Trapeze (proposers are not to price) to ensure the lowest cost to KCATA?
- **Proposal should include the necessary resources and effort to create an interface with Trapeze TransitMaster. Design and implementation costs for this interface should be included in the proposal.**
18. Page 12 (Item M): The RFP states that "The system shall allow operators to automatically Check-in and Check-out of their assignments." Can KCATA please provide a use-case/scenario for this requirement?

- **Operators should be able to use their employee badge to check in to work and receive their assignment – for example, using a kiosk with a badge reader.**
19. Section 3.9 states that “a proposer may restrict the disclosure of...innovations in which it has a proprietary interest” by “marking each page...in at least 16-point font”, “printing each page of each such document on a different color paper” and “segregating each page...in a sealed envelope”. Would KCATA allow proposers to mark each section with proprietary material as such and not separate the material but rather also include a redacted version of the entire proposal with the electronic copy? This would allow for easier evaluation and a means of disclosure of non-confidential information in the event of a FOIA request.
- **Allowed if a full, marked proposal is submitted along with a redacted copy as a separate document. Cost Proposals are not propriety.**
20. Page 52 states that: “No written comments, modifications or interlineations to the Proposal Cost Response Form will be accepted.” Can KCATA please confirm that proposers can add items to the price sheet and provide pricing notes to provide more detail and clarify pricing where needed? For example, the Excel sheet states that proposers can “provide a detailed explanation”.
- **Yes. Please reference any documents containing additional information as attachments to the main cost proposal.**
21. Page 28 mentions Attachment D-1 and D-2 are to be submitted as part of the Cost Proposal. Can KCATA please confirm that Attachment D-1 and D-2 refer to the Attachment D PDF form and the Excel document?
- **Yes. There is only Attachment D.**
22. Can KCATA please provide the number of on-peak vehicles?
- **175 vehicles**
23. Please confirm that proposers are not to include any taxes in their pricing.
- **Correct.**
24. In the Excel Cost Proposal, can KCATA please clarify the intent of the Professional Services section (Cells - Hours, Estimated Quantity, and Unit Price)? Our understanding is that hours and quantity would be the same.
- **Estimated hours and rate per hour (unit price) is sufficient.**

## Attendance Policy Draft

A. Credit for Good Attendance:

Two (2) attendance points will be added to the employee’s attendance total on the close of the last day of each calendar month in which the employee had no incidents of absence or tardiness during that calendar month (excluding Authorized Absences). An employee may accumulate up to a total of eighteen (18) positive attendance points.

B. Assessing Absence Points:

The following absences will result in the associated point deduction as listed below:

EMPLOYEE ABSENCE	ATTENDANCE POINT DEDUCTION
<b>1. Missed Assignment/Absence - No Call / No Show – for absences two (2) hours or longer.</b>	Four (3) attendance points will be deducted.
<b>2. Missed Assignment/Absence – with Advance Notification - for absences two (2) hours or longer.</b>	Three (2) attendance points will be deducted.*
<b>3. Late Arrival/Early Leave – No Call / No Show - of less than two (2) hours.</b>	Two (1) attendance points will be deducted.
<b>4. Late Arrival/Early Leave – with Advance Notification - of less than two (2) hours.</b>	One half (.5) attendance point will be deducted.
<b>5. Off Ok – as directed by the departmental supervisor.</b>	Zero (0) attendance points will be deducted.

\*Illness-related, non-FMLA qualifying absences that run for three or more consecutive working days will only be charged points on the first two days, provided that a valid doctor’s note is provided.

C. Disciplinary Steps: An employee will be notified each time he or she receives an occurrence that places/moves him or her to one of the steps listed below:

EMPLOYEE ABSENCE POINTS	DISCIPLINE ACTION
1. Employee reaches eight (8) points	Verbal Notification
2. Employee reaches six (6) points	Written Notification
1. <b>Employee reaches four (4) points</b>	Second Written Notification and 1-day suspension
2. <b>Employee reaches two (2) points</b>	Final Written Notification and 2-day suspension
3. <b>Employee reaches zero (0) points</b>	Discharge

**ADDENDUM NO. 1**

**Kansas City Area Transportation Authority  
1350 E. 17<sup>th</sup> Street  
Kansas City, Missouri 64108**

**KCATA ELECTRONIC RECORDS MANAGEMENT SOFTWARE &  
IMPLEMENTATION SERVICES  
Request for Proposals (RFP) #G19-7055-21B**

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.

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*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 \_\_\_\_\_ 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 \_\_\_\_\_