

**ADDENDUM 1**  
**KASNAS CITY AREA TRANSPORTATION**  
**RFQ #F26-7005-19C**  
**DEPLOYMENT/IMPLEMENTATION ASSISTANCE FOR REGIONAL TRANSIT FARE**  
**COLLECTION SYSTEM**

**Issued on March 5, 2026**

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

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**Submitted Questions**

Questions Submitted by Potential Respondents for the work associated with KCATA's Request for Quotations (RFQ) F26-7005-19C , and KCATA's answers, are listed below.

- 1) We did not see where we can submit information about our firm, experience, resumes of key staff etc. Is that something we should do and is there any page limit?

**The approach and methodology for this solicitation were agreed upon internally to be a REQUEST FOR QUOTATIONS and not a REQUEST FOR QUALIFICATIONS. If your firm would like to provide a very brief overview, limited to up to five (5) pages, highlighting similar projects and the proposed assigned workforce members experience, this is allowed. Selections will be based on lowest, fair and reasonable price submitted for all the work to be provided to KCATA per the scope of work.**

- 2) Is there any budget established for this engagement that you can share?

**KCATA does not reveal this information.**

- 3) The description of the project scope is fairly broad. Do you want us to base our pricing on our best judgement for 8 months duration or do you have any guidelines or additional details that can help us provide a more accurate pricing e.g. how much involvement will be from KCATA staff during the engagement (for testing, for stakeholder engagement, customer training etc.), do you want to test fare equipment functionality on every vehicle or a sample of vehicles?, do we need to manage and/or perform regional partner side testing for integrations, transfers or any upcharges/downcharges, are there integrations to other systems like CAD/AVL (for route and stop information) and validators (or fareboxes, if cash will be accepted on the vehicles), does a fare study also need to be performed? etc. There is a fair amount of planning, testing, business process re-engineering, internal training and process improvement, marketing support and customer education that goes into migration

to a new or updated fare systems platform so we wanted to get an idea of how in-depth you would like the consulting support for.

**Please provide your best pricing for an 8 month duration. KCATA staff will be very involved for stakeholder engagement and customer training as well as operator training. The consultant may provide staff time, but their main goal will be to assist in the programming of those events. I would suggest only minimal hours be given to actually staffing training and engagement events. The Tech vendor (Genfare) will be responsible for testing fare tech equipment on vehicles. The consultant will be responsible for confirming the testing plan is acceptable and confirming that testing is completed to a satisfactory level. No cash will be accepted on vehicles. Part of the testing that GenFare will conduct is specific to the items mentioned in your question. No Fare study needs to be performed. Our staff will be focused on doing the main creation of marketing material, but some assistance will be requested. Again, the Consultant is serving as a guiding hand to help influence the creation of material and the programming of marketing events and media pushes.**

- 4) Regarding the regional partnerships and corporate programs, has any work been performed so far and interlocal agreements established or will consultant be responsible for guiding and supporting these activities? Has there been any progress or discussions related to system design and utilizing student IDs for use with validators? If not, does the consultant need to work on these aspects as part of currently listed phases or do this activity after go live as Phase 4?

**Fare policy has been approved and coordinated between regional partners. Regional partners have been in close coordination so far and are active members of the project team. Fare reciprocity agreements and rationale are specific items we will be relying on the consultant to produce. There has been progress related to pass programs and use of student ID's for the validators. Final roll out of the fare program will make use of the student email that is attributed to their mobile account. Pass Programs are all Phase 2 items.**

- 5) Have there been discussions with InComm as of yet? Many retailers (like CVS, Walgreens etc.) have rollout schedules for new cards that require lengthy advanced notice along with testing schedules before allowing sales outside of mobile reloading. Have the J-hook cards been designed and branding done, or will that be part of this engagement as well?

**Yes, initial discussions with Incomm have occurred and we are aware of the roll out schedule. Retail network is a Phase 2 item. J- hook cards have not been designed as of yet, but we expect a simple design and branding. The consultant can influence this and provide support, but we expect the main work to be done by our graphic design and marketing staff).**

- 6) Is KCATA responsible for any PCI compliance issues before data gets into Genfare back office? Has a private VPN been established on the Cradlepoint routers for open payment traffic as well as subnets for data traffic? What work will the consultant be responsible for related to PCI?

**KCATA's IT team is responsible for this compliance and is already working on this. I do not expect the consultant to be involved in this.**

- 7) Customer engagement is listed in Phase 2 (Q4 Oct-Dec) although the new fare system is being rolled out in Phase 1 with validators, open payments and LUMS. Based on our experience, we would recommend to do a big push on customer education during Phase 1 (June), especially also because the customers are moving from a free system to a paid system. A positive customer experience is very important to the rollout and adoption of the new system.

**Yes, Customer engagement is already underway and we will plan to continue these events. It is expected that the consultant will help program and guide these events prior to and through Phase 1 and Phase 2, but it is not expected that the consultant will provide significant staffing time to such events. I would expect minimal consultant hours spent staffing events.**

- 8) During some of our engagements in the past on similar rollouts, we needed to do a good amount of iterative testing and resolving issues with inComm and the retail outlets. It involves visiting a good number of retailers. Do you expect the consultant to perform these activities?

**I would expect the consultant to assist, but not be fully responsible for this testing. I would include some hours in this for staff assistance, but the main goal would be to guide the testing and provide procedures to ensure KCATA staff are ready to go through this testing. I would expect the consultant to provide help in the beginning then responsibility to be transitioned to KCATA staff.**

- 9) Section 2.c - Does the limit of 2 trips apply to this project? Does KCATA want the Project Manager or staff to only come on-site a maximum of 2 times? If so, we would recommend eliminating this requirement since it will take a significant amount of on-site travel to manage the project implementation, testing, training of users including KCATA customers and coordination with regional partners.

**This depends on the proximity of the consultant. Local consultants would be welcomed to be on site as often as possible. Non-Local consultants would need to**

**limit travel to ensure appropriate use of project budget. 2 trips is a suggestion, but KCATA is willing to examine more if there is a compelling reason.**

- 10) Should Travel and other expenses be listed in Pricing Table 1 or in Table 2 of the Quotation Response Form?

**Per the language, any other expenses charged to KCATA to deliver the scope of work and deliverables in totality should be included in Table 2. This assures KCATA that pricing listed is all-inclusive of what has been asked for per scope.**

- 11) The sample contract has numerous references to equipment. It is our understanding that this will be a services engagement. Will all references related to equipment be removed in the final contract?

**The sample contract is provided as a baseline and will not represent the final contract issued by KCATA for this solicitation award.**

- 12) In the introduction to the RFQ document, KCATA states, “The selected consultant will function as an extension of agency staff...” As the RFQ document does not identify the number or capabilities/roles of the KCATA staff currently supporting the project, can KCATA please identify whether there is an estimated level of effort (e.g., number of FTEs) the agency anticipates needing from the selected consultant?

**I would assume 1 Project Manager, and 3 other staff members be available. It is the expectation of the KCATA that the majority of the work will be conducted by KCATA staff and that the consultant will serve mostly in a project management role. We do expect a low level of staff assistance though to ensure we meet project schedules.**

- 13) In Section 11 (Award and Purchase Order or Contract), Item B of the RFQ document, KCATA states, “Award, if any, will be made on the basis of the lowest responsive bidder complying with all the conditions of the quotation, specifications, and instructions and is determined to be technically responsible to perform as required.”
- a. This statement seems to indicate that award will be made based solely on price (and general compliance with the RFQ requirements). Can KCATA please confirm whether they intend to perform any technical evaluation of the firms bidding and materials submitted, and if so, how this evaluation will be factored into the overall scoring of bids?
  - b. If KCATA does not intend to perform any technical evaluation of proposals, how will the agency ensure that the selected firm has the technical expertise and experience necessary for delivery of this complex Scope of Work?

14) In Section 14 (Required Documents – Bid Submittal) of the RFQ document, KCATA requires that bidders provide references. Can you please provide guidance on the desired format and quantity of references to be submitted?

**Respondents may provide up to five (5) references for projects of similar scope/complexity. Include primary contact, their cell phone number and email address. In order for KCATA staff to ascertain qualifications of the firm who provided the scope of work, Respondents are encouraged to include reference names and contact information that best represent the work KCATA seeks to have performed.**

15) Can KCATA please provide information on any consultants that have provided KCATA technical support associated with the Regional Transit Fare Collection System project prior to issuance of this RFQ, and in what capacity (i.e., scope) that support was provided?

**To consultant firms have been involved as part of KCATA's return to Fares. HNTB provided essential assistance with the creation of the scope of work that Fare Technology vendors responded to. HNTB staff also provided technical assistance during the technical interviews with the firms that responded. Rebel Consulting group was brought on by KCATA to provide assistance during contract negotiations to ensure that KCATA was fully aware of what we were agreeing to and what we would receive to ensure the agreed upon contract provided KCATA with the needed items to launch a fare collection system by June 1<sup>st</sup> and complete full roll out later in the year.**

16) Given that KCATA does not anticipate issuing an addendum with responses to vendor questions until the close of business on March 5, 2026, would the agency please consider extending the submittal deadline to at least March 13, 2026, to allow a full week for any revisions to submittals that may be required as a result of these responses?

**The timeline of this project is too limited to extend the deadline any further. Fare technology must be initially launched by June 1<sup>st</sup>. Any extension would mean that the consultant would be further limited in their ability to assist the KCATA in preparing for that initial launch.**

17) For Task 1 – Program Oversight and Coordination, how many meetings does KCATA anticipate?

**KCATA will have weekly 1 hour progress meetings with the technology vendor that the consultant will be required to attend. KCATA expects that there would be a minimum of an additional 1 weekly meeting between KCATA staff and consultant to coordinate and address issues to ensure work is being completed).**

18) For Task 1 – Program Oversight and Coordination, how many Board meetings does KCATA anticipate?

**KCATA Board meetings are held monthly. While there might be a need for an additional special board meeting it is not expected that the consultant attend every board meeting as most of these will be focused on simple updates to the board. All required action has already been taken by KCATA Board.**

- 19) For Task 3 – Training, Change Management and Operational Readiness, can KCATA provide either a list of departments or an estimate of the number of departments that will require training?

**It is not expected for the consultant to provide specific training to each department. This task is focused on creating SOPs that can be used by departments. We would expect the consultant to assist in creating these SOPs through coordination with department heads and the fare technology vendor. Applicable departments include IT, Finance, Fleet, and Transportation.**

- 20) For Task 4 – Engagement and Customer Coordination Support, how many regional partners and institutional stakeholders will the consultant coordinate and liaise with?

**At this time an exact number is not known. Coordination has already begun with many of these stakeholders and we expect that other social service providers, employers, education entities, healthcare providers, etc. will be beholden to reach out to the KCATA if they have not had past partnerships with us. The consultant would be expected to provide guidance on this engagement, but not necessarily required to staff all engagement events. The consultant might be required to produce materials for these engagement events.**

- 21) Does KCATA have any assumptions related to the number of consultant hours expected for each phase or other estimate of desired level of consultant support?

**No, we are relying on the consultant to estimate the number of hours required for each task based on the provided scope of work and the understanding that their role will be mostly focused on Project Management assistance. Material production and staffing of events will fall mostly on KCATA staff. The consultant will be mostly responsible for producing SOP materials. There might be a need for some assistance on the production of marketing materials but the KCATA expects this to be limited. We also expect any staffing of public/stakeholder events by the consultant to also be limited and mostly covered by KCATA Staff)**

- 22) If this is an 8-month engagement, and Phase 2 is deployed Q4 2026, there isn't much time remaining in the 8-month period for Phase 3 to occur sequentially after Phase 2 "following deployment of all system components." Does Phase 3 begin immediately after Phase 1 for those components/functionality that are launched on June 1?

**Yes, Phase 3 will most likely be running parallel to Phase 2, but during Phase 2 the Fare Technology vendor will still be heavily engaged in testing and problem solving in coordination with KCATA and consultant.**

23) Are any other transit agencies participating in KCATA's new fare collection system?

**Yes, Johnson County Transit and Unified Government Transit are participating in this project, but the goal of this PM assistance is to ensure that the KCATA is ready internally for the launch of the fare collection system. SOPs developed would be specific to the KCATA. Guidance related to stakeholders and the public would be specific to the KCATA service area.**

24) How should proposers document any assumptions we make in our pricing, such as related to number of meetings, etc.?

**Per Table 2 of the Quotation Response form, please include all pricing, as stated above, to reflect the total price presented to KCATA to accomplish the work as scoped.**

25) Please confirm that there is no technical proposal required with this RFQ.

**Correct.**

**END OF ADDENDUM 1**

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**KANSAS CITY AREA TRANSPORTATION AUTHORITY**  
**RFQ #F26-7005-19C**  
**DEPLOYMENT/IMPLEMENTATION ASSISTANCE FOR REGIONAL TRANSIT FARE**  
**COLLECTION SYSTEM**

Respondents 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 has been received and all information has been incorporated into the Invitation for Bid as required.*

Addendum #1 March 5, 2026

Date Received \_\_\_\_\_

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

Address/City/State/Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_