



**REQUEST FOR PROPOSALS
For
LONG-TERM AND SHORT-TERM DISABILITY INSURANCE**

RFP NO.: 2018-I-01

Date Issued: March 8, 2018

Proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA", at 602 N. Staples, Corpus Christi, Texas 78401 until 3:00 p.m. (CST) Thursday, April 19, 2018 for Employer Paid Long-Term and Voluntary Short-Term Disability Insurance. This is a firm-price two and a half (2 ½) year service contract with two (2) one-year options. Proposals will be valid for one hundred twenty (120) calendar days from the proposal due date.

PROPOSERS are encouraged to attend a pre-proposal conference for Thursday, March 22, 2018 at 3:00PM (CST) in the CCRTA Board Room on the second floor of the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions PROPOSERS may have concerning this procurement.

If you are unable to attend the pre-proposal conference but would like to remotely participate via GoToMeeting, please send a request for login information to procurement@ccrta.org by 12:00 PM (CST) Thursday, March 22, 2018.

Requests for Information will be due by 3:00 PM, Thursday, March 29, 2018, with a response by Thursday, April 5, 2018.

Copies of this Request for Proposals (RFP) and information may be obtained from the CCRTA website at www.ccrta.org/news-opportunities/business-with-us/. Further information may be obtained from Sherrié Clay, Procurement Administrator, or Annie Hinojosa, Director of Procurement, at (361) 289-2712.

The CCRTA has a Disadvantaged Business Enterprise (DBE) program; however, the CCRTA has determined that ZERO PERCENT (0%) DBE participation is required for this contract. The CCRTA encourages the Prime Contractor to offer contracting opportunities to the fullest extent possible through outreach and recruitment activities to small, minority and disadvantaged businesses. For additional information, please contact Christina Perez, DBE Liaison Officer, at (361) 289-2712.

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
 - Instructions to Proposers,
 - Special Instructions,
 - Scope of Work,
 - Standard Service Terms and Conditions,
 - Price Schedule (Appendix A),
 - Proposal Questionnaire Elements (Appendix B), and
 - Certification Forms (Appendix C through I).
-
- Exhibit A Current Employee Demographic Information
 - Exhibit B Current Employee Long-Term Disability Employee Demographic Information
 - Exhibit C Current Employee Short-Term Disability Employee Demographic Information
-
- Attachment A Current Plan Information for Long-Term Disability
 - Attachment B Current Plan Information for Short-Term Disability

The following documents must be signed and returned with your proposal in order for it to be considered responsive:

- Response to RFP **one (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Price Schedule (Appendix A), **(one (1) original in a separately sealed envelope),**
- Broker Errors and Omissions Coverage,
- Proposal Questionnaire Elements (Appendix B)
- Certification Form (Appendix C),
- Certification and Statement of Qualifications (Appendix D),
- Disclosure of Interests Certification (Appendix E),
- Accessibility Policy (Appendix F),
- References (Appendix G),
- Request for Information Form (Appendix H), and
- Proposal Submission Checklist (Appendix I).

FIRMS must submit a proposal, and all documentation supporting the Proposal. A Price Schedule must be submitted in a separately, sealed envelope. Failure to provide this information may deem your proposal to be non-responsive.

INSTRUCTIONS TO PROPOSERS

1. GENERAL.

The following instructions by the CCRTA are intended to afford proposers an equal opportunity to participate in the CCRTA's contracts.

2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested in writing to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an amendment to the request if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed proposers.

3. SPECIFICATIONS.

3.1 Proposers are expected to examine the specifications, standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. INFORMATION REQUIRED.

4.1. Each proposer shall furnish the information required by the Request for Proposals. The proposer shall sign the Price Schedule and the proposal, which collectively shall constitute the proposer's offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.

4.2. All prices shall be entered on the Price Schedule in ink or be typewritten. Totals shall be entered in the "Total Price" column of the Price Schedule, and in case of discrepancy between the unit price and the extended total price, the unit price will be presumed to be correct.

4.3. Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered.

The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.

- 4.4. The CCRTA does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.
- 4.5. Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

5. **SUBMISSION OF PROPOSALS.**

- 5.1. Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

**Corpus Christi Regional Transportation Authority
Staples Street Center
ATTN: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401
Proposal For: RFP No. 2018-I-01 Long-Term and Short-Term Disability
Insurance
Proposal Due Date: Thursday, April 19, 2018 by 3:00 PM**

If hand delivery is preferred, please deliver to the CCRTA receptionist located on the third floor at the above location to be time and date stamped.

- 5.2. **The Price Schedule should be submitted in a separately, sealed envelope** along with the proposal. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the proposer for return of the proposal.

5.3. **Schedule**

Proposals shall be governed by the following schedule:

- **Thursday, March 8, 2018 - RFP Issued**
Proposal documents are available at the CCRTA Website: www.ccrta.org/news-opportunities/business-with-us/.
- **Thursday, March 22, 2018 - Pre-Proposal Conference** at 3:00 pm (CST) on the second floor in the Board Room located at the CCRTA's Staples Street Center at 602 N. Staples Street, Corpus Christi, Texas 78401.

- **Thursday, March 29, 2018 - Request for Information Due**
Written Requests for Information (Appendix G) are due by 3:00 PM (CST). Please submit **one** form for **each** Request for Information. Request for Information must be emailed to procurement@ccrta.org, hand-delivered, or received via mail at the CCRTA's Staples Street Center, Attn: Procurement Department, at 602 N. Staples Street, Corpus Christi, Texas 78401.
- **Thursday, April 5, 2018 – CCRTA’s Response to Request for Information Due**
Responses will be posted as an addendum to the CCRTA’s website at www.ccrta.org/news-opportunities/business-with-us/.
- **Thursday, April 19, 2018 - Proposals Due**
Written proposals are due no later than 3:00 PM (CST). All proposals must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 prior to deadline.
- **Best and Final Offer – TBD**
CCRTA will evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.
- **Tentative Contract Award – June 6, 2018**
CCRTA Board of Directors will meet to award contract to the successful Proposer.

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer’s identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS.

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award.

8. EVALUATION FACTORS.

8.1. The CCRTA will award a contract based upon the criteria set forth in the Request for Proposals. A contract may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.

- 8.2. Pre-award inspection of the proposer’s facility may be made prior to the award of the Contract. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. The terms “equipment” and “organization” as used herein shall be construed to mean a fully-equipped and well-established company in line with the best business practices in the industry as determined by the CCRTA. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

9. ELIGIBILITY FOR AWARD.

- 9.1. In order for a proposer to be eligible for award of the Contract, the proposal must be responsive to the Request for Proposals; and the CCRTA must be able to determine that the proposer is responsible to perform the Contract satisfactorily.
- 9.2. Responsive proposals are those complying with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 9.3. Responsible proposers at a minimum must:
 - 9.3.1 Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;
 - 9.3.2 Have a satisfactory record of past performance;
 - 9.3.3. Have necessary management and technical capability to perform;
 - 9.3.4. Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals;
 - 9.3.5 Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and
 - 9.3.6 Certify that it is not on the U.S. Comptroller General’s list of ineligible contractors – signing and submitting the proposal is so certifying.
- 9.4. A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 10.1. Reject or cancel any or all proposals;
- 10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;
- 10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;
- 10.4. Extend the proposal due date;
- 10.5. Reissue a Request for Proposals;
- 10.6. Procure any item or services by other means;
- 10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and
- 10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

11. ACCEPTANCE.

Acceptance of a proposer's offer in some instances will be in the form of purchase orders issued by the CCRTA. Otherwise, acceptance of a proposer's offer will be by acceptance letters issued by the CCRTA. Subsequent purchase orders and release orders may be issued as appropriate. Unless the proposer specifies otherwise in the proposal, the CCRTA may award the contract for any item or group of items shown on the Request for Proposals.

12. PROTESTS.

In the event that a proposer desires to protest any procedure, the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the Board approval date. The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation. For federally-assisted contracts, certain additional protest procedures apply and may be found in the Supplemental Conditions contained within the Request for Proposals.

13. EQUAL OPPORTUNITY.

Proposers are expected to comply with the Affirmative Action Programs of the CCRTA with respect to its provisions concerning contractors.

14. SINGLE PROPOSAL.

14.1. In the event a single proposal is received, the CCRTA will, at its option, either conduct a price and/or cost analysis of the proposal and make the award by negotiation or reject the proposal and revise the Request for Proposals. A price analysis is the process of examining the proposal and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.

14.2. Where it is impossible to obtain a valid price analysis, it may be necessary for the CCRTA to conduct a cost analysis of the proposal price. Cost analysis is the review and evaluation of a proposer's cost or pricing data and of the factors applied in projecting from such data the estimated costs of performing the contract, assuming reasonable economy and efficiency.

14.3. The price and/or cost analysis shall be made by personnel of the CCRTA's selection. The CCRTA's discretion exercised as to its options in this regard shall be final.

SPECIAL INSTRUCTIONS

1.0 GENERAL

1.1 Introduction

The Corpus Christi Regional Transportation Authority, hereinafter referred to as the “CCRTA” is seeking proposals from firms qualified and experienced in for Long-Term and Short-Term Disability Insurance similar to its existing plan for its employees. This is a firm-price two and a half (2 ½) year service contract with two (2) one-year options. The information contained in this RFP is confidential and is to be used only in connection with preparing proposals. The current carrier for Employer Paid Long-Term Disability is Lincoln Jefferson Pilot Financial and the policy is currently on a month-to-month basis. The current carrier for Voluntary Short-Term Disability is UNUM Provident and the current policy is on a month-to-month basis.

The CCRTA desires the plan to be on a January to December plan year to be consistent with its other benefits.

1.2 Other objectives of this RFP include:

- Maintain or improve existing benefits (Information in Attachments A and B);
- Obtain superior customer service; and
- Stabilize, reduce and/or minimize cost of providing these benefits.

The information contained herein is believed to be accurate and is not intended to be an express or implied warranty. All parties submitting proposals are expected to comply with all federal, state and local laws and regulations pertaining to the preparation of proposals and the services to be provided. Specifically, the services to be provided are expected to be in compliance with the Internal Revenue Code (IRC), Americans with Disabilities Act (ADA), ERISA to the extent relevant, HIPPA, insurance laws and insurance regulations. All proposals that are submitted will be presumed to be in compliance with all applicable laws.

1.3 Principal Selection Criteria

The preferred insurance provider will demonstrate the following qualities:

- The legal ability to provide the coverage and services outlined in this RFP in the state of Texas and has not been indicted, convicted on charges brought by the federal or any state government or any supervisory agency or entity, and has not acknowledged wrongdoing with respect to its investment or administrative operations. Nor is it currently under investigation, or the subject of any allegations, by the federal or any state government or any governmental or quasi-governmental agency, other than as has been disclosed in response to this RFP.

- State of the art online capabilities from initial enrollment to daily administration;
- Capability to interface with our enrollment platform known as Benetrac; are subsidies available; if so please elaborate;
- Reliable, knowledgeable, provide consistent staff contacts;
- Excellent customer service capabilities and reputation;
- Excellent claims processing, management reporting and utilization review;
- Effective programs and cost containment features;
- The capability to assist CCRTA with communications (Summary Plan Documents (SPDs), etc.);
- Practical problem-solving approach and accessible staff that is highly responsive;
- Provide a clear delineation of its fees and charges, the scope of its services will be completely and clearly specified in the contract for services and the fees and charges for services must be reasonable and highly competitive;
- New full-time employees are eligible 60 days following the date of hire and have that entire period to apply;
- Carrier is required to provide existing coverage for current participants without submitting EOI (Evidence of Insurability);
- All elections are subject to spread sheet enrollment with no wet signature requirement.

Proposers, which have relevant experience, are invited to complete and submit proposals. To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Approach and Work Plan,
- Qualifications and References,
- Experience,
- Broker Errors and Omissions Coverage,
- Proposal Questionnaire Elements (Appendix B),
- Certification Forms (Appendix C through H),
- Proposal Submission Checklist (Appendix I) and,
- Price Schedule (Appendix A) **(submitted in a separately, sealed envelope).**

Firms shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in the "Instructions to Proposers" section 5. The proposal contents shall include the following:

1.4 Proposal Contents and Format

The contents of the proposal shall include the following:

1.4.1 Cover Letter

Include appropriate introductory and contact information, including the name of the firm's principal liaison.

1.4.2 Approach and Work Plan

Proposer must include a detailed work plan outlining all of the specific tasks that will need to be undertaken and the procedures that will be used to accomplish the Scope of Work. Please indicate the manpower that will be used in providing this service.

1.4.3 Qualifications and References

Proposer must detail qualifications of firm in performing this type of work and provide references using (Appendix G). If proposal submission is from a broker/consultant, please provide references for carrier and broker/consultant.

1.4.4 Experience

Firm - Proposer must submit any information appropriate to the RFP necessary to establish qualifications and experience (i.e.; references with contact name and telephone number).

Personnel - Proposer must include detailed work experience and number of specific personnel who will be directly involved ("hands-on" personnel) with this project and identify the proposed project manager.

1.4.5 Broker Errors and Omissions Coverage

The Proposer shall maintain professional liability insurance that covers the Work to be performed in connection with any contract resulting from this RFP, in the minimum amount of one million dollars (\$1,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this contract. The Proposer shall provide certificates of insurance to the Authority as evidence of the insurance coverage required.

1.4.6 Proposal Questionnaire Elements (Appendix B)

1.4.7 Certification Forms (Appendix C through H)

1.4.8 Proposal Submission Checklist (Appendix I)

1.4.9 Price Schedule (Sealed Separately In An Envelope)

Proposer must submit the Price Schedule with its proposal. All costs to be incurred and billed to the CCRTA will be firm and included in this Schedule. (Failure to complete and return this section will be cause for rejection of this proposal as non-responsive.) Price Schedule must be submitted in a separately sealed envelope.

2.0 EVALUATION CRITERIA

2.1 The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Those proposals furnished complete with all required documentation will be evaluated. Proposers are urged to initially submit their best offer. An award (if any) will be made to that proposer whose proposal is deemed most advantageous to, and in the best interest of, the CCRTA and the general public. The evaluation factors in order of importance are as follows:

Approach and Work Plan	30 pts
Qualifications and References	20 pts
Experience	20 pts
Price	30 pts
Total	100 pts

2.2 The CCRTA will first evaluate the proposals on all factors other than cost. After a preliminary evaluation, the price schedule will be opened and included in the evaluation process. Evaluation points for cost will be assigned based on a lowest cost (most points) to highest cost (least points) ranking of proposed cost packages. The maximum points available for cost are 30 points. The CCRTA may select a proposer for the project after this review if the CCRTA feels it is in the CCRTA's best interest. The CCRTA may also evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms. Otherwise, a short-list of interviewees will be established based upon the overall results. After completion of the interviews the evaluation of the proposals will be reviewed and modified as necessary.

2.3 CCRTA LTD and STD Program History and Other Related Information

The CCRTA has provided Employer Paid (LTD) Long-Term Disability coverage to its employees since June 1, 1998. The CCRTA provides employees with the ability to accrue one day of health leave per month. In addition, employees may utilize accrued personal leave (vacation) for illness in cases where all health leave has been exhausted. Accrual of personal leave is based on years of service. The CCRTA provides employees with a Defined Benefit Plan and a Defined Contribution Plan. The CCRTA does not participate in Social Security. The CCRTA maintains a separate workers compensation program. Employees are auto enrolled after one year of service with the CCRTA. The following are some key historic details about the CCRTA's LTD program:

LTD Claims History:

Date of Disability	Status
04/02/2010	Open
01/21/2014	Closed
02/13/2015	Open
09/06/2017	Open

The CCRTA has provided Voluntary (STD) Short-Term Disability coverage to its employees since June 1, 1998. The CCRTA provides employees with the ability to accrue one day of health leave per month. In addition, employees may utilize accrued personal leave (vacation) for illness in cases where all health leave has been exhausted. Accrual of personal leave is based on years of service. The CCRTA provides employees with a Defined Benefit Plan and a Defined Contribution Plan. The CCRTA does not participate in Social Security. The CCRTA maintains a separate workers compensation program. Employees are eligible to participate the first of the month following 60 days of employment with the CCRTA. The following are some key historic details about the CCRTA's LTD program:

STD Claims History:

Date of Disability	Status
01/04/2005	Open
06/02/2005	Open
03/23/2006	Open
05/05/2006	Open
05/19/2006	Open
11/09/2017	Open
8 claims opened in 2016	(8) Closed
11 claims opened in 2017	(11) Closed

Attachments A and B provide additional information about the CCRTA's current program.

3.0 PROPOSAL SUBMISSION REQUIREMENTS

3.1 Submission requirements

- All proposing parties are required to submit proposed coverage plans similar to the

CCRTA's existing coverage and specifically stating what would be covered and what would be excluded under said plan. Any variances from the existing coverage CCRTA has must be clearly defined and explained. Proposals should also include any enhancements to the plan.

- The proposals shall be concise and straightforward. The proposing firm should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration since oral presentations or demonstrations may not be solicited.
- All proposals must bear the signature of a person duly authorized to legally commit the proposing carrier. Only signed written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.
- Proposals are to be similar to the current plan's specifications contained in Exhibits A, B, and C and Attachments A and B. Alternative proposals will also be considered, provided the alternatives are clearly explained. All deviations from the specifications must be clearly identified and explained.
- All costs to be incurred by the CCRTA must be clearly delineated.
- Agents/Brokers will be limited to three (3) insurance proposals. In cases where duplicate proposals are received, the CCRTA will consider that proposal which was received first.

3.1.1 Proposal Availability

RFP copies may be obtained online at www.ccrta.org/news-opportunities/business-with-us/.

3.1.2 Proposal Submission

3.1.2.1 Proposals may be hand delivered or mailed to:

Corpus Christi Regional Transportation Authority
Staples Street Center
3rd Floor
Attn: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401

Proposers shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

3.1.3 Late Submittal

Proposals received after the proposal due date will be deemed non-responsive and will be returned unopened.

3.2 Proposal Qualification

3.2.1 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.

3.2.2 The cover letter must bear the signature of a person duly authorized to legally commit for the PROPOSER.

3.2.3 Proposal Preparation

All costs of proposal preparation will be borne by the PROPOSER.

3.2.4 Proposal Withdrawal

Proposals may be withdrawn either personally or by written request prior to the closing time for receipt of proposals. Thereafter, all proposals shall remain valid for a period of one hundred twenty (120) calendar days.

3.3 Release of Information

The CCRTA shall not release information submitted in response to this RFP during the proposal evaluation process or prior to contract award. PROPOSERS are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

SCOPE OF WORK

1.0 DESCRIPTION

1.1 The CCRTA is seeking proposals from qualified and professional companies experienced in the process of “LTD” Long-Term Disability and “STD” Short-Term Disability Insurance and interested in a two and a half (2 ½) year service contract with two (2) one-year options.

2.0 PLAN BACKGROUND

2.1 CCRTA offers an Employer Paid Long-Term Disability plan with benefits designed to be a source of income if the employee is unable to work for an extended period of time due to disability. Benefits are provided to employees who have worked one full year of employment and after a 90-day qualifying period of disability. LTD coverage is offered to all benefits-eligible employees, but is not offered to retirees or dependents. The maximum monthly benefit is based on the benefit percentage times the basic monthly earnings for the eligible individual. The premium coverage for the LTD is paid by the Authority after the employee has reached one-year of employment with CCRTA.

2.2 CCRTA offers a voluntary, Short-Term Disability plan with benefits designed to be a source of income if the employee is unable to work for an extended period of time due to disability. Benefits are provided after a 14-day qualifying period of disability due to injury or sickness. STD coverage is offered to all benefits-eligible employees, but is not offered to retirees or dependents. STD is valid for 11 weeks of benefits for the eligible employees.

2.3 STD plan is initially available for employees to enroll during the initial 60 day waiting period during the new hire phase without submission of evidence of insurability. Effective date is the first of the month following 60 days of employment. STD plan is available for employees to enroll during each annual enrollment period, but would have to meet the evidence of health restrictions that are in place.

3.0 CURRENT ENROLLMENT

3.1 The CCRTA has 253 full-time and part-time employees in total. Approximately 121 employees have elected to enroll into the (STD) Short-Term Disability plan. The STD is paid by the employee directly through payroll deduction. The CCRTA has 205 employees that are LTD benefit-eligible employees, currently on the plan. The LTD – Long-Term Disability is paid by the employer as a benefit for the employee. A census report summarizing current STD and LTD enrollment is available in Attachments A and B, respectfully.

4.0 LONG-TERM HISTORY AND OTHER RELATED INFORMATION

4.1 The CCRTA has provided LTD coverage to its employees since June 1, 1998. If an employee becomes disabled these benefits become payable after 90 days of disability.

The LTD plan pays 66 2/3% of the employee's base pay. The maximum monthly benefit is \$4,000. The minimum monthly benefit is \$50.

4.2 The following are some key historic details about the CCRTA's LTD program:

Maximum Benefit Period (For sickness, injury or pre-existing conditions): The insured employee's Social Security Normal Retirement age, or the maximum benefit period shown below (whichever is later).

Age of Disability	Maximum Benefit Period
Less than Age 60	To Age 65
60	60 months
61	48 months
62	42 months
63	36 months
64	30 months
65	24 months
66	21 months
67	18 months
68	15 months
69 and Over	12 months

Historical Premium Information

Policy Year	Amount
2017	\$0.96/\$100
2016	\$0.96/\$100
2015	\$0.64/\$100
2014	\$0.56/\$100

Historical Premium Report

Plan Year	Annual Premium Paid
January – December 2017	\$73,181.77
January – December 2016	\$61,800.78
January – December 2015	\$35,566.69

5.0 SHORT-TERM DISABILITY HISTORY AND OTHER RELATED INFORMATION

5.1 The CCRTA offers STD insurance to active employees working a minimum of 32 hours per week and the employee is responsible for the premium cost. The current plan provides coverage with a 14 day elimination period and the benefits equal to 60% of an employee’s base wages. The policy provides income protection to employees for a benefit period of 11 weeks, for partial, total and permanent disabilities. The following are some key historic details about the CCRTA’s STD program:

Historical Premium Information

Rates* per \$10 of Weekly Benefit			
Age	Rate	Age	Rate
< 25	\$0.47	50 – 54	\$0.55
25 – 29	\$0.52	55 – 59	\$0.71
30 – 34	\$0.45	60 – 64	\$0.85
35 – 39	\$0.43	65 – +	\$0.94
40 – 44	\$0.45		
45 – 49	\$0.48		
<p><i>*STD rates are based on five-year increments. Rates increase as you age. *If the annual salary exceeds \$65,000, use \$65,000 as the annual salary for the calculation.</i></p>			

Historical Premium Report

Plan Year	Annual Premium Paid
January – December 2017	\$38,971.97
January – December 2016	\$22,491.21
January – December 2015	\$23,814.05

STANDARD SERVICE TERMS AND CONDITIONS

1. SERVICE STANDARDS.

Contractor shall perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work shall be performed to the reasonable satisfaction of the CCRTA, and any defective or substandard performance shall be promptly remedied.

2. INVOICES AND PAYMENTS.

Contractor shall submit separate invoices, in duplicate, on a monthly basis or as otherwise specified in the contract documents to Corpus Christi RTA, Staples Street Center, Attn: Accounts Payable, 602 N. Staples Street, Corpus Christi, Texas 78401. Invoices shall indicate the contract number and shall be itemized in accordance with the different components of work set forth in the Price Schedule. Payment shall not be due until thirty (30) days after the date the above instruments are submitted or the work is actually performed, whichever is later.

In the event payment has not been made by the due date, Contractor shall submit a reminder invoice marked “overdue.” The CCRTA reserves the right to review all of Contractor’s invoices after payment and recover any overcharges resulting from such review.

3. TOOLS, EQUIPMENT AND SUPPLIES.

Contractor shall provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary in order to enable Contractor to provide the services required under the terms of this Contract.

4. ESTIMATED QUANTITIES.

The estimated quantities for services, supplies or work to be performed noted in the Price Schedule are approximate. These quantities are to be used only for the comparison of proposal and the award of this Contract and are based on past and projected usage. Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of the CCRTA. Should the actual quantities be greater or lesser than the estimates contained in the Price Schedule, Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, Contractor agrees to honor quoted unit prices for the duration of this Contract.

5. ERRORS AND OMISSIONS COVERAGE.

Contractor shall maintain at all times during the term of this Contract at its sole cost and expense each of the following insurance coverage’s listed below having policy limits not less than the dollar amounts set forth:

Errors and Omissions insurance with minimum policy limits of \$1,000,000.

Each of such insurance policies shall be issued by insurance companies licensed to do business in the State of Texas and rated A- or better by the A. M. Best insurance rating guide.

Each such policy shall name the CCRTA as an additional insured, and a certificate of insurance evidencing such coverage's shall be furnished to the CCRTA prior to the commencement of work and maintained throughout the term of the Contract. Such insurance policies shall not be cancelled, materially changed, or not renewed, without thirty (30) days' prior written notice to the CCRTA, and the certificate of such insurance coverage shall reflect the foregoing cancellation provision. Copies of the insurance policies shall be promptly furnished to the CCRTA upon its written request after award of contract.

5.1. Contractor shall provide a certificate of coverage to the CCRTA prior to being awarded the contract.

5.2. If the coverage period shown on Contractor's current certificate of coverage ends during the duration of the project, Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the CCRTA showing that coverage has been extended.

5.3. Contractor shall obtain from each person providing services on a project and furnish CCRTA:

5.3.1. a certificate of coverage, prior to that person beginning work on the project, so the CCRTA will have on file certificates of coverage showing coverage for all persons providing services on the project; and

5.3.2. no later than seven days after receipt by Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

5.4. Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

5.5. Contractor's failure to comply with any of these provisions is a breach of contract by Contractor which entitles the CCRTA to declare the Contract void if Contractor does not remedy the breach within 10 days after receipt of notice of breach from the CCRTA.

6. INDEMNIFICATION.

Contractor shall indemnify and hold harmless the CCRTA, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees or agents, during the term of this Contract. Contractor shall assume on behalf of the CCRTA and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims, whether or not the CCRTA is joined therein, even if such claims be groundless, false or fraudulent.

7. INDEPENDENT CONTRACTOR.

At all times during the term of this Contract, Contractor shall be an independent contractor to the CCRTA, and Contractor shall not in any event be deemed an employee or other representative of the CCRTA. Any persons employed by Contractor shall at all times hereunder be deemed to be the employees of Contractor, and Contractor shall be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. Contractor shall remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract. Contractor warrants that any such employees shall be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

8. ASSIGNMENT.

Contractor shall not assign or subcontract any of its rights, duties or obligations under this Contract without prior written consent of the CCRTA. Contractor shall be entitled to assign, pledge or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the Uniform Commercial Code so long as the CCRTA shall never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance shall be limited by any rights of offset by the CCRTA for damages or claims arising under this Contract or any other obligation owed by Contractor to the CCRTA.

9. AMENDMENTS.

No amendments, modifications or other changes to this Contract shall be valid or effective absent the written agreement of both parties hereto.

10. TERMINATION.

The CCRTA shall have the right to terminate for default all or any part of its Contract if Contractor breaches any of the terms hereof or if Contractor becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the CCRTA may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. The CCRTA additionally has the right to terminate this Contract without cause by delivery to Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

11. ADVERTISING.

Contractor shall not advertise or publish, without the CCRTA's prior consent, the fact that it has entered into this Contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local authorities.

12. GRATUITIES.

No gratuities in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the CCRTA with a view toward securing a contract or securing favorable treatment with respect to a contract.

13. EQUAL OPPORTUNITY.

Contractor agrees that during the performance of this Contract it will:

- a. Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or handicap.
- b. Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

Contractor shall be advised of any complaints filed with the CCRTA alleging that Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether or not to terminate any portion of this Contract for which the services have not yet been performed; however, Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed.

14. ENFORCEABILITY.

This Contract shall be interpreted, construed, and governed by the laws of the United States and the State of Texas and shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas. Contractor shall comply with all applicable laws and regulations in performing under this contract.

15. NOTICES.

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the Contract documents, or at such other addresses as the parties may designate to each other in writing.

16. INTERPRETATION.

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting party has knowledge of the performance and opportunity for objection.

EXHIBIT A

CURRENT

EMPLOYEE DEMOGRAPHIC

INFORMATION

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Bus Operators	7/27/1955	M	\$17.29	\$35,963.00
Transportaion Supervisor-Road Monitor	5/12/1997	M	\$21.80	\$45,344.00
Bus Operators	6/9/1970	M	\$14.28	\$29,702.00
Bus Operators	5/2/1961	M	\$17.70	\$36,816.00
Bus Operators	10/18/1973	F	\$16.79	\$34,923.00
Bus Operators	11/22/1956	F	\$17.55	\$36,504.00
Bus Operators	1/6/1987	M	\$16.38	\$34,070.00
Bus Operators	11/2/1986	M	\$16.79	\$34,923.00
Bus Operators	7/28/1958	F	\$17.72	\$36,858.00
Bus Operators	6/16/1974	F	\$16.38	\$34,070.00
Bus Operators	9/11/1991	M	\$15.29	\$31,803.00
Bus Operators	3/23/1964	M	\$15.76	\$32,781.00
Bus Operators	2/2/1979	M	\$17.63	\$36,670.00
Bus Operators	1/18/1962	F	\$17.63	\$36,670.00
Bus Operators	9/30/1988	M	\$15.61	\$32,469.00
Bus Operators	1/22/1958	M	\$22.54	\$46,883.00
Bus Operators	11/24/1984	F	\$17.63	\$36,670.00
Bus Operators	7/9/1957	M	\$15.29	\$31,803.00
Bus Operators	9/11/1966	M	\$16.32	\$33,946.00
Bus Operators	2/19/1980	M	\$17.81	\$37,045.00
Bus Operators	11/4/1955	F	\$16.96	\$35,277.00
Bus Operators	8/29/1973	M	\$16.05	\$33,384.00
Bus Operators	3/1/1956	M	\$17.48	\$36,358.00
Transportation Supervisors	4/14/1971	F	\$24.11	\$50,149.00
Bus Operators	2/5/1980	F	\$14.71	\$30,597.00
Bus Operators	4/29/1959	M	\$18.82	\$39,146.00
Bus Operators	7/11/1973	M	\$19.53	\$40,622.00
Managing Dir of Operations	5/12/1971	F	\$54.59	\$113,547.00
Bus Operators	12/19/1968	M	\$15.61	\$32,469.00
Bus Operators	10/5/1956	M	\$17.81	\$37,045.00
Bus Operators	3/26/1964	M	\$18.35	\$38,168.00
Bus Operators	11/1/1961	M	\$22.54	\$46,883.00
Bus Operators	11/15/1968	M	\$22.54	\$46,883.00
Bus Operators	1/2/1962	F	\$22.54	\$46,883.00
Transportation Supervisors	11/24/1948	F	\$31.82	\$66,186.00
Bus Operators	7/12/1956	M	\$18.47	\$38,418.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Bus Operators	7/5/1958	M	\$17.63	\$36,670.00
Bus Operators	4/9/1976	M	\$17.63	\$36,670.00
Bus Operators	7/9/1975	M	\$17.81	\$37,045.00
Lead Dispaticher	8/7/1969	F	\$16.49	\$34,299.00
Bus Operators	7/1/1967	M	\$17.63	\$36,670.00
Bus Operators	2/24/1972	F	\$16.79	\$34,923.00
Bus Operators	5/4/1982	M	\$17.29	\$35,963.00
Bus Operators	7/12/1957	M	\$18.38	\$38,230.00
Bus Operators	9/5/1949	M	\$18.67	\$38,834.00
Bus Operators	12/18/1963	M	\$22.54	\$46,883.00
Bus Operators	6/22/1992	F	\$16.46	\$34,237.00
Bus Operators	2/27/1967	M	\$18.90	\$39,312.00
Bus Operators	5/4/1960	M	\$16.55	\$34,424.00
Transportation -Admin	10/2/1979	F	\$22.23	\$46,238.00
Bus Operators	7/26/1958	F	\$16.79	\$34,923.00
Bus Operators	12/3/1956	M	\$18.91	\$39,333.00
Bus Operators	6/28/1954	M	\$15.29	\$31,803.00
Bus Operators	4/1/1967	M	\$16.32	\$33,946.00
Transportaion Supervisor-Road Monitor	6/29/1958	M	\$23.60	\$49,088.00
Bus Operators	12/11/1989	F	\$16.96	\$35,277.00
Bus Operators	11/5/1963	M	\$15.44	\$32,115.00
Bus Operators	9/8/1952	M	\$22.54	\$46,883.00
Transportation -Admin	5/31/1960	F	\$25.01	\$52,021.00
Bus Operators	10/17/1983	M	\$16.79	\$34,923.00
Bus Operators	12/7/1949	M	\$22.54	\$46,883.00
Bus Operators	11/6/1986	M	\$17.63	\$36,670.00
Bus Operators	11/10/1965	M	\$19.24	\$40,019.00
Bus Operators	4/11/1977	M	\$14.86	\$30,909.00
Bus Operators	1/31/1984	F	\$16.38	\$34,070.00
Bus Operators	3/17/1964	F	\$22.54	\$46,883.00
Bus Operators	1/10/1985	M	\$16.96	\$35,277.00
Transportaion Supervisor-Road Monitor	11/12/1960	M	\$25.34	\$52,707.00
Bus Operators	4/10/1956	M	\$19.17	\$39,874.00
Bus Operators	5/18/1974	M	\$16.32	\$33,946.00
Bus Operators	7/31/1957	F	\$18.10	\$37,648.00
Bus Operators	8/27/1983	M	\$17.29	\$35,963.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Dir. of Transportation	2/28/1978	M	\$45.02	\$93,642.00
Transportation Supervisors	6/3/1965	M	\$26.73	\$55,598.00
Bus Operators	3/16/1966	M	\$16.65	\$34,632.00
Bus Operators	1/12/1962	M	\$14.28	\$29,702.00
Bus Operators	8/9/1960	M	\$17.81	\$37,045.00
Bus Operators	3/1/1985	M	\$15.29	\$31,803.00
Bus Operators	2/14/1973	F	\$17.63	\$36,670.00
Bus Operators	10/20/1957	M	\$17.15	\$35,672.00
Bus Operators	12/26/1974	F	\$17.63	\$36,670.00
Bus Operators	9/30/1960	M	\$22.54	\$46,883.00
Bus Operators	7/23/1971	F	\$16.79	\$34,923.00
Bus Operators	10/29/1970	F	\$16.79	\$34,923.00
Bus Operators	10/6/1964	F	\$17.63	\$36,670.00
Bus Operators	11/4/1959	M	\$17.29	\$35,963.00
Bus Operators	10/17/1973	F	\$15.91	\$33,093.00
Bus Operators	11/19/1963	F	\$21.32	\$44,346.00
Bus Operators	9/1/1962	M	\$18.88	\$39,270.00
Transportation Supervisor-Road Monitor	10/16/1970	M	\$16.38	\$34,070.00
Bus Operators	8/22/1956	M	\$14.57	\$30,306.00
Bus Operators	11/13/1965	M	\$16.54	\$34,403.00
Bus Operators	1/24/1953	M	\$16.39	\$34,091.00
Bus Operators	5/7/1972	M	\$18.08	\$37,606.00
Bus Operators	4/10/1960	M	\$17.63	\$36,670.00
Dispatchers	8/24/1982	F	\$15.05	\$31,304.00
Bus Operators	6/26/1959	F	\$17.63	\$36,670.00
Dispatchers	3/11/1989	F	\$15.00	\$31,200.00
Bus Operators	3/15/1975	F	\$14.71	\$30,597.00
Bus Operators	3/30/1951	M	\$15.61	\$32,469.00
Bus Operators	10/21/1983	M	\$17.63	\$36,670.00
Bus Operators	10/2/1951	M	\$22.54	\$46,883.00
Bus Operators	5/21/1985	M	\$17.81	\$37,045.00
Bus Operators	6/28/1941	M	\$17.93	\$37,294.00
Transportation Supervisor-Road Monitor	11/30/1961	M	\$24.53	\$51,022.00
Bus Operators	1/20/1988	M	\$14.71	\$30,597.00
Bus Operators	9/23/1955	M	\$17.81	\$37,045.00
Transportation -Admin	2/20/1968	F	\$25.01	\$52,021.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Bus Operators	8/2/1973	M	\$17.63	\$36,670.00
Dispatchers	9/30/1963	M	\$16.23	\$33,758.00
Bus Operators	9/15/1973	F	\$16.79	\$34,923.00
Bus Operators	10/5/1969	M	\$15.29	\$31,803.00
Bus Operators	11/19/1965	F	\$17.81	\$37,045.00
Bus Operators	8/18/1977	M	\$18.32	\$38,106.00
Bus Operators	4/26/1956	M	\$16.81	\$34,965.00
Bus Operators	5/7/1989	M	\$15.23	\$31,678.00
Bus Operators	9/7/1960	F	\$19.18	\$39,894.00
Bus Operators	5/28/1970	F	\$15.30	\$31,824.00
Bus Operators	9/11/1963	M	\$17.63	\$36,670.00
Bus Operators	11/21/1951	M	\$18.01	\$37,461.00
Bus Operators	6/30/1955	F	\$17.29	\$35,963.00
Bus Operators	6/29/1973	M	\$17.81	\$37,045.00
Bus Operators	2/21/1956	M	\$14.86	\$30,909.00
Bus Operators	12/9/1958	M	\$17.63	\$36,670.00
Bus Operators	7/13/1971	M	\$19.76	\$41,101.00
Bus Operators	10/21/1959	F	\$18.00	\$37,440.00
Dispatchers	7/25/1972	M	\$15.61	\$32,469.00
Bus Operators	10/9/1961	M	\$22.54	\$46,883.00
Bus Operators	12/24/1967	M	\$22.54	\$46,883.00
Bus Operators	6/4/1956	M	\$17.63	\$36,670.00
Bus Operators	10/22/1969	F	\$16.79	\$34,923.00
Bus Operators	7/13/1959	F	\$16.79	\$34,923.00
Receptionists	5/18/1962	F	\$15.13	\$31,470.00
Bus Operators	5/30/1956	M	\$17.63	\$36,670.00
Bus Operators	12/6/1971	M	\$22.54	\$46,883.00
Transportation Supervisor-Road Monitor	9/2/1972	M	\$21.81	\$45,365.00
Bus Operators	3/22/1965	M	\$15.29	\$31,803.00
Customer Representatives	2/17/1987	F	\$14.42	\$29,994.00
Eligibility Coordinator	5/12/1978	F	\$20.90	\$43,472.00
Customer Representatives	11/16/1973	F	\$14.42	\$29,994.00
Customer Service Advocate	12/23/1953	M	\$30.15	\$62,712.00
Customer Center Supervisor	2/1/1961	F	\$24.19	\$50,315.00
Customer Representatives	6/14/1988	F	\$14.42	\$29,994.00
Datat Technician	12/3/1954	F	\$21.75	\$45,240.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Director of Planning	9/1/1971	M	\$49.42	\$102,794.00
Outreach Coordinator	1/19/1967	M	\$33.25	\$69,160.00
Senior Transit Planner	5/28/1966	M	\$36.63	\$76,190.00
System Tech	11/8/1990	M	\$22.07	\$45,906.00
Director of IT	8/6/1979	M	\$42.82	\$89,066.00
Vehicle Electronics Tech	7/19/1984	M	\$21.84	\$45,427.00
Vehicle Electronics Tech	5/25/1989	M	\$20.44	\$42,515.00
IT System coordinator	5/18/1988	M	\$26.33	\$54,766.00
Vehicle Electronics Tech	2/9/1978	M	\$20.77	\$43,202.00
Garage Service Tech	4/10/1985	M	\$13.86	\$28,829.00
Vehicle Maintenance Tech	10/17/1963	M	\$20.25	\$42,120.00
Garage Service Tech	11/14/1986	M	\$14.14	\$29,411.00
Maintenance Supervisor	4/25/1958	M	\$34.90	\$72,592.00
Vehicle Maintenance Tech	8/20/1961	M	\$19.45	\$40,456.00
Mechanic's Assistant	8/12/1959	M	\$16.03	\$33,342.00
Vehicle Maintenance Tech	8/10/1985	M	\$21.85	\$45,448.00
Garage Service Tech	1/14/1963	M	\$17.67	\$36,754.00
Vehicle Maintenance Tech	2/7/1974	M	\$23.55	\$48,984.00
Asst. Director of Maintenance	2/24/1954	M	\$34.68	\$72,134.00
Director of Maintenance	3/28/1961	M	\$45.28	\$94,182.00
Vehicle Maintenance Tech	2/25/1958	M	\$29.50	\$61,360.00
Vehicle Maintenance Tech	7/29/1981	M	\$24.49	\$50,939.00
Garage Service Tech	9/14/1986	M	\$14.42	\$29,994.00
Vehicle Maintenance Tech	2/11/1980	M	\$20.84	\$43,347.00
Vehicle Maintenance Tech	1/13/1982	M	\$21.42	\$44,554.00
Garage Service Tech	4/27/1954	M	\$16.29	\$33,883.00
Garage Service Tech	4/12/1951	M	\$14.42	\$29,994.00
Vehicle Maintenance Tech	2/1/1963	M	\$30.15	\$62,712.00
Garage Service Tech	12/13/1993	M	\$14.14	\$29,411.00
Vehicle Maintenance Tech	12/30/1994	M	\$20.44	\$42,515.00
Vehicle Maintenance Tech	9/24/1956	M	\$30.15	\$62,712.00
System Tech	12/18/1955	F	\$24.51	\$50,981.00
Maintenance Supervisor	11/1/1960	M	\$32.03	\$66,622.00
Vehicle Maintenance Tech	9/22/1976	M	\$20.25	\$42,120.00
Vehicle Maintenance Tech	2/25/1978	M	\$20.44	\$42,515.00
Maintenance Supervisor	9/14/1963	M	\$23.42	\$48,714.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Vehicle Maintenance Tech	3/2/1965	M	\$20.25	\$42,120.00
Vehicle Maintenance Tech	4/29/1976	M	\$28.87	\$60,050.00
Garage Service Tech	3/16/1970	M	\$14.42	\$29,994.00
Vehicle Maintenance Tech	9/7/1965	M	\$20.44	\$42,515.00
Vehicle Maintenance Tech	12/13/1991	M	\$19.07	\$39,666.00
Vehicle Maintenance Tech	6/11/1989	M	\$20.25	\$42,120.00
Garage Service Tech	4/21/1991	M	\$14.42	\$29,994.00
Garage Service Supervisor	12/31/1956	M	\$23.01	\$47,861.00
Vehicle Maintenance Tech	9/10/1984	M	\$21.63	\$44,990.00
Maintenance Tech II	7/9/1972	M	\$14.57	\$30,306.00
Custodian II	12/30/1957	M	\$14.04	\$29,203.00
Maintenance Tech II	4/26/1978	M	\$15.13	\$31,470.00
Custodian II	12/9/1961	F	\$15.22	\$31,658.00
Maintenance Technician I	10/28/1966	M	\$13.80	\$28,704.00
Facilities Maintenance Technician	11/5/1977	M	\$16.65	\$34,632.00
Facilities Building Manager	6/12/1966	M	\$35.06	\$72,925.00
Maintenance Tech II	12/21/1986	M	\$15.09	\$31,387.00
Maintenance Technician I	2/14/1960	M	\$13.73	\$28,558.00
Maintenance Technician I	6/15/1987	M	\$13.20	\$27,456.00
Custodian II	1/5/1970	F	\$11.55	\$24,024.00
Maintenance Technician I	3/6/1988	M	\$13.73	\$28,558.00
Garage Service Tech	9/30/1992	M	\$14.14	\$29,411.00
Maintenance Technician I	11/17/1962	M	\$13.73	\$28,558.00
Custodian II	12/25/1985	M	\$11.32	\$23,546.00
Procurement Administrator	8/30/1969	F	\$26.90	\$55,952.00
Jr Buyer	3/25/1961	F	\$21.29	\$44,283.00
Director of Procurements	12/1/1976	F	\$38.45	\$79,976.00
Chief Executive Officer	8/24/1950	M	\$78.25	\$162,760.00
ACCOUNTANT	9/13/1983	F	\$26.83	\$55,806.00
Comptroller	6/10/1982	M	\$30.30	\$63,024.00
Payroll Coordinator	3/25/1962	F	\$25.00	\$52,000.00
Account Payable Specialist	2/16/1972	F	\$19.31	\$40,165.00
Director of Finance	1/25/1948	F	\$45.46	\$94,557.00
Parts Clerk	11/17/1963	M	\$20.38	\$42,390.00
Parts Clerk	8/29/1959	M	\$19.79	\$41,163.00
Parts Clerk	10/14/1982	M	\$14.42	\$29,994.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Director of Human Resources	9/7/1975	F	\$40.29	\$83,803.00
Human Resources Tech.	8/12/1976	F	\$17.69	\$36,795.00
Human Resourec Anaylst	9/5/1979	F	\$22.07	\$45,906.00
Senior Administrative Asst.	11/4/1968	F	\$18.55	\$38,584.00
Budget Analyst	11/20/1980	F	\$24.60	\$51,168.00
Executive Administrative Asst.	8/25/1955	F	\$25.38	\$52,790.00
DBE EEO Compliance officer	5/21/1977	F	\$44.58	\$92,726.00
Managing Director Of Administration	4/21/1966	M	\$55.71	\$115,877.00
DBE Coordinator	12/29/1963	F	\$27.06	\$56,285.00
Managing Director of Customer Service	10/29/1956	F	\$55.71	\$115,877.00
Director Of Marketing	3/28/1991	F	\$35.26	\$73,341.00
MARKETING COMMUNICATIONS LIAISON	9/17/1966	F	\$16.18	\$33,654.00
Communication&Production Specialist	11/12/1990	F	\$24.41	\$50,773.00
Director of Safety & Security	9/29/1955	M	\$39.56	\$82,285.00
Safety Coordinator	1/8/1954	F	\$32.32	\$67,226.00
CUSTODIAN I	6/5/1968	F	\$10.58	\$22,006.00
Maintenance Tech II	6/14/1978	M	\$15.13	\$31,470.00
CUSTODIAN I	3/3/1963	M	\$11.96	\$24,877.00
Senior Administrative Asst.	3/17/1954	F	\$18.75	\$39,000.00
CUSTODIAN I	1/6/1947	M	\$10.79	\$22,443.00

EXHIBIT B

CURRENT

LONG-TERM DISABILITY

EMPLOYEE DEMOGRAPHIC

INFORMATION

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Salary	Monthly Salary
Bus Operators	7/27/1955	M	\$17.29	\$35,963.00	\$2,996.93
Bus Operators	3/16/1969	F	\$16.46	\$34,236.80	\$2,853.07
Transportaion Supervisor-Road Monitor	5/12/1997	M	\$21.80	\$45,344.00	\$3,778.67
Bus Operators	6/9/1970	M	\$14.28	\$29,702.00	\$2,475.20
Bus Operators	5/2/1961	M	\$17.70	\$36,816.00	\$3,068.00
Bus Operators	10/18/1973	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	11/22/1956	F	\$17.55	\$36,504.00	\$3,042.00
Bus Operators	1/6/1987	M	\$16.38	\$34,070.00	\$2,839.20
Bus Operators	11/2/1986	M	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	7/28/1958	F	\$17.72	\$36,858.00	\$3,071.47
Bus Operators	6/16/1974	F	\$16.38	\$34,070.00	\$2,839.20
Bus Operators	9/11/1991	M	\$15.29	\$31,803.00	\$2,650.27
Bus Operators	2/2/1979	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	1/18/1962	F	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	1/22/1958	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	11/24/1984	F	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	7/9/1957	M	\$15.29	\$31,803.00	\$2,650.27
Bus Operators	2/19/1980	M	\$17.81	\$37,045.00	\$3,087.07
Bus Operators	11/4/1955	F	\$16.96	\$35,277.00	\$2,939.73
Bus Operators	8/29/1973	M	\$16.05	\$33,384.00	\$2,782.00
Bus Operators	3/1/1956	M	\$17.48	\$36,358.00	\$3,029.87
Transportation Supervisors	4/14/1971	F	\$24.11	\$50,149.00	\$4,000.00
Bus Operators	4/29/1959	M	\$18.82	\$39,146.00	\$3,262.13
Bus Operators	7/11/1973	M	\$19.53	\$40,622.00	\$3,385.20
Bus Operators	10/5/1956	M	\$17.81	\$37,045.00	\$3,087.07
Bus Operators	3/26/1964	M	\$18.35	\$38,168.00	\$3,180.67
Bus Operators	11/1/1961	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	11/15/1968	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	1/2/1962	F	\$22.54	\$46,883.00	\$3,906.93
Transportation Supervisors	11/24/1948	F	\$31.82	\$66,186.00	\$4,000.00
Bus Operators	7/12/1956	M	\$18.47	\$38,418.00	\$3,201.47
Bus Operators	7/5/1958	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	4/9/1976	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	7/9/1975	M	\$17.81	\$37,045.00	\$3,087.07
Lead Dispaticher	8/7/1969	F	\$16.49	\$34,299.00	\$2,858.27
Bus Operators	7/1/1967	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	2/24/1972	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	5/4/1982	M	\$17.29	\$35,963.00	\$2,996.93
Bus Operators	7/12/1957	M	\$18.38	\$38,230.00	\$3,185.87
Bus Operators	9/5/1949	M	\$18.67	\$38,834.00	\$3,236.13
Bus Operators	12/18/1963	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	6/22/1992	F	\$16.46	\$34,237.00	\$2,853.07
Bus Operators	2/27/1967	M	\$18.90	\$39,312.00	\$3,276.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Salary	Monthly Salary
Bus Operators	5/4/1960	M	\$16.55	\$34,424.00	\$2,868.67
Transportation -Admin	10/2/1979	F	\$22.23	\$46,238.00	\$3,853.20
Bus Operators	7/26/1958	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	12/3/1956	M	\$18.91	\$39,333.00	\$3,277.73
Bus Operators	6/28/1954	M	\$15.29	\$31,803.00	\$2,650.27
Transportaion Supervisor-Road Monitor	6/29/1958	M	\$23.60	\$49,088.00	\$4,000.00
Bus Operators	12/11/1989	F	\$16.96	\$35,277.00	\$2,939.73
Bus Operators	11/5/1963	M	\$15.44	\$32,115.00	\$2,676.27
Bus Operators	9/8/1952	M	\$22.54	\$46,883.00	\$3,906.93
Transportation -Admin	5/31/1960	F	\$25.01	\$52,021.00	\$4,000.00
Bus Operators	10/17/1983	M	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	12/7/1949	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	11/6/1986	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	11/10/1965	M	\$19.24	\$40,019.00	\$3,334.93
Bus Operators	4/11/1977	M	\$14.86	\$30,909.00	\$2,575.73
Bus Operators	1/31/1984	F	\$16.38	\$34,070.00	\$2,839.20
Bus Operators	3/17/1964	F	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	1/10/1985	M	\$16.96	\$35,277.00	\$2,939.73
Transportaion Supervisor-Road Monitor	11/12/1960	M	\$25.34	\$52,707.00	\$4,000.00
Bus Operators	4/10/1956	M	\$19.17	\$39,874.00	\$3,322.80
Bus Operators	7/31/1957	F	\$18.10	\$37,648.00	\$3,137.33
Bus Operators	8/27/1983	M	\$17.29	\$35,963.00	\$2,996.93
Transportation Supervisors	6/3/1965	M	\$26.73	\$55,598.00	\$4,000.00
Bus Operators	8/9/1960	M	\$17.81	\$37,045.00	\$3,087.07
Bus Operators	3/1/1985	M	\$15.29	\$31,803.00	\$2,650.27
Bus Operators	2/14/1973	F	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	10/20/1957	M	\$17.15	\$35,672.00	\$2,972.67
Bus Operators	12/26/1974	F	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	9/30/1960	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	7/23/1971	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	10/29/1970	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	10/6/1964	F	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	11/4/1959	M	\$17.29	\$35,963.00	\$2,996.93
Bus Operators	10/17/1973	F	\$15.91	\$33,093.00	\$2,757.73
Bus Operators	11/19/1963	F	\$21.32	\$44,346.00	\$3,695.47
Bus Operators	9/1/1962	M	\$18.88	\$39,270.00	\$3,272.53
Transportaion Supervisor-Road Monitor	10/16/1970	M	\$16.38	\$34,070.00	\$2,839.20
Bus Operators	11/13/1965	M	\$16.54	\$34,403.00	\$2,866.93
Bus Operators	1/24/1953	M	\$16.39	\$34,091.00	\$2,840.93
Bus Operators	5/7/1972	M	\$18.08	\$37,606.00	\$3,133.87
Bus Operators	4/10/1960	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	6/26/1959	F	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	10/21/1983	M	\$17.63	\$36,670.00	\$3,055.87

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Salary	Monthly Salary
Bus Operators	10/2/1951	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	5/21/1985	M	\$17.81	\$37,045.00	\$3,087.07
Bus Operators	6/28/1941	M	\$17.93	\$37,294.00	\$3,107.87
Transportaion Supervisor-Road Monitor	11/30/1961	M	\$24.53	\$51,022.00	\$4,000.00
Bus Operators	9/23/1955	M	\$17.81	\$37,045.00	\$3,087.07
Transportation -Admin	2/20/1968	F	\$25.01	\$52,021.00	\$4,000.00
Bus Operators	8/2/1973	M	\$17.63	\$36,670.00	\$3,055.87
Dispatchers	9/30/1963	M	\$16.23	\$33,758.00	\$2,813.20
Bus Operators	9/15/1973	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	10/5/1969	M	\$15.29	\$31,803.00	\$2,650.27
Bus Operators	11/19/1965	F	\$17.81	\$37,045.00	\$3,087.07
Bus Operators	8/18/1977	M	\$18.32	\$38,106.00	\$3,175.47
Bus Operators	5/7/1989	M	\$15.23	\$31,678.00	\$2,639.87
Bus Operators	9/7/1960	F	\$19.18	\$39,894.00	\$3,324.53
Bus Operators	9/11/1963	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	11/21/1951	M	\$18.01	\$37,461.00	\$3,121.73
Bus Operators	6/30/1955	F	\$17.29	\$35,963.00	\$2,996.93
Bus Operators	6/29/1973	M	\$17.81	\$37,045.00	\$3,087.07
Bus Operators	2/21/1956	M	\$14.86	\$30,909.00	\$2,575.73
Bus Operators	12/9/1958	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	7/13/1971	M	\$19.76	\$41,101.00	\$3,425.07
Bus Operators	10/21/1959	F	\$18.00	\$37,440.00	\$3,120.00
Bus Operators	10/9/1961	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	12/24/1967	M	\$22.54	\$46,883.00	\$3,906.93
Bus Operators	6/4/1956	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	10/22/1969	F	\$16.79	\$34,923.00	\$2,910.27
Bus Operators	7/13/1959	F	\$16.79	\$34,923.00	\$2,910.27
Receptionists	5/18/1962	F	\$15.13	\$31,470.00	\$2,622.53
Bus Operators	5/30/1956	M	\$17.63	\$36,670.00	\$3,055.87
Bus Operators	12/6/1971	M	\$22.54	\$46,883.00	\$3,906.93
Transportaion Supervisor-Road Monitor	9/2/1972	M	\$21.81	\$45,365.00	\$3,780.40
Bus Operators	3/22/1965	M	\$15.29	\$31,803.00	\$2,650.27
Eligibility Coordinator	5/12/1978	F	\$20.90	\$43,472.00	\$3,622.67
Customer Representatives	11/16/1973	F	\$14.42	\$29,994.00	\$2,499.47
Customer Service Advocate	12/23/1953	M	\$30.15	\$62,712.00	\$4,000.00
Customer Center Supervisor	2/1/1961	F	\$24.19	\$50,315.00	\$4,000.00
Customer Representatives	6/14/1988	F	\$14.42	\$29,994.00	\$2,499.47
Datat Technician	12/3/1954	F	\$21.75	\$45,240.00	\$3,770.00
Director of Planning	9/1/1971	M	\$49.42	\$102,794.00	\$4,000.00
Outreach Coordinator	1/19/1967	M	\$33.25	\$69,160.00	\$4,000.00
Senior Transit Planner	5/28/1966	M	\$36.63	\$76,190.00	\$4,000.00
System Tech	11/8/1990	M	\$22.07	\$45,906.00	\$3,825.47
Director of IT	8/6/1979	M	\$42.82	\$89,066.00	\$4,000.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Salary	Monthly Salary
Vehicle Electronics Tech	7/19/1984	M	\$21.84	\$45,427.00	\$3,785.60
Vehicle Electronics Tech	5/25/1989	M	\$20.44	\$42,515.00	\$3,542.93
IT System coordinator	5/18/1988	M	\$26.33	\$54,766.00	\$4,000.00
Vehicle Electronics Tech	2/9/1978	M	\$20.77	\$43,202.00	\$3,600.13
Vehicle Maintenance Tech	10/17/1963	M	\$20.25	\$42,120.00	\$3,510.00
Garage Service Tech	11/14/1986	M	\$14.14	\$29,411.00	\$2,450.93
Maintenance Supervisor	4/25/1958	M	\$34.90	\$72,592.00	\$4,000.00
Vehicle Maintenance Tech	8/20/1961	M	\$19.45	\$40,456.00	\$3,371.33
Mechanic's Assistant	8/12/1959	M	\$16.03	\$33,342.00	\$2,778.53
Vehicle Maintenance Tech	8/10/1985	M	\$21.85	\$45,448.00	\$3,787.33
Garage Service Tech	1/14/1963	M	\$17.67	\$36,754.00	\$3,062.80
Vehicle Maintenance Tech	2/7/1974	M	\$23.55	\$48,984.00	\$4,000.00
Asst. Director of Maintenance	2/24/1954	M	\$34.68	\$72,134.00	\$4,000.00
Director of Maintenance	3/28/1961	M	\$45.28	\$94,182.00	\$4,000.00
Vehicle Maintenance Tech	2/25/1958	M	\$29.50	\$61,360.00	\$4,000.00
Vehicle Maintenance Tech	7/29/1981	M	\$24.49	\$50,939.00	\$4,000.00
Garage Service Tech	9/14/1986	M	\$14.42	\$29,994.00	\$2,499.47
Vehicle Maintenance Tech	2/11/1980	M	\$20.84	\$43,347.00	\$3,612.27
Garage Service Tech	4/27/1954	M	\$16.29	\$33,883.00	\$2,823.60
Garage Service Tech	4/12/1951	M	\$14.42	\$29,994.00	\$2,499.47
Vehicle Maintenance Tech	2/1/1963	M	\$30.15	\$62,712.00	\$4,000.00
Garage Service Tech	12/13/1993	M	\$14.14	\$29,411.00	\$2,450.93
Vehicle Maintenance Tech	12/30/1994	M	\$20.44	\$42,515.00	\$3,542.93
Vehicle Maintenance Tech	9/24/1956	M	\$30.15	\$62,712.00	\$4,000.00
System Tech	12/18/1955	F	\$24.51	\$50,981.00	\$4,000.00
Maintenance Supervisor	11/1/1960	M	\$32.03	\$66,622.00	\$4,000.00
Vehicle Maintenance Tech	9/22/1976	M	\$20.25	\$42,120.00	\$3,510.00
Vehicle Maintenance Tech	2/25/1978	M	\$20.44	\$42,515.00	\$3,542.93
Maintenance Supervisor	9/14/1963	M	\$23.42	\$48,714.00	\$4,000.00
Vehicle Maintenance Tech	3/2/1965	M	\$20.25	\$42,120.00	\$3,510.00
Vehicle Maintenance Tech	4/29/1976	M	\$28.87	\$60,050.00	\$4,000.00
Garage Service Tech	3/16/1970	M	\$14.42	\$29,994.00	\$2,499.47
Vehicle Maintenance Tech	9/7/1965	M	\$20.44	\$42,515.00	\$3,542.93
Vehicle Maintenance Tech	6/11/1989	M	\$20.25	\$42,120.00	\$3,510.00
Garage Service Tech	4/21/1991	M	\$14.42	\$29,994.00	\$2,499.47
Garage Service Supervisor	12/31/1956	M	\$23.01	\$47,861.00	\$3,988.40
Vehicle Maintenance Tech	9/10/1984	M	\$21.63	\$44,990.00	\$3,749.20
Custodian II	12/30/1957	M	\$14.04	\$29,203.00	\$2,433.60
Maintenance Tech II	4/26/1978	M	\$15.13	\$31,470.00	\$2,622.53
Custodian II	12/9/1961	F	\$15.22	\$31,658.00	\$2,638.13
Maintenance Technician I	10/28/1966	M	\$13.80	\$28,704.00	\$2,392.00
Facilities Maintenance Technician	11/5/1977	M	\$16.65	\$34,632.00	\$2,886.00
Facilities Building Manager	6/12/1966	M	\$35.06	\$72,925.00	\$4,000.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Salary	Monthly Salary
Maintenance Technician I	2/14/1960	M	\$13.73	\$28,558.00	\$2,379.87
Custodian II	1/5/1970	F	\$11.55	\$24,024.00	\$2,002.00
Maintenance Technician I	3/6/1988	M	\$13.73	\$28,558.00	\$2,379.87
Maintenance Technician I	11/17/1962	M	\$13.73	\$28,558.00	\$2,379.87
Custodian II	12/25/1985	M	\$11.32	\$23,546.00	\$1,962.13
Procurement Administrator	8/30/1969	F	\$26.90	\$55,952.00	\$4,000.00
Jr Buyer	3/25/1961	F	\$21.29	\$44,283.00	\$3,690.27
Chief Executive Officer	8/24/1950	M	\$78.25	\$162,760.00	\$4,000.00
ACCOUNTANT	9/13/1983	F	\$26.83	\$55,806.00	\$4,000.00
Payroll Coordinator	3/25/1962	F	\$25.00	\$52,000.00	\$4,000.00
Account Payable Specialist	2/16/1972	F	\$19.31	\$40,165.00	\$3,347.07
Parts Clerk	11/17/1963	M	\$20.38	\$42,390.00	\$3,532.53
Parts Clerk	8/29/1959	M	\$19.79	\$41,163.00	\$3,430.27
Parts Clerk	10/14/1982	M	\$14.42	\$29,994.00	\$2,499.47
Director of Human Resources	9/7/1975	F	\$40.29	\$83,803.00	\$4,000.00
Human Resourec Anaylst	9/5/1979	F	\$22.07	\$45,906.00	\$3,825.47
Senior Administrative Asst.	11/4/1968	F	\$18.55	\$38,584.00	\$3,215.33
Budget Analyst	11/20/1980	F	\$24.60	\$51,168.00	\$4,000.00
Executive Administrative Asst.	8/25/1955	F	\$25.38	\$52,790.00	\$4,000.00
DBE EEO Compliance officer	5/21/1977	F	\$44.58	\$92,726.00	\$4,000.00
Managing Director Of Administration	4/21/1966	M	\$55.71	\$115,877.00	\$4,000.00
DBE Coordinator	12/29/1963	F	\$27.06	\$56,285.00	\$4,000.00
Capital Projects Coordinator	1/31/1957	M	\$34.90	\$72,592.00	\$4,000.00
Managing Director of Customer Service	10/29/1956	F	\$55.71	\$115,877.00	\$4,000.00
Director Of Marketing	3/28/1991	F	\$35.26	\$73,341.00	\$4,000.00
MARKETING COMMUNICATIONS LIAISON	9/17/1966	F	\$16.18	\$33,654.00	\$2,804.53
Communication&Production Specialist	11/12/1990	F	\$24.41	\$50,773.00	\$4,000.00
Director of Safety & Security	9/29/1955	M	\$39.56	\$82,285.00	\$4,000.00
Safety Coordinator	1/8/1954	F	\$32.32	\$67,226.00	\$4,000.00
CUSTODIAN I	6/5/1968	F	\$10.58	\$22,006.00	\$1,833.87
Maintenance Tech II	6/14/1978	M	\$15.13	\$31,470.00	\$2,622.53
Senior Administrative Asst.	3/17/1954	F	\$18.75	\$39,000.00	\$3,250.00
CUSTODIAN I	1/6/1947	M	\$10.79	\$22,443.00	\$1,870.27
					\$673,374.80

EXHIBIT C

CURRENT

SHORT-TERM DISABILITY

EMPLOYEE DEMOGRAPHIC

INFORMATION

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
ACCOUNTANT	9/13/1983	F	\$26.83	\$55,806.00
Bus Operators	7/27/1955	M	\$17.29	\$35,963.00
Bus Operators	3/16/1969	F	\$16.46	\$34,236.80
Capital Projects Coordinator	1/31/1957	M	\$34.90	\$72,592.00
Vehicle Maintenance Tech	10/17/1963	M	\$20.25	\$42,120.00
Bus Operators	5/2/1961	M	\$17.70	\$36,816.00
Bus Operators	10/18/1973	F	\$16.79	\$34,923.00
Bus Operators	11/22/1956	F	\$17.55	\$36,504.00
Bus Operators	1/6/1987	M	\$16.38	\$34,070.00
Vehicle Maintenance Tech	8/20/1961	M	\$19.45	\$40,456.00
Bus Operators	7/28/1958	F	\$17.72	\$36,858.00
Bus Operators	6/16/1974	F	\$16.38	\$34,070.00
Bus Operators	1/18/1962	F	\$17.63	\$36,670.00
Mechanic's Assistant	8/12/1959	M	\$16.03	\$33,342.00
Procurement Administrator	8/30/1969	F	\$26.90	\$55,952.00
Bus Operators	1/22/1958	M	\$22.54	\$46,883.00
Vehicle Maintenance Tech	8/10/1985	M	\$21.85	\$45,448.00
Bus Operators	11/24/1984	F	\$17.63	\$36,670.00
Bus Operators	9/11/1966	M	\$16.32	\$33,946.00
Bus Operators	11/4/1955	F	\$16.96	\$35,277.00
Bus Operators	8/29/1973	M	\$16.05	\$33,384.00
Jr Buyer	3/25/1961	F	\$21.29	\$44,283.00
Garage Service Tech	1/14/1963	M	\$17.67	\$36,754.00
Transportation Supervisors	4/14/1971	F	\$24.11	\$50,149.00
Bus Operators	7/11/1973	M	\$19.53	\$40,622.00
Custodian II	12/9/1961	F	\$15.22	\$31,658.00
Managing Dir of Operations	5/12/1971	F	\$54.59	\$113,547.00
Bus Operators	12/19/1968	M	\$15.61	\$32,469.00
Bus Operators	10/5/1956	M	\$17.81	\$37,045.00
Bus Operators	3/26/1964	M	\$18.35	\$38,168.00
Bus Operators	1/2/1962	F	\$22.54	\$46,883.20
Bus Operators	11/1/1961	M	\$22.54	\$46,883.00
Bus Operators	11/15/1968	M	\$22.54	\$46,883.00
Bus Operators	7/12/1956	M	\$18.47	\$38,418.00
Bus Operators	7/1/1967	M	\$17.63	\$36,670.00
Bus Operators	7/12/1957	M	\$18.38	\$38,230.00
Bus Operators	4/9/1976	M	\$17.63	\$36,670.00
Bus Operators	5/4/1982	M	\$17.29	\$35,963.00
Bus Operators	6/22/1992	F	\$16.46	\$34,237.00
Vehicle Electronics Tech	7/19/1984	M	\$21.84	\$45,427.00
Bus Operators	2/27/1967	M	\$18.90	\$39,312.00
Bus Operators	7/26/1958	F	\$16.79	\$34,923.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Transportation -Admin	10/2/1979	F	\$22.23	\$46,238.00
Bus Operators	12/3/1956	M	\$18.91	\$39,333.00
Eligibility Coordinator	5/12/1978	F	\$20.90	\$43,472.00
Bus Operators	4/1/1967	M	\$16.32	\$33,946.00
Facilities Maintenance Technician	11/5/1977	M	\$16.65	\$34,632.00
Bus Operators	10/17/1983	M	\$16.79	\$34,923.00
Customer Representatives	11/16/1973	F	\$14.42	\$29,994.00
Bus Operators	1/31/1984	F	\$16.38	\$34,070.00
Director of Procurements	12/1/1976	F	\$38.45	\$79,976.00
Bus Operators	3/17/1964	F	\$22.54	\$46,883.00
MARKETING COMMUNICATIONS LIAISON	9/17/1966	F	\$16.18	\$33,654.00
Vehicle Maintenance Tech	1/13/1982	M	\$21.42	\$44,554.00
Facilities Building Manager	6/12/1966	M	\$35.06	\$72,925.00
Customer Service Advocate	12/23/1953	M	\$30.15	\$62,712.00
Transportaion Supervisor-Road Monitor	11/12/1960	M	\$25.34	\$52,707.00
Bus Operators	4/10/1956	M	\$19.17	\$39,874.00
Garage Service Tech	4/27/1954	M	\$16.29	\$33,883.00
Bus Operators	5/18/1974	M	\$16.32	\$33,946.00
Bus Operators	7/31/1957	F	\$18.10	\$37,648.00
Garage Service Tech	4/12/1951	M	\$14.42	\$29,994.00
Vehicle Maintenance Tech	2/1/1963	M	\$30.15	\$62,712.00
Transportation Supervisors	6/3/1965	M	\$26.73	\$55,598.00
Maintenance Technician I	2/14/1960	M	\$13.73	\$28,558.00
Bus Operators	1/12/1962	M	\$14.28	\$29,702.00
Bus Operators	8/9/1960	M	\$17.81	\$37,045.00
Bus Operators	3/1/1985	M	\$15.29	\$31,803.00
Bus Operators	2/14/1973	F	\$17.63	\$36,670.00
Bus Operators	10/20/1957	M	\$17.15	\$35,672.00
Bus Operators	12/26/1974	F	\$17.63	\$36,670.00
Bus Operators	7/23/1971	F	\$16.79	\$34,923.00
Bus Operators	10/29/1970	F	\$16.79	\$34,923.00
Bus Operators	10/6/1964	F	\$17.63	\$36,670.00
IT System coordinator	5/18/1988	M	\$26.33	\$54,766.00
Managing Director of Customer Service	10/29/1956	F	\$55.71	\$115,877.00
Bus Operators	11/4/1959	M	\$17.29	\$35,963.00
Bus Operators	10/17/1973	F	\$15.91	\$33,093.00
Bus Operators	11/19/1963	F	\$21.32	\$44,346.00
Vehicle Maintenance Tech	9/22/1976	M	\$20.25	\$42,120.00
CUSTODIAN I	3/3/1963	M	\$11.96	\$24,877.00
Bus Operators	8/22/1956	M	\$14.57	\$30,306.00
Vehicle Maintenance Tech	2/25/1978	M	\$20.44	\$42,515.00
Maintenance Supervisor	9/14/1963	M	\$23.42	\$48,714.00

Job Class Description	Date of Birth	Gender	Hourly Pay Rate	Annual Pay Rate
Bus Operators	1/24/1953	M	\$16.39	\$34,091.00
Bus Operators	5/7/1972	M	\$18.08	\$37,606.00
DBE EEO Compliance officer	5/21/1977	F	\$44.58	\$92,726.00
Bus Operators	6/26/1959	F	\$17.63	\$36,670.00
Vehicle Maintenance Tech	3/2/1965	M	\$20.25	\$42,120.00
Custodian II	1/5/1970	F	\$11.55	\$24,024.00
Vehicle Maintenance Tech	4/29/1976	M	\$28.87	\$60,050.00
Bus Operators	3/30/1951	M	\$15.61	\$32,469.00
Bus Operators	10/21/1983	M	\$17.63	\$36,670.00
Bus Operators	5/21/1985	M	\$17.81	\$37,045.00
Bus Operators	6/28/1941	M	\$17.93	\$37,294.00
Bus Operators	9/23/1955	M	\$17.81	\$37,045.00
Transportation -Admin	2/20/1968	F	\$25.01	\$52,021.00
Dispatchers	8/24/1982	F	\$15.05	\$31,304.00
Dispatchers	9/30/1963	M	\$16.23	\$33,758.00
Bus Operators	9/15/1973	F	\$16.79	\$34,923.00
Human Resources Tech.	8/12/1976	F	\$17.69	\$36,795.00
Managing Director Of Administration	4/21/1966	M	\$55.71	\$115,877.00
Customer Representatives	6/14/1988	F	\$14.42	\$29,994.00
Bus Operators	5/7/1989	M	\$15.23	\$31,678.00
Bus Operators	9/7/1960	F	\$19.18	\$39,894.00
Bus Operators	11/21/1951	M	\$18.01	\$37,461.00
Bus Operators	6/29/1973	M	\$17.81	\$37,045.00
Senior Administrative Asst.	3/17/1954	F	\$18.75	\$39,000.00
Bus Operators	12/9/1958	M	\$17.63	\$36,670.00
Bus Operators	10/21/1959	F	\$18.00	\$37,440.00
Bus Operators	10/9/1961	M	\$22.54	\$46,883.00
Bus Operators	12/24/1967	M	\$22.54	\$46,883.00
Garage Service Supervisor	12/31/1956	M	\$23.01	\$47,861.00
Bus Operators	10/22/1969	F	\$16.79	\$34,923.00
Garage Service Tech	9/30/1992	M	\$14.14	\$29,411.00
Bus Operators	7/13/1959	F	\$16.79	\$34,923.00
Maintenance Technician I	11/17/1962	M	\$13.73	\$28,558.00
Receptionists	5/18/1962	F	\$15.13	\$31,470.00
Bus Operators	5/30/1956	M	\$17.63	\$36,670.00
Transportaion Supervisor-Road Monitor	9/2/1972	M	\$21.81	\$45,365.00
Bus Operators	3/22/1965	M	\$15.29	\$31,803.00

ATTACHMENTS A and B

CURRENT PLAN

INFORMATION

Please refer to

**Attachment A - Current Plan
Information for LTD**

And

**Attachment B – Current Plan
Information for STD**

CERTIFICATION FORMS

Please fill out and sign the following forms and return with your signed proposal.

Do NOT Alter Any Forms.
Doing so will deem your proposal as non-responsive.

Please fill out and sign the following forms and return with your signed proposal.

Reminders:

- Acknowledge any addendums issued on the bottom of (Appendix D) Certification and Statement of Qualifications form.
- Include your firm's DUNS number on the bottom of (Appendix D) Certification and Statement of Qualifications form. Be sure that your firm is registered with the System of Award Management "SAM" and visit SAM.gov to ensure that your firm's status is active with no exclusions before submitting your proposal.

APPENDIX A

PRICE SCHEDULE

(To be submitted in separately sealed envelope)

RFP No. 2018-I-01

PROPOSER: _____

INSTRUCTIONS:

- (1) Refer to "Instructions to Proposers" and quote your best price.
- (2) This is a two and a half (2 ½) year, firm-price service contract with two (2) one-year options.
- (3) Proposers must complete all information requested. No items may remain blank (use N/A or other as necessary).
- (4) Submit a signed original of this Price Schedule, sealed in a separate envelope, to the Corpus Christi RTA, Staples Street Center, Attn: Procurement Department, 602 N. Staples Street, Corpus Christi, Texas 78401. On the outside of the envelope include your company name and the information as stated in the "Instructions to Proposers", Section 5, "Submission of Proposals".

Price is firm and should be fully burdened to include all necessary elements, such as but not limited to labor, materials overhead and fee/profit needed to perform all of the services described under this solicitation.

LONG-TERM DISABILITY

TWO AND A HALF (2 ½) YEAR BASE

Term	Current Lives	Eligible * Monthly Salaries	Monthly Billing Rate	Monthly Premium
½ Year	205	\$673,374.80		
Year 2	205	\$673,374.80		
Year 3	205	\$673,374.80		

*** Refer to Exhibit B**

LONG-TERM DISABILITY

FIRST OPTION YEAR

First Option Year	Current Lives	Eligible * Monthly Salaries	Monthly Billing Rate	Monthly Premium
	205	\$673,374.80		

** Refer to Exhibit B*

LONG-TERM DISABILITY

SECOND OPTION YEAR

Second Option Year	Current Lives	Eligible * Monthly Salaries	Monthly Billing Rate	Monthly Premium
	205	\$673,374.80		

** Refer to Exhibit B*

SHORT-TERM DISABILITY
TWO AND A HALF (2 ½ YEAR BASE)

Rates are per \$10 of Weekly Benefit.
 Current Lives is 121. * *Refer to Exhibit C*

Age Group	Rates
18-24	
25-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55-59	
60-64	
65-69	
70+	

SHORT-TERM DISABILITY
FIRST OPTION YEAR

Rates are per \$10 of Weekly Benefit.
 Current Lives is 121. * *Refer to Exhibit C*

Age Group	Rates
18-24	
25-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55-59	
60-64	
65-69	
70+	

SHORT-TERM DISABILITY

SECOND OPTION YEAR

Rates are per \$10 of Weekly Benefit.

Current Lives is 121. * *Refer to Exhibit C*

Age Group	Rates
18-24	
25-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55-59	
60-64	
65-69	
70+	

Authorized by:

Authorized Signature

Printed Name

Title

Date

APPENDIX B

PROPOSAL QUESTIONNAIRE ELEMENTS

1.0 Key Assumptions (Also see Attachments A and B – Current Plan Information)

- 1.1** At a minimum, CCRTA desires proposed coverage similar to its current plan.
- 1.2** Eligible Group and Waiting Period for LTD: All CCRTA employees who will have been employed a minimum of 12 months and who are classified as full-time employees (32 hrs. or more). All actively at work employees will be eligible.
- 1.3** Eligible Group and Waiting Period for STD: All CCRTA employees who begin employment will have the opportunity to select the benefit and who are classified as full-time employees (32hrs. or more). All actively at work employees will be eligible. Effective date is the first of the month following 60 days of employment.
- 1.4** Benefits will be provided for a maximum period to age 65 or for five years if disability occurs after age 60.
- 1.5** Elimination Period for LTD: Later of 90-days or when (employee funded) short-term disability payments end.
- 1.6** Elimination Period for STD: 14 days after the disability begins.
- 1.7** LTD coverage will be applicable for occupational or total and permanent disabilities.
- 1.8** Price quote is to be based on enclosed census for 205 current employees For Long-Term Disability. (See Exhibit B or current Employee Demographic Information).
- 1.9** Price quote is to be based on enclosed census for 121 current employees for Short-Term Disability. (See Exhibit C for current Employee Demographic Information).
- 1.10** Coverage for active employees terminates at the end of the month that employment terminates. Retirees are not eligible for continued coverage after termination of employment.
- 1.11** CCRTA prefers to receive renewal rates at least ninety (90) days prior to effective date of rate change.
- 1.12** Effective date is to be July 1, 2018 and run for two and a half (2 ½) years followed by two (2) possible one-year options.
- 1.13** Employer contribution is 100% on Employer Paid Long-Term Disability.
- 1.14** Employee contribution is 100% on Employee Paid Short-Term Disability.

- 1.15 Insurance plan must include case management and monitoring.
- 1.16 Standard and occasional customized reports are desired.
- 1.17 Benefits will reflect, at a minimum, 66.67% of base gross pay to a maximum benefit of \$4,000 monthly for LTD.
- 1.18 Benefits will reflect, at a minimum, 60% of base gross pay to a maximum benefit of \$750.00 weekly for STD.

2.0 Proposal Questionnaire and Other Requested Elements

2.1 Information About LTD Insurance Carrier

- 2.1.1 Provide a brief (one-page maximum) history/information about your company or supply your most recent annual report.
- 2.1.2 What are your most recent carrier ratings?
- 2.1.3 Please provide full disclosure of ownership, including all subsidiaries or affiliates. Are there any pending negotiations or agreements for joint ventures to merge or sell the company?
- 2.1.4 Please provide the name(s) and contact information for the proposed individual(s) that would be working with the CCRTA directly for the day-to-day account management and service, claims/member customer service and enrollment/billing.
- 2.1.5 Please describe how you will determine the Eligible Annual Salaries in the LTD Price Schedule.
- 2.1.6 Does the LTD pricing include agent's fees? If so, please identify them?

2.2 Implementation / Service

- 2.2.1 Please provide a detailed implementation plan outlining specific events and timetable for transitioning to your plan. Include dates for issuance of distribution materials, contracts and Summary Plan Document (SPD)/Certificate booklets. We do prefer for the SPD/Certificate booklets to be available as a PDF, if possible. What key issues would need to be addressed by the CCRTA during this process?
- 2.2.2 Will your company provide all necessary LTD claim services, or do you subcontract some services to an outside organization? If you subcontract, identify for which services and the relationship between your organization and the subcontractor.

- 2.2.3** Under what conditions do you require evidence of insurability? Please describe the process and employer involvement.
- 2.2.4** If an employee is not “actively at work” on the effective date and this individual is not covered under the prior carrier’s extension of benefit or waiver of premium provision, will you cover this individual?
- 2.2.5** Do you require specific hard copy forms to be filled out as proof of enrollment?

2.3 Coverage and Benefits

- 2.3.1** How do you determine / define a disability for purposes of this coverage?
- 2.3.2** Are you able to accommodate all similar benefits as outlined in Attachments A and B? If not, list all deviations, and identify any suggestions you have for alternatives as a response to this question.
- 2.3.3** Please provide sample contracts for the coverage and services you propose. The contract terms must state that the vendor will assume ultimate discretionary authority with regard to disability claims (i.e., the duration, etc. of the disability). Please verify you are willing to assume this responsibility.
- 2.3.4** Please describe how you determine benefits. Include what is and what is not deducted or offset. Is there a “freeze” on Social Security benefit increases? Is there a minimum benefit?
- 2.3.5** How do you compute benefits while an employee is disabled but working?
- 2.3.6** What do you consider deductible sources of income?
- 2.3.7** What disabilities have a limited coverage or no coverage under your plan?
- 2.3.8** Describe how you determine if a disability is pre-existing.
- 2.3.9** In the event of contract termination, what would be the status?
- 2.3.10** Persons in receipt of claim payments?
- 2.3.11** Persons in the process of fulfilling the elimination period?
- 2.3.12** Persons who may have incurred disabilities but not reported them yet?
- 2.3.13** Describe your return to work incentive or program.
- 2.3.14** How are periods of successive disability handled?

2.4 Customer Service

- 2.4.1** Will you provide summary plan document for CCRTA employees? Limitations? Please submit a summary plan document.
- 2.4.2** Do you provide an administrative procedures manual and is it available online?
- 2.4.3** Outline your capabilities to provide claims activity analysis reporting to the CCRTA electronically that are included in your basic rate? List all data elements that your system captures and reports and any consulting support you will provide based on the results of the reports. Provide your data file layout.
- 2.4.4** Are customized reports available at no additional charge? Please explain.

2.5 Monthly Billing Process and Premiums Due (Do not disclose your company's price submitted in the separately sealed Price Schedule – just describe the methodology.)

- 2.5.1** Describe your process for monthly premium computation? What is the employer's role and what information is needed from the employer?
- 2.5.2** Do you require payment of monthly premium for the coming month or for after the month of coverage?
- 2.5.3** What is your grace period for premium payment?
- 2.5.4** What wages are included to compute premiums due?
- 2.5.5** Describe conditions that would cause a change in premium rates? When do those changes take effect?
- 2.5.6** Will you provide at least 90 days advance notice of rate changes to the CCRTA? If not, how much advance notice will you provide?
- 2.5.7** Please discuss your approach and conditions for waivers of premium?

2.6 Claims Administration and Management

- 2.6.1** Please provide a description of the claims administration and management services to be provided.
 - 2.6.1.1** At a minimum it should include:
 - 2.6.1.1.1** Telephonic intake capabilities and procedures.
 - 2.6.1.1.2** Location and abilities of processing and adjudication of all LTD claims.

- 2.6.1.1.3** Hard copy of file maintenance and documentation of all information needed to support claim payment, denials, and appeals.
- 2.6.1.1.4** Quarterly FICA reporting for LTD
- 2.6.1.1.5** Preparation of annual W-2s (where applicable).
- 2.6.1.1.6** Withholding capabilities (where applicable).
- 2.6.1.1.7** Establishment/coordination of claimant interviews, where appropriate.
- 2.6.1.1.8** Handling all ERISA appeals for claimant's reconsideration of any benefit denial – please provide detailed denial and appeals procedures.
- 2.6.1.1.9** Dedicated customer service and claims processing units, including an 800 toll-free customer service line.
- 2.6.1.2** How will your organization obtain the employee's medical release authorization? Is there a paperless process available?
- 2.6.1.3** Will we have a dedicated 800 number with dedicated team members? What information can that unit access on an online basis? What are the hours of operation?
- 2.6.2** Please describe the In-house Vocational Rehabilitation Assessment and Return-to-Work services that will be provided by your organization.
 - 2.6.2.1** At a minimum these services should include the following:
 - 2.6.2.1.1** Clinical personnel and review services necessary to support the initial and ongoing management of all claims.
 - 2.6.2.1.2** Dedicated staff of case managers and rehabilitation consultants who are actively involved and integrated within the vendor's claims administration function.
 - 2.6.2.1.3** Initial screening for transferable job skills, labor market surveys, reasonable accommodation, and modified duty claims, etc.
 - 2.6.2.1.4** Cost/benefit analysis for implementing any vocational activities that extend beyond the initial screening
 - 2.6.2.1.5** A complete network for Independent Medical Exams (IME) and Functional Capacity Evaluations (FCE). Services to

include coordination of all IMEs/FCEs with the employee's attending physician.

2.6.2.1.6 Provision of (or access to) job replacement/retention services and career preparation counseling.

2.6.2.1.7 Assistance with daily living activities necessary to enable partial/full employment.

2.6.2.1.8 Expert legal testimony (when necessary).

2.6.2.2 Describe in detail the vocational and/or occupational rehabilitation services used by your company to assist disabled employees in becoming self-sufficient and gainfully employed. **Be specific about the services and processes you use to address the unique needs of providing disability benefit management services to your clients in similar industries.**

2.6.3 Other Services and Programs

2.6.3.1 Completely describe all other features included in your plan at no additional cost. Examples include rehabilitation and return to work assistance, dependent care assistance, survivor benefits and work life assistance?

APPENDIX C

CERTIFICATION FORM

In submitting this proposal, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

- (1) **Proposal Validity Certification:** If this offer is accepted within one hundred twenty (120) calendar days from the due date, to furnish any or all services upon which prices are offered at the designated point within the time specified;
- (2) **Non-Collusion Certification:** Has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor,
- (3) **Affirmative Action/DBE Certification:** Is in compliance with the Common Grant Rules affirmative action and Department of Transportation's Disadvantaged Business Enterprise requirements.
- (4) **Non-Conflict Certification:** Represents and warrants that no employee, official, or member of the Corpus Christi Regional Transportation Authority's Board of Directors is or will be pecuniarily benefited directly or indirectly in this Contract,
- (5) **Non-Inducement Certification:** The undersigned hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
- (6) **Non-Debarment Certification:** Certifies that it is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions, and from Federal programs under DOT regulations 2CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4
- (7) **Integrity and Ethics:** Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A)
- (8) **Public Policy:** Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B)
- (9) **Administrative and Technical Capacity:** Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D)
- (10) **Licensing and Taxes:** Is in compliance with applicable licensing and tax laws and regulations
- (11) **Financial Resources:** Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U. S. C. Section 5325 (j)(2)(D)
- (12) **Production Capability:** Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (13) **Timeliness:** Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (14) **Performance Record:** Is able to provide a satisfactory current and past performance record.

Signature

Printed Name

Title

Date

APPENDIX D

CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned PROPOSER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Firm Name: _____

Business Address: _____
Street, City, State and Zip

Telephone: Office: _____ Fax: _____

Email Address: _____

Firm Owner: _____ Firm CEO: _____

Taxpayer Identification Number: _____

Number of years in contracting business under present name: _____

Type of work performed by your company: _____

Have you ever failed to complete any work awarded to you? _____

Have you ever defaulted on a Contract? _____

Taxpayer ID#: _____ Date Organized: _____

Date Incorporated: _____

Is your firm considered a disadvantaged business enterprise (DBE)? _____

If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):

DUNS # _____ (Required) A DUNS number may be obtained from D & B by telephone (currently at 866-705-5711) or the internet (currently at <http://fedgov.dnb.com/webform>).

APPENDIX E

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation 2. Partnership 3. Sole Owner
 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

- 1. State the names of each "employee" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	JOB TITLE AND DEPARTMENT (IF KNOWN)
_____	_____
_____	_____

- 2. State the names of each "official" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm"

NAME	TITLE
_____	_____
_____	_____

- 3. State the names of each "board member" of the Regional Transportation Authority having an "ownership interest" constituting 3% or more of the ownership in the above named "firm".

NAME	BOARD, COMMISSION OR COMMITTEE
_____	_____
_____	_____

- 4. State the names of each employee or officer of a "consultant" for the Regional Transportation Authority who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm"

NAME	CONSULTANT
------	------------

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Regional Transportation Authority, Texas as changes occur.

Certifying Person: _____

Title: _____
(Type or Print)

Signature of Certifying Person: _____

Date: _____

APPENDIX F



CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD APPROVED

ACCESSIBILITY POLICY

POLICY STATEMENT

To provide full participation and equality of opportunity for people with disabilities, people who are aging and other people with access and functional needs, the Corpus Christi Regional Transportation Authority (CCRTA) Board of Directors calls for all CCRTA departments, within their regular duties and responsibilities, to establish a commitment to access.

APPLICABILITY

This policy statement is broad, cross-cutting and designed for application to all actions of the CCRTA, including but not limited to the following:

- Policy Development
- Customer Service
- Service Provision and Operation (Directly Provided or Contracted)
- Employment
- Physical Environment
- Communications/Media/Website
- Public Involvement
- External Meetings and Agency Sponsored Events
- Fleet Characteristics
- Maintenance
- Safety/Security/Emergency Operations
- Procurements
- Staff Development and Training
- Construction and Engineering
- Route and Service Planning

IMPLEMENTATION

Effective implementation of the Accessibility Policy statement begins with the establishment of a Universal Access Team. Each CCRTA department will designate sufficient and appropriate team

members to serve and meet monthly to ensure compliance with the policy. This team will help develop guiding principles in conjunction with the CCRTA Regional Committee on Accessible Transportation (RCAT). Meeting of the Universal Access Team will be coordinated through the designated CCRTA ADA Coordinator and report current activities and initiatives to the Chief Executive Officer (CEO).

Support of all CCRTA staff will include initial and ongoing training and professional development regarding integration and elimination of barriers for people with disabilities, people who are aging and other people with access and functional needs.

Additional tools available to all CCRTA staff will include the use of an Impact Statement (approved by the CEO) to ensure an effective outcome. The Impact Statement will provide for the review of programs, projects, and developing or ongoing CCRTA services that answer, at a minimum, the following questions:

- Are any barriers being created for people with disabilities, people who are aging and other people with access and functional needs?
- Is CCRTA enhancing access and integration for people with disabilities, people who are aging and other people with access and functional needs?
- Does the program, project, or service result in the most integrated setting appropriate for people with disabilities, people who are aging and other people with access and functional needs?
- Has CCRTA taken steps to reduce or eliminate any negative impacts?

POLICY REVIEW

Review of this policy will be done no less than annually or more frequently as needed. To complement the review, CCRTA staff through the Universal Access Team will establish procedures and conduct the following:

- Establish Review Baseline
- Conduct Internal Review of Regulatory Compliance to include an ongoing ADA Performance Monitoring Program for all modes of transportation
- Self-Evaluation Review and Update
- ADA Transition Plan Review and Update
- Establish Best Practices and Lessons Learned Components

Adopted July 6, 2011

Signed by: _____

Company: _____

Position: _____

Date: _____

APPENDIX G

REFERENCES: The Proposer must supply a list of four (4) similar projects which your company has completed within the last five (5) years that satisfactorily met the client's specifications.

1. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

2. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

3. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

4. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

CONTRACTS ON HAND: The Proposer must provide a list of contracts that the firm is currently in process:

APPENDIX H

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit **one** form for **each** Request for Information/exception/approved equal)

Page: _____

VENDOR: _____

PROJECT: RFP No. 2018-I-01

PAGE: _____ PARAGRAPH: _____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

APPENDIX I

PROPOSAL SUBMISSION CHECKLIST

In order for your proposal to be deemed as responsive to the requirements of the RFP, please use the checklist below to be sure that your proposal package includes all required documents.

Proposal Documents Required	Check
Proposals MUST BE submitted in the following format:	
1. Price Schedule (Appendix A)	
2. Cover Letter	
3. Approach and Work Plan	
4. Qualifications and References	
5. Experience	
6. Broker Errors and Omissions Coverage	
7. Proposal Questionnaire Elements	
8. Certification Form (Appendix C)	
9. Certification and Statement of Qualifications (Appendix D)	
10. Disclosure of Interest Certification (Appendix E)	
11. Accessibility Policy (Appendix F)	
12. References (Appendix G)	
13. Request for Information (Appendix H)	
14. Proposal Submission Checklist (Appendix I)	
Proposals MUST include the following:	
1. One Original Proposal	
2. Five hard copies of Proposal	
3. One Electronic copy on a USB Flash Drive	
1. Price Schedule (Appendix A) – 1 original sealed in a separate envelope	
NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.	
- Price Schedule (Appendix A) Proposer must:	
1. List the Proposer's Name	
2. Complete the Price Schedule – Two and A Half (2 ½) Year – Base Price	
3. Complete the Price Schedule – Two (2) One-Year Options	
4. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)	
2. Cover Letter – must be submitted	
3. Approach and Work Plan – must be submitted	
4. Qualifications and References - must be submitted	
5. Experience – must be submitted	

6. Broker Errors and Omissions Coverage – must be submitted	
7. Proposal Questionnaire Elements (Appendix B)	
- Proposer must provide a response to each question.	
8. Certification Form (Appendix C) – Sign, Print, Date and list Title	
9. Certification and Statement of Qualifications (Appendix D)	
- Certification and Statement of Qualifications (Appendix D) Proposer must:	
1. Sign	
2. Print Name	
3. Title and Date	
4. Firm Name	
5. Business address: Street, City, State and Zip	
6. Office and fax telephone numbers	
7. Email address	
8. Firm owner and Firm CEO	
9. Taxpayer Identification Number	
10. Number of year in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type.	
18. Addenda Acknowledgement – write in each addendum issued (<i>i.e.</i> Addendum No. 1, 2, and 3)	
19. DUNS# - Insert your firm's active DUNS#. You may check the status of your firm's DUNS# at SAM.gov	
10. Disclosure of Interest Certification (Appendix E)	
- Disclosure of Interest Certification (Appendix E) the Proposer must:	
1. Firm Name	
2. Street, City, Zip	
3. Identify your Firm by circling one of 1-4 or provide other in 5	
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board,	

commission or committee.	
5. If there is not conflict then move to the Certificate section and Print, list Title, Sign and Date	
11. Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date	
12. References (Appendix G)	
- References (Appendix G) the Proposer must:	
1. List 4 similar projects which he/she has completed within the last five years.	
2. Provide a list of contracts that the firm currently has in process.	
13. Request for Information Form (Appendix H) – include any RFIs in which your firm submitted.	
14. Proposal Submission Checklist (Appendix I)	
- Proposal Submission Checklist (Appendix I) the Proposer must	
1. Use checklist to ensure all required documents are included in the proposal.	
2. Enclose this checklist with the proposal.	