



**REQUEST FOR PROPOSALS
For
LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

RFP NO.: 2022-I-18

Date Issued: October 13, 2022

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) Monday, November 28, 2022 for Life and Accidental Death and Dismemberment Insurance. This is a firm-price three (3) year service contract. Proposals will be valid for one hundred eighty (180) calendar days from the Board approval date.

PROPOSERS are encouraged to attend a pre-proposal conference for Thursday, October 27, 2022 at 3:00 p.m. (CST) in the CCRTA's Boardroom 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 1:00 p.m. (CST) Thursday, October 27, 2022.

Requests for Information/Exceptions/Approved Equals are due by 3:00 p.m. (CST), Thursday, November 3, 2022 with a response from the CCRTA by Thursday, November 10, 2022.

Copies of this Request for Proposals (RFP) and information may be obtained from the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/. Further information may be obtained from Christina Perez, Director of Procurement, or Sherrié Clay, Procurement Specialist, at procurement@ccrta.org.

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

- Request for Proposals,
- Instructions to Proposers,
- Special Instructions,
- Scope of Work,
- Current Life and AD&D Summary Plan (Exhibit A),
- Claim Rate (Exhibit B),
- Current Policy Census (Exhibit C),
- Standard Service Terms and Conditions,

- Price Schedule (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Sample Form 1295 (Appendix E),
- Accessibility Policy (Appendix F),
- References (Appendix G),
- Request for Information Form (Appendix H), and
- Proposal Submission Checklist (Appendix I).

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

For mailed proposal submissions, please submit as follows:

- 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),**
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Accessibility Policy (Appendix F), and
- References (Appendix G).

For electronic proposal submissions, please submit by email to procurement@ccrta.org as follows:

- Response to RFP **(in one electronic file).**
- Certification Forms (Appendix B, C, D, F, and G) **(in one electronic file).**
- Price Schedule (Appendix A), **(in a separate electronic file).**

All three (3) electronic files should be clearly titled and submitted together in the same email.

Note: Proposer's email submission must be less than 30MB. If your email submission is more than 30MB, submit your proposal via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to procurement@ccrta.org for the files to be accessed.

Proposers are to choose one submission option. If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

Failure to provide this information may deem your firm to be non-responsive.

The following document must be submitted prior to award if not submitted with the Proposer's proposal:

- Copy of Insurance

The following document is required to be submitted ONLY upon notification of recommendation for award:

- Form 1295 "Certificate of Interested Parties"

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.

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. 2022-I-18 Life and Accidental Death and Dismemberment Insurance

Proposal Due Date: Monday, November 28, 2022 by 3:00 p.m. (CST)

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

For electronic submission of your proposal, please email your proposal to procurement@ccrta.org before the proposal submission deadline.

Note: Proposer's email submission must be less than 30MB. If your email submission is more than 30MB, submit your proposal via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to procurement@ccrta.org for the files to be accessed.

Proposers are to choose one submission option. If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

- 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:

- **October 13, 2022 - RFP Issued**
 Proposal documents are available at the CCRTA Website: www.ccrta.org/news-opportunities/business-with-us/.
- **October 27, 2022 - Pre-Proposal Conference** at 3:00 p.m. (CST) on the second floor in the Boardroom located at the CCRTA's Staples Street Center at 602 N. Staples Street, Corpus Christi, Texas 78401. To virtually attend, please send a request for login information to procurement@ccrta.org by 1:00 p.m. (CST) on this day.
- **November 3, 2022 - Request for Information Due**
 Written Requests for Information (Appendix H) are due by 3:00 p.m. (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.
- **November 10, 2022 – 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/.
- **November 28, 2022 - Proposals Due**
 Written proposals are due no later than 3:00 p.m. (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.
- **November 28, 2022 – Proposal Closing**
 The Proposal Closing will be held at 3:30 p.m. (CST) on Monday, November 28, 2022 in the CCRTA's Boardroom located on the second floor of the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Proposal Closing remotely, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) Monday, November 28, 2022.
- **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 – February 1, 2022**
 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.

Proposers are welcome to attend the Proposal Closing on the second floor of the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, TX 78401. To attend the Proposal Closing via GoToMeeting, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) Monday, November 28, 2022. Only the names of the Proposing Firms that submitted proposals will be announced. Price Schedules will not be opened.

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
- 9.4. 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.

15. FORM 1295 "CERTIFICATE OF INTERESTED PARTIES"

(Only to be submitted upon notification of recommendation for award.)

Proposers must comply with Government Code Section 2252.908 and submit Form 1295 "Certificate of Interested Parties" upon notification that Proposer has been recommended for award. Form 1295 requires disclosure of "interested parties" with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a "controlling interest" in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

A Sample Copy of Form 1295 has been provided for reference only.

16. NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

SPECIAL INSTRUCTIONS

1.0 GENERAL

1.1 Introduction

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from firms qualified and experienced in Life and Accidental Death and Dismemberment Insurance similar to its existing plan for its employees. This is a firm-price three (3) year service contract.

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,
- Certification Forms (Appendix B, C, D, F, and G), 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:

Cover Letter

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

Section 1 – Approach and Work Plan (40 points)

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.

Section 2 – Qualifications and References
(15 points)

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.

Section 3 – Experience
(15 points)

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.

Section 4 – Certification Forms (Appendix B, C, D, F, and G)

Section 5 – Price Schedule (Appendix A) (Sealed Separately in an Envelope)
(30 points)

Each 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.) The 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 the 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:

Section	Evaluation Criteria	Weight (Points)
1	Approach and Work Plan	40
2	Qualifications and References	15
3	Experience	15
4	Price	30
Total		100

2.2 The CCRTA will first evaluate the proposals on all factors other than cost. After a preliminary evaluation, the Price Schedule (Appendix A) 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.

SCOPE OF WORK

1.0 DESCRIPTION

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from a qualified provider for a firm-price three (3) year service contract to provide Life and Accidental Death and Dismemberment Insurance.

2.0 BACKGROUND

The CCRTA seeks competitive proposals for Basic Group Life and Accidental Death & Dismemberment (AD&D) Insurance, and Supplemental Life and Accidental Death and Dismemberment Insurance for its employees similar to its existing plan. The current carrier is Minnesota Life Insurance and the current policy will end March 13, 2023.

3.0 SPECIFICATIONS

The Successful proposer will be expected to provide the following services at minimum:

- 3.1 Maintain or improve existing benefits (Information in Exhibits A, B and C).
- 3.2 Obtain superior customer service.
- 3.3 Stabilize, reduce and/or minimize cost of providing these benefits.
- 3.4 Process Life and Accidental Death and Dismemberment Insurance claims accurately and timely.
- 3.5 Proposed vendor will be responsible for assigning a designated account manager; the account manager will meet with the CCRTA's staff and Insurance Consultant on a regular basis to review plan and claims data.
- 3.6 Provide an actuarial analysis of claims reserves and funds requirement as requested or needed.
- 3.7 Provide an analysis of potential costs to the CCRTA based on claims experience impact on rates as requested by the CCRTA.
- 3.8 Provide a detailed summary for the CCRTA's staff and Insurance Consultant of all added value services offered its members. For example, legal services, travel assist policies, financial and other educational materials, etc.
- 3.9 Provide the costs to offer optional life and accidental death and dismemberment insurance quotes for employees to purchase for dependents; provide the plan rates for:

- 3.9.1 Employee - \$5,000 increments up to \$300,000, with a guarantee issue of \$100,000
- 3.9.2 Spouse - \$5,000 increments up to \$150,000, with guarantee issue of \$25,000
- 3.9.3 Children - Birth to age 26 at \$5,000 increments up to \$15,000
- 3.9.4 Employee and Family AD&D – all coverage is guaranteed
- 3.9.5 Grandfathered Plan- Dependent Package-\$10,000 Spouse/\$5,000 Child
- 3.10 Consider all employees newly eligible and subject to guaranteed issue for the initial enrollment period.
- 3.11 Provide a contact list of account manager(s) or representative(s) involved in the day to day activities servicing the CCRTA. Proposed carrier will be responsible for communicating any changes in responsibilities to both the CCRTA's Human Resources (HR) Staff and their Insurance Consultant throughout the term of the agreement.
- 3.12 Provide the CCRTA with experienced account management team for day-to-day service, billing and enrollment. Proposed carrier will be responsible for communicating any changes to any claim, service, or communication issues to the CCRTA's HR staff and their Insurance Consultant.
- 3.13 Provide a list of the personnel that would be available for mandatory quarterly claims review meeting with the CCRTA's staff and Insurance Consultant. Proposed carrier will be responsible for staffing such meetings as well as for providing all communication pieces' whether electronically or in paper form as requested by the CCRTA's HR Staff to both CCRTA and their Insurance Consultant.
- 3.14 Provide electronic monthly claims overview to the CCRTA's HR staff and Insurance Consultant and be prepared to meet with the CCRTA's staff and/or their Insurance Consultant on an as needed basis, and
- 3.15 Assist the CCRTA's HR staff with any added value employee educational material. Give advice and recommendation on plan design, utilization recommendations/concerns as well as cost containment strategies when necessary and appropriate.

EXHIBIT A

CURRENT LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE POLICY

**CURRENT LIFE AND ACCIDENTAL DEATH
AND DISMEMBERMENT INSURANCE POLICY**

CCRTA's Life Insurance/AD&D Insurance Program History and Other Related Information

Minnesota Life Insurance has provided the basic Life, AD&D, and Dependent Life insurance from June 1, 2011 to present. During this period, Life/AD&D insurance rates have consistently reasonable.

The current monthly rate structure is the following:

Coverage	Total Rate	CCRTA Contribution	Employee Contribution
Basic Term Life: \$100,000 (full-time employees only)	\$0.182/\$1,000	\$0.182/\$1,000	\$0.00
Basic AD&D: \$100,000 (full-time employees only)	\$0.03/\$1,000	\$0.03/\$1,000	\$0.00
Spouse Term Life: \$150,000 max	Varies (depends on spouse's age and amount requested)	\$0.00	100%
Dependent Life: \$15,000 (per child up to age 26)	\$0.20/\$1,000 (Elect in \$5,000 increments)	\$0.00	100%
Supplemental Employee Term Life: \$300,000 max	Varies (depends on employee's age and amount requested) (Elect in \$5,000 increments)	\$0.00	100%
Employee or Family AD&D Supplemental: Employee - \$500,000 max Family – Benefit is a percentage of employee elected AD&D amount: Spouse 50% Each Child 10%	Employee Only \$0.05/\$1,000 Family \$0.08/\$1,000 (Elect in \$10,000 increments)	\$0.00 \$0.00	100% 100%

Note: Employee must be participating in supplemental life to elect supplemental life for dependents. If the employee's spouse or child is eligible for employee coverage, they cannot be covered as a dependent. Only one employee may cover a dependent child. It is the employee's responsibility to notify their employer when dependents are no longer eligible for coverage. **Coverage reduces to 65% beginning at age 65 and 50% at age 70.

The CCRTA currently has 203 employees on the CCRTA's current Basic Term Life & AD&D coverage. 78 of those employees have elected Supplemental Employee Life coverage, 36 have Supplemental Spouse Life coverage, 49 have Child Life coverage, 49 have Voluntary AD&D Employee only coverage, 51 have Voluntary AD&D Family coverage, and 18 have Grandfathered Dependent Package of \$10,000 Spouse and \$5,000 child life.

EXHIBIT B

CLAIM RATE

CLAIM RATE

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
LIFE and AD&D Insurance Claim Experience

Period: June 1, 2011 to August 31, 2022

Period Timeframe	Number of Months	Life/AD&D Premium Paid	Paid Life Claim	Coverage Type	Paid AD&D Claim	Coverage Type
6/1/11 - 12/31/11	6	\$37,207.75	0	---	0	---
1/1/12 – 12/31/12	12	\$61,948.58	\$10,051.11 \$25,127.77	Supplemental Dependent Life Supplemental Spouse Life	0	---
1/1/13 – 12/31/13	12	\$62,492.35	\$100,733.33	Employee Basic Life	0	---
1/1/14 – 12/31/14	12	\$63,745.15	\$10,044.44	Supplemental Spouse Life	0	---
1/1/15 – 12/31/15	12	\$65,830.30	0	---	0	---
1/1/16 – 12/31/16	12	\$67,355.18	\$100,688.88 \$100,688.88	Employee Basic Life Supplemental Employee Life	0	---
1/1/17- 12/31/17	12	\$76,972.87	0	---	0	---
1/1/18- 12/31/18	12	\$78,916.83	0	---	0	---
1/1/19- 12/31/19	12	\$90,051.90	0	---	0	---
1/1/20- 12/31/20	12	\$96,105.62	\$100,241.10	Employee Basic Life	0	---
1/1/21- 12/31/21	12	\$95,542.37	0	---	0	---
1/1/22- 8/31/22	8	\$62,463.51	\$102,169.86 \$10,031.78 \$25,079.45	Employee Basic Life Supplemental Dependent Life Supplemental Spouse Life	0 0 0	--- --- ---

EXHIBIT C
CURRENT POLICY CENSUS
As of September 30, 2022

SEPARATE FILE

(CAN BE DOWNLOADED FROM THE CCRTA'S WEBSITE)

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.

The Contractor shall submit separate invoices listing the services rendered 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** or electronically by email to AccountsPayable@ccrta.org. 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, the 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.

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 C) Certification and Statement of Qualifications form.

APPENDIX A

PRICE SCHEDULE

**Project: RFP No. 2022-I-18
Life and AD&D Insurance**

PROPOSER: _____

INSTRUCTIONS:

- (1) Refer to "Instructions to Proposers" and "Scope of Work" and quote your best price.
- (2) This is a firm-price three (3) year service contract.
- (3) Proposers must complete all information requested. No items may remain blank (use N/A or other as necessary).
- (4) **Submit in a separately sealed envelope one (1) signed Price Schedule.** On the outside of your sealed proposal, address your envelope with the information as noted in the "Instructions to Proposers" Section 5 or submit your complete proposal package electronically to procurement@ccrta.org prior to the deadline of 3:00 p.m. (CST) Monday, November 28, 2022.

THREE-YEAR BID

Basic Group Life & AD&D Coverage:

Product	Number of Employees Insured	Member Rate (per \$1,000)	Estimated Annual Cost
Group Life	201	\$	\$
AD&D	201	\$	\$
Total Annual Premium			\$

Optional Supplemental Dependent Life and AD&D Coverage:

Group	Estimated Annual Premium
Supplemental Life Employee (GI \$100,000)	\$
Supplemental Life Spouse (GI \$25,000)	\$
Supplemental Child (GI \$15,000)	\$
Supplemental AD&D Employee (\$500,000 max)	\$
Supplemental AD&D Family (\$500,000 max) Benefit is a percentage of employee elected AD&D amount: Spouse 50%; Each Child 10%	\$

APPENDIX A

PRICE SCHEDULE CONTINUED

Project: RFP No. 2022-I-18
Life and AD&D Insurance

PROPOSER: _____

Does the above pricing include agents' fee? If so, what are those?

Premiums for any other proposed coverage plans submitted may be listed below:
Other proposed coverage pricing: *Please describe clearly.*

Authorized by:

Authorized Signature

Printed Name

Title

Date

APPENDIX B

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 C

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. _____

APPENDIX C

CERTIFICATION AND STATEMENT OF QUALIFICATIONS (CONTINUED)

ACKNOWLEDGMENT OF ADDENDUM / ADDENDA

I acknowledge receipt of the following addendum/addenda (list all addenda numbers below):

APPENDIX D

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 E
Sample Form 1295

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																																			
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																																			
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																																			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																																					
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																																					
4	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Name of Interested Party</th> <th rowspan="2" style="width: 30%;">City, State, Country (place of business)</th> <th colspan="2" style="width: 40%;">Nature of Interest (check applicable)</th> </tr> <tr> <th style="width: 15%;">Controlling</th> <th style="width: 25%;">Intermediary</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)		Controlling	Intermediary																														
Name of Interested Party	City, State, Country (place of business)			Nature of Interest (check applicable)																																	
		Controlling	Intermediary																																		
5 Check only if there is no Interested Party. <input type="checkbox"/>																																					
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) <div style="text-align: center; margin-top: 20px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>																																					
ADD ADDITIONAL PAGES AS NECESSARY																																					

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 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. 2022-I-18

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. Cover Letter	
2. Approach and Work Plan	
3. Qualifications and References	
4. Experience	
5. Certification Forms	
5.1 Certification Form (Appendix B)	
5.2 Certification and Statement of Qualifications (Appendix C)	
5.3 Disclosure of Interest Certification (Appendix D)	
5.4 Accessibility Policy (Appendix F)	
5.5 References (Appendix G)	
Proposals MUST include the following:	
If submitting my mail:	
- One Original Proposal (Items 1 - 5.5 listed above)	
- Five hard copies of Proposal	
- One Electronic copy on a USB Flash Drive	
Electronic Submission of Proposal and Price Schedule (Appendix A):	
• If submitting electronically, please submit your Proposal in one separate file .	
• Submit all Certification Forms (Appendix B, C, D, F, and G) in one separate file .	
• Please submit the Price Schedule (Appendix A) in another separate file .	
All three files should be clearly titled and submitted together in the same email to procurement@ccrta.org.	
Price Schedule (Appendix A) – 1 original sealed in a separate envelope	
If submitting by mail:	
- NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.	
If submitting electronically to procurement@ccrta.org:	
- One Price Schedule (Appendix A) in a separate clearly labeled file submitted in the same email with the Proposal and Certification Forms	
- Price Schedule (Appendix A)	
Proposer must:	
1. List the Proposer's Name	
2. Complete the Price Schedule – Three-Year Bid	
3. Sign, Print, Date and Provide Title on Price Schedule (Appendix A)	

1. Cover Letter – must be submitted	
2. Approach and Work Plan – must be submitted	
3. Qualifications and References - must be submitted	
4. Experience – must be submitted	
• Certification Forms	
5.1 Certification Form (Appendix B) – Sign, Print, Date and list Title	
5.2 Certification and Statement of Qualifications (Appendix C)	
- Certification and Statement of Qualifications (Appendix C) 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 years 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)	
5.3 Disclosure of Interest Certification (Appendix D)	
- Disclosure of Interest Certification (Appendix D) 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	
5.4 Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date	
5.5 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.	