

Thank you all for the questions, below are the questions as posed with responses in red. The most notable change is the following: ***We will extend the deadline to accept all proposals postmarked by April 16th***. Thank you for your interest in working with Rolling Hills Transit.

1. Do you just require the 1 page RFQ at this stage? Or do you need vendors to fill out the compliance matrix, attachments and RFP-like responses (company overview, software features, training plan, deployment team resumes, references, etc.)? ***The more you provide the better we will be prepared to evaluate your product, provide all information you feel pertinent to your product relevant our decision making process.***
2. Would you consider an extension to the due date? ***We will extend the deadline to accept all proposals postmarked by April 16th, unless we find that we need to add an addendum to the RFP we will not be extending the deadline further.***
3. Due to the short interval between the close of questions (April 12) and the proposal due date (April 16) would RHT please consider cutting off and responding to questions sooner, or extending the proposal due date by at least a week? Currently, any answers released on the 12th couldn't be evaluated and potential changes incorporated within proposals, and still leave time to print and ship proposals over the weekend. ***We will extend the deadline to accept all proposals postmarked by April 16th, unless we find that we need to add an addendum to the RFP we will not be extending the deadline further.***
4. Would RHT please release a version of Products/Service Requirements matrix and Forms in Word or other editable format to facilitate their completion by Bidders? ***I'm sorry, no. Please reference the number(s) in the matrix associated with the appropriate products and services.***
5. Would RHT please confirm what means they will be using for assessing proposals, the lowest price, or the technology evaluation criteria used originally to assist with your goals? ***We are seeking the best fit and value to our organization, not based solely on lowest price or other single criteria.***
6. Please confirm the maximum number of daily one-way trips the scheduling application needs to support. ***Based on our ridership the average would run from 250-300 one way trips per day system wide. This is expected to grow in the following months, years. The maximum on the heaviest of days could surpass 500 per day.***
7. Are Bidders to include the cost of cellular data plans for the tablets with the proposals, or will RHT be responsible for those? ***RHT plans to provide the data plans, for the sake of proposal, please provide data requirements and device recommendations along with projected device costs.***
8. Is the vehicle parking lot/garage area currently equipped with Wi-Fi access points that could be utilized by the tablets to reduce the cellular data plan requirements? ***No, we are far to spread out for many of the vehicles to access Wi-Fi. Each will likely need to have its own Wi-Fi onboard.***

9. Are Bidders to include the cost of the tablet installations with the proposals? **Please include if you have an installer**, Will RHT be responsible for performing this work with guidance from the Bidder? **We can hire an installer, if so please include any costs we would incur from you (the vendor) for guidance/instruction.**
10. If installation pricing is to be included,
- Does RHT prefer fixed tablet mounts and hard-wired power installations for the tablets, or easily removable mounts with accessory connector power plugs for easy portability between vehicles? **Fixed mounts with the capability of removing the tablet for updates, repair, replacement, etc. It may be nice for drivers to be capable of removing the device at slow times to monitor for updates when out of the vehicle. We don't have a central location to charge and update them.**
 - What is the minimum and maximum number of vehicles available for installations per day? **We can work to schedule installations as needed. Probably around five per day, install will have to travel to the vehicles within the service area.**
 - What is the location where installations will take place? **There will likely be multiple locations for vehicle installs.**
 - During what hours will the vehicles be available for installations (i.e. weekdays or evenings/weekends)? **The above projections are for weekdays between 8am and 5pm, we could likely fit them all into a weekend.**
 - Will a driver be provided to move vehicles for installation and testing purposes? **We will coordinate a driver for vehicle movement.**
11. Does Rolling Hills – Semcac need to separate all data for billing and/or reporting purposes for the 5 different counties? **Yes and no, we typically separate by route, not county. However we could run into the need to bill by county. It would be nice to draw county specific data for management purposes.**
12. Our pricing is slightly different than the pricing format being requested. Is it acceptable to list items like this on the RFQ Form? **Please List pricing in the format that works for you, but please provide an explanation so we can evaluate “apples to apples” as accurately as possible.**
13. The RFQ form is requesting pricing for 15 “driver/bus software” but then is requesting pricing for 14 “tablets, mounts, chargers, cases”. These numbers are typically the same. Can you elaborate on this request please? **That is an error on my end, 15 it is.**
14. Is it Rolling Hills -- Semcac desire to have the selected vendor purchase all related hardware? i.e. tablets, cases, mounts, etc. **Not necessarily, but recommendations and approximate costs are appreciated, but if not vendor supplied please make that readily known.**
15. If “yes” to question 3 under “cost proposal questions”. Which cellular provider does Rolling Hills - Semcac desire to work with? **We will need to work with Verizon to meet signal strength**

requirements.

16. Is it Rolling Hills – Semcac’s understanding that cellular data fees will be the responsibility of Rolling Hills – Semcac? **Yes, but we would like projections and need to know the requirements for your system.**
17. When & how will vendors receive the responses to these questions? (i.e., direct email, website post, etc.) **Direct email, posted on Semcac website.**
18. Would RHT be willing to grant an extension of the RFQ due date? The due date is very close to when the questions are due. We know that RHT will attempt to get responses out to questions as soon as possible, but there is only 1 business day from when questions are due and the due date of the RFQ. We would like to make sure we have time to prepare a proper response. **We will extend the deadline to accept all proposals postmarked by April 16th, unless we find that we need to add an addendum to the RFP we will not be extending the deadline further.**
19. How many copies of the proposal should be submitted? **Digital is preferred, but if hardcopy please send five. Hard copy will be more difficult for us to review prior to our final evaluation.**
20. Is it acceptable to submit an electronic copy of the proposal, in addition to the paper copies? a. If so, is a USB (flash drive) an acceptable form of Electronic Copy? **It is. However something easy for me to submit to the multiple locations of our evaluators is preferred.**
21. Can a USB containing additional materials and videos be included with our proposal for a better understanding of our software? **It Can. Expedited shipping may be necessary, or include links for viewing.**
22. Does the price proposal need to be in a separate sealed envelope from the technical proposal? **No it does not.**
23. Can Proposers include a copy of the specific vendor pricing sheet as explanation along with the required pricing form? **Yes.**
24. What are some of the biggest concerns seen with your current operations that you would change immediately if you could? **The biggest concerns are those listed in the RFQ documents.**
25. Does RHT provide any other types of service that may need to be supported by the chosen software? **We do have a volunteer driver program that may be able to utilize it, however, Public Transit is the focus with this project.**
26. What is the budget for this project? **Because we not using federal funds, are looking for competitive pricing, and want to know the costs associated with your product we are not disclosing project budget values at this time.**
27. What is the funding source for this project? **State Funding**

28. What are the funding deadlines/timelines for this project? **The funding timelines will be addressed when we have selected a vendor and move into the next stage of the project.**
29. Does RHT have a preferred cellular network? If so, please provide contact information for our account manager. **Verizon is the preferred network. Lilly Carrier is the manager for the account at Semcac, I don't currently contact info for a Verizon representative, but Lilly could get it for you. Semcac Main Number: 507.864.7741**
30. Is there a consultant involved with this RFP? If yes, what is the name of the firm or individual? **No, there is not.**
31. Does RHT plan to leave the Mobile Data Terminals (MDTs) within the vehicles at all times, or bring them inside when they are not in use? **Mainly they will stay in the vehicle, but occasionally stay with the driver at slow times if they leave the vehicle for a period of time.**
32. How many in office users will you have? **We anticipate having a minimum of 5 users, but would like to know the costs associated with additional user licenses.**
33. Can we use our pricing form to submit the pricing? **Please List pricing in the format that works for you, but please provide an explanation so we can evaluate "apples to apples" as accurately as possible.**
34. What is the total budget for the Routing Software? What is the total budget for the system for fare collection? **Because we not using federal funds, are looking for competitive pricing, and want to know the costs associated with your product we are not disclosing project budget values at this time.**
35. We understand the importance expressed by RHT for reporting requirements that contains a number of categories, fields and data needs specific to the number of passengers (duplicated and unduplicated) who rode in a selected time period, specific route as well as number of riders per route, funding source and passenger trips for billing purposes. Would RHT consider providing an example with definitions of what they need in this report(s), so we have a better understanding of what is expected? **Our reporting consists of but is not limited to the following categories: Disabled, Elderly, Adults, Youth, and Children. Other reporting categories are rides per hour, miles per gallon, passengers per mile, and passengers per gallon. We report this information by route and also as a system as a whole. We also report vehicle fuel and mileage along with revenue and non-revenue miles. We report monthly with a running tally that shows year to date counts as well.**