

April 3, 2020

TO: GMT Finance Committee

FROM: Nick Foss, Director of Finance
Matt Kimball, Capital Projects Manager
Kim Wall, Grants Manager
Jordan Posner, Manager of Paratransit Brokered Services

RE: Paratransit Services RFP Process

In order to retain contracted transportation services for GMT's paratransit programs, staff is issuing a Request for Proposals (RFP) for Paratransit Services on April 8th. An advertisement will be posted in multiple locations including the Burlington Free Press, VT Bid Registry, and Community Transportation Association of America's online classifieds section. Included in the RFP is a procurement schedule which outlines key deadlines for the procurement process. GMT retains the right to adjust the schedule as necessary during the procurement. The schedule included with the RFP is as follows:

Item	Description	Dates
1	Advertise and issue RFP	4/8/20
2	Questions due to GMT from paratransit service providers and request for vehicle maintenance records	4/22/20
3	GMT response to questions/issue addenda	4/29/20
4	Final day to inspect vehicle maintenance records	5/15/20
5	Vehicle inspection	5/17/20
6	Second deadline for questions from proposers	5/22/20
7	GMT response to second questions/issue addenda	5/27/20
7	Proposals due	6/17/20
8	Identify responsible proposers and responsive proposals	7/8/20
9	Schedule interviews, if desired by GMT	7/22/20
10	Negotiations with proposer(s)	8/12/20-9/10/20
11	Contract award	9/11/20
12	Transition for providing service (non-incumbent) with GMT assistance	9/14/20-12/10/20
13	Begin accepting reservations for trips (non-incumbent)	12/11/20

Following advertisement, the RFP will be issued by request to potential proposers. Proposers will have 14 days to compile and submit the first round of questions about the contents of the RFP. GMT staff will issue responses to questions no later than five days from the first question deadline. Proposers will also have the opportunity to make appointments for an on-site review of maintenance records for the leased vehicles at GMT's office as well. Proposers will also schedule appointments on May 17th to inspect the leased vehicles at SSTA's facility. Inspections would need to take place on a Sunday as this is the only day that the vehicles are not in use by SSTA.

After vehicle inspections have concluded, Proposers will have five days to submit a second round of questions. GMT staff will issue responses no later than five days following the second deadline for questions. Proposers will then have three weeks to finalize and submit proposals to GMT. GMT staff will have three weeks to review and evaluate the proposals to identify responsible and responsive Proposers. GMT staff can elect, at their discretion, to invite responsible Proposers for interviews with GMT. The schedule above allows two weeks for staff and proposers to schedule interviews, with an additional three weeks to complete all interviews before evaluations are concluded.

Following conclusion of the evaluation process, GMT may enter into negotiations with one or more proposers. Staff has dedicated 30 days in the schedule for negotiations. Once negotiations are finished, staff will be able to make a recommendation for award to the GMT Board of Commissioners. When board approval is obtained, staff will issue an award to the selected Contractor. Should the award go to a Contractor other than the Incumbent, the selected Contractor and GMT will engage in a 90-day transition of service wherein the new Contractor will fully establish its operations and GMT will train the Contractor on program requirements. Upon conclusion of the transition period, the newly selected Contractor will begin accepting reservations for trip and perform service under the new contract.