

STANISLAUS REGIONAL TRANSIT AUTHORITY (STANRTA)



REQUEST FOR PROPOSALS NO. 2026-08 FOR INFORMATION TECHNOLOGY (IT) SERVICES

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EXHIBITS

- Exhibit A – Proposal Letter Form
- Exhibit B – Cost Proposal Form
- Exhibit C – Insurance Requirements
- Exhibit D – Financial Interest Disclosure Form
- Exhibit E – References
- Exhibit F – Exceptions Form

STANISLAUS REGIONAL TRANSIT AUTHORITY (STANRTA)

REQUEST FOR PROPOSALS NO. 2026-08 FOR INFORMATION TECHNOLOGY (IT) SERVICES

PART I INFORMATION & INSTRUCTIONS TO CONTRACTORS

PART I – INFORMATION & INSTRUCTIONS TO CONTRACTOR

101 INTRODUCTION

This Request for Proposals (RFP) is issued by the Stanislaus Regional Transit Authority (StanRTA) to select a Contractor to provide Information Technology (IT) services in support of the agency's operational, administrative, and public meeting functions.

The Contractor shall furnish all labor, materials, tools, equipment, supplies, services, tasks, incidental and customary work necessary to perform the services competently.

102 DEFINITIONS

- A. **Agreement.** -- The term "Agreement" refers to the contract entered into between the Contractor and StanRTA, including all associated Exhibits.
- B. **Approval.** -- The term "Approval" means a written determination by StanRTA that a particular plan, program, invoice, action, or submittal of the Contractor appears to meet the requirements of this Agreement or the other Contract Documents. "Approval" shall not operate to shift any risk to StanRTA or relieve the Contractor of any obligations under this Agreement.
- C. **Board.** -- The term "Board" refers to StanRTA's Board of Directors.
- D. **Contract.** -- The term "Contract" means the entire contractual relationship between StanRTA and the successful Contractor resulting from this RFP, including the executed Agreement, the RFP and all incorporated documents, the Contractor's accepted proposal, any issued addenda, the Scope of Work, specifications, pricing schedule, and any other documents expressly incorporated into the Agreement.
- E. **Contractor.** -- The term "Contractor" means the firm submitting a proposal in response to this RFP and entering into an Agreement with StanRTA to provide Information Technology (IT) services.
- F. **Contract Documents.** -- The term "Contract Documents" means the following documents, set forth in their order of precedence: (A) the Agreement (including the Exhibits hereto); (B) the RFP; and (C) the Contractor's proposal in response to the RFP.
- G. **Contract Term.** -- The term "Contract Term" refers to an initial period of three (3) years, with the option to extend for up to two (2) additional one-year terms, if exercised by StanRTA.
- H. **Days.** -- The term "Days" means business days recognized by StanRTA.
- I. **Federal Transit Administration (FTA).** -- The term "Federal Transit Administration" or "FTA" means the Federal Transit Administration of the United States Department of Transportation or its successor entity.
- J. **Party or Parties.** -- The term "Party" or "Parties" means StanRTA and the Contractor.
- K. **Procurement Officer.** -- The term "Procurement Officer" will refer to StanRTA's Procurement Officer.
- L. **RFP.** -- The Term "RFP" means Request for Proposals No. 2026-08.
- M. **StanRTA.** -- The term "StanRTA" means the Stanislaus Regional Transit Authority, a local transportation provider created under California State law with its principal place of business in Modesto, California.
- N. **Work.** -- The term "Work" means all the services and responsibilities to be performed by the Contractor under this Agreement, as specified, stated, or implied in this Agreement. The term "Scope of Services" may be used interchangeably with "Work".

103 SCHEDULE OF EVENTS

EVENT	DATE
ISSUANCE OF RFP	AUGUST 21, 2026
PRE-PROPOSAL CONFERENCE AT 11:00 AM PACIFIC TIME	SEPTEMBER 3, 2026
DEADLINE FOR RECEIPT OF INITIAL QUESTIONS/REQUESTS FOR ADDENDA 4:00 PM PACIFIC TIME	SEPTEMBER 10, 2026
ISSUANCE OF STANRTA RESPONSES/ADDENDA	SEPTEMBER 17, 2026
PROPOSALS DUE 4:00 PM PACIFIC TIME	SEPTEMBER 29, 2026
INTERVIEWS (IF DEEMED NECESSARY)	OCTOBER 15, 2026 (TENTATIVE)
CONTRACT AWARD BY STANRTA BOARD OF DIRECTORS AND AUTHORIZATION TO EXECUTE CONTRACT	OCTOBER/DECEMBER 2026
COMMENCEMENT DATE (TENTATIVE)	JANUARY 1, 2027

StanRTA may modify any of the above dates via an Addendum.

104 OVERVIEW OF THE SCOPE OF WORK

- A. **General.** -- The Contractor selected in this procurement will be responsible for providing Information Technology (IT) Services for StanRTA per the terms of this RFP and the draft agreement. Relevant information relating to the Scope of Work to be provided under this RFP is more specifically described in Part III.
- B. **Contract Requirements.** -- The Contractor selected for this procurement will be required to comply with the terms and conditions of the Agreement, and all applicable federal, state, and local laws, and regulations.
- C. **Contract Term.** -- The Contract Term for the services to be provided under this RFP is estimated to commence on January 1, 2027, and continue for an initial period of three (3) years through December 31, 2029, with the option, at StanRTA's sole discretion, to extend the Contract for up to two (2) additional one-year terms.
- D. **Compensation Method.** -- The selected Contractor will be compensated on a monthly firm-fixed-price basis for the goods and services provided under the Contract, in accordance with the cost proposal and requirements set forth in the Scope of Work.

105 PROCUREMENT METHOD AND BASIS OF AWARD

This solicitation is being conducted through an RFP process. An evaluation committee will review, assess, and rank all proposals submitted by qualified Contractors. The selection of the successful proposal will follow the criteria outlined in the Evaluation and Selection Process section of this RFP. The contract will be awarded to the Contractor whose proposal is determined to be the most advantageous and deliver the greatest overall value to StanRTA. Evaluations will be conducted based on the factors and requirements specified in this RFP.

106 PRE-PROPOSAL CONFERENCE

A non-mandatory pre-proposal conference is scheduled for September 3, 2026, at 11:00 AM Pacific Time. The conference will be held exclusively via Microsoft Teams. All questions asked and responses

provided during the conference will be recorded and included in an addendum via Planet Bids. Any oral responses not documented in the written conference minutes will not be binding on StanRTA.

Contractors planning to attend the pre-proposal conference must confirm their attendance by sending an email to the Procurement Officer at Din@StanRTA.org by 4:00 PM Pacific Time on September 1, 2026. Once the Contractor submits an RSVP, the Procurement Officer will provide a link to the meeting. **If the Contractor fails to RSVP by the deadline, they will not receive a link to the meeting.**

107 REQUESTS FOR CLARIFICATION AND ADDENDA PROCESS

- A. **Request for Interpretation or Clarification.** -- Contractors may submit written requests to StanRTA for an interpretation or clarification of, or an addendum to, this RFP. All requests for interpretation or clarification must be sent via email. All requests must be received by the Procurement Officer no later than 4:00 PM Pacific Time on September 10, 2026. Any inquiries submitted after the deadline will not be considered. The Procurement Officer will not respond to requests for interpretations, clarifications, or answers to questions received after the deadline. If a request is submitted before the deadline, the Procurement Officer will address each request for interpretation or clarification by posting an addendum on Planet Bids.
- B. **Requests must be emailed to the Procurement Officer:**

Dero In
Procurement Officer
Email: Din@stanrta.org
Phone: (209) 774-4580

The RFP number (2026-08) and RFP title (Information Technology (IT) Services) must be included in the subject field of all email messages. The Contractor should contact the Procurement Officer by phone if a confirmation email is not received within one Day of their email submittal. If the request is made after the deadline, the Contractor should not contact the Procurement Officer by phone or email. **Under no circumstances should the Contractor attempt to contact other members of StanRTA regarding this solicitation. Violation of this prohibition will result in disqualification of the Contractor's proposal submission.**

- C. **Responses.** -- The Procurement Officer will review each request for interpretation or clarification submitted by the Contractors pursuant to this section and prepare a written response by September 17, 2026. StanRTA is not bound by any oral interpretations, clarifications, or modifications to the provisions of this RFP made by any representative of either agency. Any clarification or modification to this RFP must be issued as a written addendum by StanRTA in accordance with this section. Written responses to Contractors' requests for clarification, along with any addenda, will be posted on Planet Bids.
- D. **Addenda.** -- The Procurement Officer reserves the right to make modifications or issue addenda to this RFP, either in response to a Contractor's request or at the initiative of StanRTA. If StanRTA determines that it is necessary to revise any portion of this RFP, a written addendum outlining the revision will be issued and made available to all Contractors via Planet Bids. **All Contractors submitting a proposal must acknowledge receipt of each addendum in the Proposal Letter Form (Exhibit A).** If an addendum results in significant changes to the Scope of

Work described in the Agreement, the Procurement Officer reserves the right to extend the proposal submission deadline by an appropriate number of days to allow Contractors sufficient time to revise their proposals accordingly.

108 PROPOSAL DELIVERY, MARKINGS AND CONTENTS

Delivery of Proposals. -- Proposals in response to this RFP shall be considered received at the time received by the addressee or designated agent. **PROPOSALS SHALL INCLUDE THE FOLLOWING:**

THREE (3) HARDBOUND PRINTED COPIES – TECHNICAL PROPOSAL & REQUIRED FORMS
THREE (3) PRINTED COPIES – COST PROPOSAL WITH SIGNATURES
ONE (1) ELECTRONIC COPY (USB DRIVE) – TECHNICAL PROPOSAL & REQUIRED FORMS
ONE (1) ELECTRONIC COPY (USB DRIVE) – COST PROPOSAL WITH SIGNATURES IN EXCEL FORMAT

Required. -- The Technical Proposal and Cost Proposal should be accompanied by an electronic copy. The Cost Proposal (Excel Spreadsheets) should be stored on a separate USB drive from the Technical Proposal. Do not combine the documents. There should be 2 separate USB drives. Save the Cost Proposal in Excel format with a signature. Do not save the Cost Proposal in PDF format. Please label each USB Drive with a note (Technical Proposal or Cost Proposal).

When delivering the proposal package, please ensure that the package is clearly labeled with the following information on the front of the package:

Recipient Information:

Dero In
Procurement Officer
Stanislaus Regional Transit Authority
912 11th Street, Suite 100
Modesto, CA 95354
(209) 774-4580

Attn: RFP No. 2026-08: Information Technology (IT) Services

Return/Contractor Information:

Contractor's Name
Contractor's Address
Contractor's Phone Number

Please ensure the Contractor's firm name and address are clearly listed on the front of the package. If using a mailing service such as FedEx, UPS, or USPS, the package must display the firm's name and address, not the name of the individual submitting it to the mailing service. If this cannot be completed using the mail service, please ensure the Contractor's information is clearly indicated on the outside of the package so it can be properly recorded upon receipt. This can be done with a label or simply written directly on the package.

NOTE: Any package not labeled correctly as specified above may be considered non-compliant and may not be accepted.

- A. Ownership of Records.** – The proposals received become the exclusive property of StanRTA in accordance with California Public Utilities Code § 99154.
- B. Marking of Documents.** -- Contractors shall clearly designate, and mark information deemed confidential, proprietary, or trade secret consistent with applicable California law. Proposals that indiscriminately identify all or most of the proposals as exempt from disclosure without justification will not be sufficient and shall not bind StanRTA in any way whatsoever.
- C. Public Records.** -- At such time as a contract is awarded by StanRTA, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records, except for those elements of each proposal which are:
 - 1. Trade secrets as that term is defined in California Government Code § 6254.7(d) and which are so marked as trade secret, confidential, or proprietary; and
 - 2. Any questionnaires and/or financial statements required and deemed to not be public records and not open to public inspection pursuant to California Public Utilities Code § 99154.

StanRTA will not disclose information marked proprietary, confidential, or trade secret unless required to do so by law or legal process; provided, however, StanRTA may disclose such information to its legal and financial advisors as it deems necessary or appropriate. StanRTA shall not in any way be liable or responsible for the disclosure of any such records or portions thereof, including, without limitation, those so marked as confidential, proprietary, or trade secret, if the disclosure is deemed required by law or by an order of a court.

109 PROPOSAL DUE DATE

Proposals must be received by StanRTA at its office at **912 11th Street, Suite 100, Modesto, California 95354 by 4:00 PM Pacific Time on September 29, 2026.** Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation. **No other form of delivery method shall be accepted other than by mail or in-person. If the proposal is sent by mail, it must arrive before the deadline.**

110 PROPOSAL OPENING

Proposals will be publicly opened at 912 11th Street, Suite 100, Modesto, CA 95354 at 4:15 PM Pacific Time on September 29, 2026.

111 INTERVIEWS (IF DEEMED NECESSARY)

Virtual interviews, if deemed necessary, are tentatively scheduled for October 15, 2026. Contractors selected for an interview will be notified and invited to participate via Microsoft Teams. Invited Contractors shall make themselves available on this date, as all interviews will be conducted on the same day. StanRTA does not anticipate scheduling interviews on alternate dates or times except at its sole discretion.

112 ACCEPTANCE OF TERMS AND CONDITIONS

The Contractor understands and agrees that submission of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all the terms, conditions, and criteria contained in this RFP (including the Draft Agreement from each agency), except as otherwise specified in the proposal. Each proposal found technically acceptable shall constitute an offer to provide the services described in this RFP. The submitted proposal will become part of any subsequent contract between the selected Contractor and StanRTA.

113 RESTRICTIONS ON LOBBYING AND CONTACTS

- A. Restrictions on Lobbying and Contacts with StanRTA Board of Directors.** -- During the period beginning on the date of issuance of this RFP and ending on the date of Contract Award, no individual or entity submitting a proposal in response to this RFP, nor any officer, employee, representative, or agent acting on their behalf, shall contact or engage in any discussion regarding this RFP, the evaluation or selection process, or the award of the contract with any member of the StanRTA Board of Directors. Any such contact shall be grounds for the disqualification of the Contractor.
- B. Restrictions on Lobbying and Contacts with StanRTA Staff.** -- During the period beginning on the date of issuance of this RFP and ending on the date of Contract Award, each person or entity described in subsection A shall limit all communications with StanRTA staff to the written clarification and amendment process. During this period, such persons or entities are prohibited from engaging in any communications regarding this RFP, the evaluation or selection process, or the award of the Contract with any member of the Evaluation Committee, except for communications conducted during scheduled interviews or discussions. Any unauthorized communication may result in the disqualification of the Contractor.
- C. Conflicts of Interest.** -- No employee, officer, or agent of StanRTA shall participate in the evaluation or selection process, or the award or administration of the contract, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in any firm proposing or selected for the award:
- The employee, or an officer or agent of the employee;
 - Any member of the employee's immediate family;
 - The employee's business partner; or
 - An organization that employs, or is about to employ, any of the above.

Employees, officers, and agents of StanRTA shall neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors, prospective Contractors, Subcontractors to Contractors, or other parties to subagreements where the intent could reasonably be inferred as influencing the employee in the performance of their duties or as a reward for any official act.

114 FALSE, INCOMPLETE, OR UNRESPONSIVE STATEMENTS

False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of this matter shall be in the sole discretion of the Procurement Officer and his judgment shall be final.

115 PROPOSAL WITHDRAWAL

The Contractor's authorized representative may, prior to the date and times set as the deadline for receipt of proposals, modify or withdraw a proposal in person or in writing to StanRTA's office. If proposals are modified or withdrawn in person, the authorized representative shall make his or her identity known and shall sign a receipt for the proposal. Any such modification or withdrawal must be received by StanRTA no later than the date and time scheduled as the proposal receipt deadline. After the proposal receipt deadline, proposals may not be withdrawn for one hundred eighty (180) calendar days.

116 COSTS INCURRED BY CONTRACTOR

Any costs incurred by Contractors in responding to this RFP shall be the Contractor's sole expense and will not be reimbursed by StanRTA.

117 TECHNICALLY UNACCEPTABLE PROPOSALS

Non-responsive proposals are not acceptable and will be rejected by the Procurement Officer. Non-responsive proposals are defined as proposals that do not comply with the RFP terms and conditions, and requirements. The Procurement Officer reserves the right, but not the obligation, to consider any proposal that does not fully comply, as non-responsive.

118 DISQUALIFICATION OF CONTRACTOR

A Contractor may be disqualified, and their proposal may be rejected for any of the following reasons:

- Failure to use the Cost Proposal Form provided.
- Alterations to the Cost Proposal Form.
- Incomplete Cost Proposal Form.
- Lack of signature by an authorized representative of the Contractor on the Cost Proposal Form.
- Failure to provide a Technical Proposal.
- Failure to address the elements in Section 403 on the Technical Proposal.
- Failure to complete the required documents and forms.
- Unauthorized alteration of required documents and forms.
- Failure to acknowledge the addendums on the Proposal Letter Form.
- Failure to provide the required number of copies.
- Failure to submit a copy of the proposal on a USB drive.
- Failure to provide the Cost Proposal in excel format on a USB drive.
- Evidence of collusion among the Contractors.

119 CANCELLATION OF PROCUREMENT

The Procurement Officer reserves the right in its sole discretion to cancel this RFP in whole or in part.

120 PROPOSAL REJECTION

The Procurement Officer reserves the right in its discretion to accept or reject any and all proposals submitted in response to the RFP or refuse to enter into any contract resulting from any proposal submitted, without expense to StanRTA.

121 COST FORMAT

All costs for parts, materials, and equipment shall be F.O.B. destination, Modesto, CA. **Any freight/delivery charges shall be included in the Contractor's unit cost.**

122 COST PROPOSAL

The Contractor shall use the Cost Proposal Form (Exhibit B) to present their Cost Proposal. No other form or format shall be accepted. All copies of the form must be completed and signed. Electronic signatures are acceptable. **Submission of a Cost Proposal is mandatory.**

123 TECHNICAL PROPOSAL

The Contractor shall present their technical proposal that relates to the Scope of Work described in Part III of this RFP. The technical proposal should also address the criteria stated in Section 403 of this RFP. **Submission of a Technical Proposal is mandatory.**

The Contractor shall label each factor of the Technical Proposal according to the lettering in Section 403 for ease of reference. Contractors are also encouraged to include additional details relevant to the Scope of Work, such as diagrams, photographs, or other supporting materials.

124 REQUIRED DOCUMENTS & FORMS

The Contractor is required to submit a Technical Proposal along with Exhibits A, B, C, D, E, and F. All Exhibits must be fully completed. If a signature is required on the form, the Contractor must provide a valid signature. Electronic signatures are acceptable.

Exhibit A – Proposal Letter Form

Exhibit B – Cost Proposal Form

Exhibit C – Insurance Requirements

Exhibit D – Financial Interest Disclosure Form

Exhibit E – References

Exhibit F – Exceptions Form

125 TERMINATION OF SERVICE

StanRTA reserves the right to discontinue service with the Contractor upon failure to meet contractual expectations and/or obligations, as recommended by the technical liaison or his/her agent. StanRTA reserves the right to review the Contractor's performance at any time, with or without the knowledge or consent of the Contractor. Cancellation of services shall be determined by the collaborative efforts of the Chief Executive Officer, Procurement Officer, or his designee, after reviewing the incident(s) of failure to perform.

126 INDEMNITY

The Contractor shall defend, indemnify, and hold harmless StanRTA, its agents, officers, employees, and volunteers from and against any and all claims, losses, liabilities, judgments, damages, and expenses, including reasonable attorneys' fees and costs of defense, arising out of or resulting from any negligent or intentional act or omission of the Contractor or its agents, officers, employees, or volunteers in the performance of obligations under this Agreement, including but not limited to claims for bodily injury, death, or damage to property. The Contractor's obligation to defend, indemnify, and hold harmless StanRTA under this provision shall not be limited by any requirement in this Agreement for the

Contractor to procure and maintain insurance. The Contractor further agrees that all risk of loss, including but not limited to damages, property loss, and the defense of third-party claims, arising out of or relating to the operation of StanRTA-owned vehicles by the Contractor's employees shall be borne solely by the Contractor in accordance with the indemnification provisions of this Agreement.

127 ASSIGNMENT OF RIGHTS

The Contractor agrees to assign, and shall require all subcontractors and suppliers to assign, to StanRTA all rights, title, and interest in and to any causes of action arising under Section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (California Business and Professions Code § 16700 et seq.) in connection with the purchase of goods, services, or materials pursuant to this Contract or any subcontract. Such assignment by the Contractor, subcontractors, and suppliers shall become effective upon StanRTA's tender of final payment to the Contractor, without further acknowledgment by the parties, in accordance with California Government Code Sections 4550 through 4554.

128 FAILURE TO PERFORM SATISFACTORILY

It is agreed and understood that if the Contractor fails to perform the work as specified herein, StanRTA's representative may: (1) accept the unsatisfactory service with an appropriate adjustment in contract compensation based on established cost factors; (2) cause the required work to be performed by StanRTA personnel or by other means and charge the cost thereof to the Contractor; or (3) recommend termination of the Contract between the Contractor and StanRTA. Any discrepancies or deficiencies in the work that remain uncorrected after the date established for correction may justify a billing adjustment in the month following the occurrence. Unless otherwise negotiated, billing adjustments for incomplete or uncorrected work shall consist of permanent retention of one hundred percent (100%) of the estimated monthly cost associated with the work not corrected or completed.

129 PAYMENT

All invoices shall be paid in full within thirty (30) days by StanRTA, and receipt of a properly prepared invoice.

130 PROPOSAL EXPIRATION

The Contractor agrees to keep their proposal open for acceptance for one hundred eighty (180) Days after the proposal's due date without unilaterally varying or amending its terms and, if the Contractor is a partnership or joint venture, without any member or partner withdrawing or any other change being made in the composition of the entity on whose behalf this proposal is submitted.

131 SYSTEM FOR AWARD MANAGEMENT (SAM.GOV)

The Contractor must be registered on SAM.gov, which is free to use. **Registration on SAM.gov is mandatory.** The Procurement Officer should be able to search the SAM.gov database for the Contractor's registered entity to check for exclusion records. The entity's registration must be up to date and cannot be expired. Failure to obtain an active SAM.gov registration could result in the Contractor's proposal being rejected or disqualified.

**STANISLAUS REGIONAL TRANSIT AUTHORITY
(STANRTA)**

**REQUEST FOR PROPOSALS
NO. 2026-08
FOR
INFORMATION TECHNOLOGY (IT) SERVICES**

**PART II
PROTEST PROCEDURES**

PART II – PROTEST PROCEDURES

201 PURPOSE

The purpose of these procedures is to set forth the procedures to be utilized by StanRTA in considering and determining all protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award.

202 GENERAL

For a protest to be considered by StanRTA, it must be submitted by an Interested Party (as defined below) per the procedures set forth herein. A protest that is submitted by a party that is not an Interested Party or which is not in accordance with the procedures shall not be considered by StanRTA and will be returned to the submitting party without any further action by StanRTA. In all instances where StanRTA receives a protest involving a potential contract that will be funded with Federal Transit Administration (FTA) funds, StanRTA will notify the FTA of the protest, provide information concerning the nature of the protest, and keep the FTA informed about the status of the protest.

203 GROUNDS FOR PROTESTS

Any Interested Party may file a protest with StanRTA on the grounds that:

1. StanRTA has failed to comply with applicable Federal or State Law; or
2. StanRTA has failed to comply with its procurement procedures; or
3. StanRTA has failed to comply with the terms of the Solicitation in question, including the failure to adhere to the evaluation criteria set forth in the Solicitation, if applicable; or
4. StanRTA has issued restrictive or discriminatory specifications.

204 CONTENTS OF PROTEST

A protest must be filed in writing and must include:

1. The name and address of the protestor.
2. The name and number of the procurement solicitation.
3. A detailed statement of the grounds for the protest, including all relevant facts and a citation to the Federal or State law, the provision of StanRTA procurement procedures, or the specific term of the solicitation alleged to have been violated.
4. Any relevant supporting documentation the protesting party desires StanRTA to consider in making its decision.
5. The desired relief, action, or ruling sought by the protestor.
6. Protests must be filed with:

Adam Barth, CEO
Stanislaus Regional Transit Authority
912 11th Street, Suite 100
Modesto, CA 95354

7. All protests must be received at the StanRTA address listed above during normal office hours on Monday – Thursday, 8:00 a.m. to 4:00 p.m., Pacific Time.
8. If any of the information required by this section is omitted or incomplete, StanRTA will notify the protestor, in writing, within one (1) day of the receipt of the protest, and the

protestor will be given one (1) day to provide the omitted or incomplete information for the protest to be further considered. Note that this provision only applies in the case of a failure to state any grounds for a protest and does not apply to stating inadequate grounds for a protest or the failure to submit documentation.

205 TIMING REQUIREMENTS AND CATEGORIES OF PROTESTS

StanRTA will consider the following categories of protests within the period outlined in each category:

- A. Any protest alleging improprieties in a Solicitation process or Solicitation documents must be filed no later than five (5) calendar days before the scheduled proposal opening or deadline for submitting proposals, as appropriate, to be considered by StanRTA. Any protest based on such grounds not filed within this period will not be considered by StanRTA. This category of protests includes but is not limited to the allegation of restrictive or exclusionary specifications or conditions.
- B. Any protests regarding the evaluation of bids or proposals by StanRTA or alleging improprieties involving the approval or award or proposed approval or award of a contract must be filed with StanRTA no later than five (5) calendar days after the protestor's receipt of StanRTA's written notice of its decision or intended decision to award a contract. Any protest filed after the date which raises issues regarding the evaluation of bids or proposals, or the contract approval or award will not be considered by StanRTA. StanRTA will notify all unsuccessful bidders or proposers of its intent to award a contract to the successful bidder(s) or proposer(s) by email at the same time it notifies the successful bidder(s) or proposer(s) if the Board of Directors approval is not required, and at the same time as the publication of the Board of Directors agenda if the Board of Directors approval is required.

206 REVIEW OF PROTEST BY STANRTA

- A. StanRTA will notify the protestor within three (3) business days of timely receipt of a protest, that the protest is being considered.
- B. In the notification, StanRTA will inform the protestor of any additional information required for evaluation of the protest by StanRTA and set a deadline for submitting such information. If StanRTA requests additional information and it is not submitted by the stated deadline, StanRTA may either review the protest on the information before it or decline to take further action on the protest.
- C. In its sole discretion, StanRTA may give notice of any protest to other bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidders or proposers to submit comments to StanRTA relative to the merits of the protest. StanRTA will set a deadline for the submittal of such comments, which will be no less than five (5) days after StanRTA provides notification of the protest.
- D. In its sole discretion, StanRTA may schedule an informal conference on the merits of a protest. All Interested Parties will be invited to participate in the conference. Any information provided at the conference will only be considered by StanRTA in deciding the protest if it is submitted to StanRTA in writing within five (5) days after the conference.

207 EFFECTS OF PROTEST ON PROCUREMENT ACTIONS

- A. Upon receipt of a timely protest regarding the solicitation process of the solicitation documents in the case of sealed bids, StanRTA will postpone the opening of bids until the resolution of the protest. The filing of the protest will not, however, change the date on which bids are due unless

StanRTA determines, and so notifies all bidders, that such a date change is necessary and appropriate to carry out the goals of the procurement and assure fair treatment for all bidders.

- B. Upon receipt of a timely protest regarding the evaluation of bids or proposals, or the approval or award of a contract, StanRTA will suspend contract approval or other pending action, or issue a stop-work order if appropriate, until the resolution of the protest. In this event, the successful bidder or proposer may not recover costs as a change order.
- C. Notwithstanding the pendency of a protest, StanRTA reserves the right to proceed with any appropriate step or action in the procurement process or the implementation of the contract in the following cases:
 - 1. Where the item is to be procured is urgently required.
 - 2. Where StanRTA determines, in writing, whether the protest is vexatious or frivolous.
 - 3. Where delivery or performance will be unduly delayed, or other undue harm to StanRTA will occur, by failure to make the award promptly; or,
 - 4. Where StanRTA determines that proceeding with the procurement is otherwise in public interest.

208 SUMMARY DISMISSAL OF PROTESTS

StanRTA reserves the right to summarily dismiss all or any portion of a protest that raises legal or factual arguments or allegations that have been considered and adjudicated by StanRTA in a previous protest by any Interested Party in the same solicitation or procurement action.

209 PROTEST DECISIONS

After reviewing a protest by the appropriate StanRTA staff and/or legal counsel, a recommendation shall be made to the Chief Executive Officer concerning the appropriate disposition of such protest.

- A. The recommendation shall be made based on the information provided by the protestor and other parties, the results of any conference, and StanRTA's investigation and analysis.
- B. The decision of the Chief Executive Officer shall be in writing and shall be the final binding agency action. Except in exceptional circumstances, the decision will be issued within 30 Days after the date all relevant information is submitted according to the dealings outlined in these procedures.
- C. If the protest is upheld, StanRTA will take appropriate action to rectify the procurement process and safeguard the rights of the protester. If the protest is denied, StanRTA will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.

210 JUDICIAL APPEALS

A protester adversely affected by a protest decision may appeal such decision to an appropriate court of the State of California.

STANISLAUS REGIONAL TRANSIT AUTHORITY (STANRTA)

REQUEST FOR PROPOSALS NO. 2026-08 FOR INFORMATION TECHNOLOGY (IT) SERVICES

PART III SCOPE OF WORK

PART III – SCOPE OF WORK

301 SUMMARY

The Stanislaus Regional Transit Authority (StanRTA) is soliciting proposals from qualified and experienced firms to provide comprehensive Information Technology (IT) services to support the agency's operational, administrative, and public meeting functions.

StanRTA seeks a responsive and technically proficient IT services provider to deliver on-board bus systems administration, network administration, cyber security management, cloud and systems support, desktop and device management, help desk services, audio-visual meeting support, phone system maintenance, website support, and strategic technology planning. Services will be provided on an as-needed basis and will include both remote and on-site support.

The selected Contractor will be expected to maintain the reliability, security, and performance of StanRTA's technology environment. The Contractor will also provide proactive monitoring, preventative maintenance, system upgrades, disaster recovery management, user training, and detailed reporting to ensure operational continuity and long-term technology sustainability.

The IT Services to be performed include, but are not limited to, the furnishing of all labor, materials, tools, equipment, supplies, services, tasks, and incidental and customary work necessary to competently perform IT services. The scope may include all IT disciplines and the work products developed by these disciplines, whether identified or not. The Contractor may be asked to provide any variety of services that span the complete IT environment.

302 EXPERIENCES

The Contractor must have a minimum of one (1) year of experience supporting and providing services related to Microsoft Windows, Microsoft 365 applications and file services, Adobe, Avail Technologies, Genfare, Ecolane, RingCentral, and AngelTrax.

303 OPERATING ENVIRONMENT & SERVICE LOCATIONS

Services shall extend to all StanRTA-owned, leased, operated, or supported locations and technology assets, including administrative offices; transit centers; bus stops and passenger facilities with technology; operations, dispatch, and maintenance facilities; conference and training rooms; public meeting locations; remote work locations; cloud environments; and revenue and non-revenue vehicles.

The Contractor shall recognize that public transportation is an operationally critical service that may operate beyond normal administrative business hours. Technology systems supporting dispatch, communications, safety, security, passenger information, fare collection, fleet operations, and vehicle connectivity may require emergency technical support on a 24-hour basis.

304 CURRENT INFRASTRUCTURE & SYSTEM

Below are StanRTA's current systems and infrastructure:

StanRTA Administrative Office (912 11th Street, Suite 100. Modesto, CA 95354)

Third Party Software & Applications

- Microsoft Windows and Microsoft 365 applications and file services
- AccuFund
- Adobe Products
- Avail Technologies
- TransTrack
- Genfare
- Ecolane
- RingCentral
- AngelTrax
- Office video surveillance system with LTS Connect

Servers and Virtual Machines

- No on-site servers or virtual machines

Cloud Backup

- Datto SaaS Protection for Microsoft 365 backup

Network Infrastructure & Equipment

- SonicWall network Switches
- SonicWall Firewall
- Wireless access points for both public and private network access

Computers & End-User Devices

- Approximately 30 staff laptops and desktops computers
- Approximately 15 staff cellular phones
- One (1) copier
- Several desktop printers

Internet Service Provider

- New Horizon Communications - Fiber 100 Mbps download & 100 Mbps upload

Onboard Bus Systems

There are currently 141 vehicles in the fleet, consisting of fixed-route and demand-response vehicles. The technology and equipment installed on the various vehicle types are identified in the table below. The number and composition of vehicles in the fleet may fluctuate over the course of the agreement.

	Genfare Fareboxes	Cradlepoint modems	Avail CAD/AVL	Tablets	Angeltrax Video Surveillance	Verkada Video Surveillance
Fixed-Route Vehicles	X	X	X		X	X
Demand-Response Vehicles		X		X	X	

Bus Maintenance Facility (1609 8th St. Modesto, CA 95354)

Computers & End-User Devices

- One (1) desktop computer dedicated to the Genfare system

Third Party Software & Applications

- Verkada video surveillance system
- Genesys Cloud phone system

Network Infrastructure & Equipment

- SonicWall Firewall
- Wireless access points for network access

Internet Service Provider

- Ayera Technologies

Downtown Transit Center (1009 9th St. Modesto, CA 95354)

Third Party Software & Applications

- Verkada video surveillance and door access control system
- Genesys Cloud phone system

Network Infrastructure & Equipment

- SonicWall Firewall
- Wireless access points for public Wi-Fi access
- Two (2) Power over Ethernet (PoE) switches supporting the Verkada system

Internet Service Provider

- Ayera Technologies

305 IT SERVICES

The Contractor shall provide comprehensive managed IT services necessary to support StanRTA's administrative, operational, transit technology, and public meeting functions. The Contractor shall serve as StanRTA's primary IT services provider and shall furnish all labor, supervision, tools, equipment, software, transportation, materials, and incidental services necessary to maintain a secure, reliable, and efficient technology environment.

Services should be provided on both a remote and on-site basis, as required. The Contractor shall proactively monitor, maintain, support, troubleshoot, and improve StanRTA's technology systems and shall provide recommendations designed to enhance reliability, security, performance, and operational efficiency.

The Contractor shall participate in monthly meetings to review on-going issues and update StanRTA management on the status of its systems.

The Contractor shall maintain sufficient staffing and technical expertise to support all technology systems identified in this Scope of Work and shall coordinate with StanRTA staff, vendors, consultants, and service providers as necessary to ensure continuity of operations.

306 NETWORK ADMINISTRATION SERVICES

The Contractor shall be responsible for the administration, maintenance, monitoring, and support of StanRTA's network infrastructure. The Contractor shall ensure that all network systems operate securely, reliably, and efficiently and are maintained in accordance with industry best practices.

Network infrastructure services shall include, but not be limited to:

- Firewalls and firewall management;
- Network switches and switching infrastructure;
- Wireless access points and wireless network infrastructure;
- Routers and routing infrastructure;
- Virtual Private Network (VPN) services and remote access;
- Internet connectivity and Internet service management;
- Wide Area Network (WAN) infrastructure and connectivity;
- Local Area Network (LAN) infrastructure and connectivity;
- Structured cabling and communications infrastructure;
- Network monitoring, performance management, and troubleshooting;
- Network configuration, maintenance, and optimization;
- Network security, including intrusion prevention and related security controls;
- Firmware, operating system, and security updates for network infrastructure equipment;
- Network backup and configuration management;
- Remote and onsite network support, as required; and
- Coordination with Internet Service Providers, telecommunications providers, equipment manufacturers, and other third-party vendors, as necessary to maintain network connectivity and functionality.

The Contractor shall monitor network performance, implement firmware and security updates, maintain configuration backups, document network configurations, troubleshoot connectivity issues, coordinate

with internet service providers, and provide recommendations for infrastructure improvements and capacity planning.

The Contractor shall maintain current network diagrams and configuration documentation and promptly notify StanRTA of any significant outages, vulnerabilities, service degradation, or operational risks.

307 SYSTEMS, CLOUD, & BUSINESS APPLICATION ADMINISTRATOR

The Contractor shall administer and support StanRTA's cloud-based systems, software applications, user environments, websites and technology platforms. The Contractor shall ensure supported systems remain operational, secure, properly licensed, and configured in accordance with manufacturer recommendations and industry standards.

The Contractor shall perform user account administration, license management, software installation and configuration, security administration, troubleshooting, vendor coordination, application support, and software update management. The Contractor shall provide technical assistance with website domains and other website support but does not include website design services.

The Contractor shall maintain all administrative records and system documentation necessary to support ongoing operations. Additionally, the Contractor shall comply with any requests from StanRTA to produce reports and provide information requested from third parties, including auditors, grantors and the public.

308 DEVICE & ASSET MANAGEMENT

The Contractor shall perform basic support functions including: setting up and installing personal computers, laptops, smart phones, printers, copiers, and peripherals; diagnosing and correcting desktop application problems, configuring laptops and desktops for standard applications, identifying and correcting end user hardware problems, and performing advanced troubleshooting. The Contractor shall provide large scale document production and recovery services to assist with the daily operations of StanRTA. The Contractor is expected to maintain an up-to-date inventory of all computer-related hardware. The Contractor shall assist designated staff with software and hardware purchases if needed. The Contractor shall assist staff with third-party desktop and server software issues when direct user contact with the vendor has not been successful. The Contractor shall provide helpdesk support and general day-to-day support services.

309 HELP DESK & END-USER SUPPORT

The Contractor shall provide responsive technical support to StanRTA personnel for technology-related issues and service requests. Support services shall include troubleshooting, incident resolution, service request fulfillment, user assistance, remote support, and on-site support. The Contractor shall provide assistance with password resets, software installations, printer issues, connectivity issues, hardware troubleshooting, user onboarding, and employee offboarding activities.

The Contractor shall maintain a help desk system capable of tracking requests from initiation through resolution. Service requests shall be documented and made available for reporting purposes. The Contractor shall provide telephone, email, and remote support services during the term of the Agreement and shall maintain procedures for after-hours emergency support.

The Contractor shall maintain a service desk capable of receiving requests by telephone, email, and electronic ticketing system. The Contractor shall provide support twenty-four (24) hours per day, seven (7) days per week for emergency issues. At a minimum, the Contractor shall achieve the following response times:

- Critical-Priority: Agency-wide outages, cybersecurity incidents, communications failures, or major operational disruptions:
 - Response within thirty (30) minutes.
 - Continuous effort until service restoration or implementation of an acceptable workaround.
- High-Priority: Issues affecting multiple users or critical business systems:
 - Response within one (1) hour.
- Medium-Priority: Issues affecting a single user or limited business function:
 - Response within four (4) business hours.
- Low-Priority: Routine service requests and non-critical issues:
 - Response within one (1) business day.

For emergencies requiring physical presence, the Contractor shall make reasonable efforts to provide on-site support within two (2) hours.

310 CYBERSECURITY, DATA PROTECTION, BACKUP, & DISASTER RECOVERY

The Contractor shall provide cybersecurity services intended to protect StanRTA's information systems, networks, applications, and data from unauthorized access, disruption, loss, or compromise.

Cybersecurity services shall include, but not be limited to:

- Endpoint detection, protection, and response (EDR);
- Antivirus and anti-malware protection;
- Email security, including spam, phishing, and malicious attachment protection;
- Firewall security, configuration, monitoring, and management;
- Multi-factor authentication (MFA) and identity/access security controls;
- Security monitoring, alerting, and incident detection;
- Secure remote access, including Virtual Private Network (VPN) services;
- Vulnerability scanning, assessment, remediation, and management;
- Security patching and updates for supported systems and devices;
- Security event logging and review;
- Cybersecurity risk assessments and recommendations for risk mitigation;
- Security awareness and phishing training, as requested by StanRTA;

The Contractor shall investigate suspected cybersecurity incidents, provide incident response support, coordinate remediation activities, and recommend corrective actions. The Contractor shall notify StanRTA within one (1) hour after discovering a suspected or confirmed cybersecurity incident.

The Contractor shall administer and monitor backup systems to ensure the successful completion of backups and the recoverability of critical systems and data. Backups shall be completed daily, with a full backup completed at least weekly. Daily backups shall be retained for at least thirty-five (35) days, and monthly backups shall be retained for at least twelve (12) months.

The Contractor shall maintain current backup procedures and recovery documentation. Backup restoration shall be tested quarterly, and a complete disaster-recovery exercise shall be conducted annually. For critical systems, the Contractor shall maintain a recovery time objective of eight (8) hours and a recovery point objective of twenty-four (24) hours.

The Contractor shall assist StanRTA in maintaining disaster-recovery and business-continuity capabilities and shall support recovery efforts following outages, equipment failures, or cybersecurity incidents.

All system credentials, passwords, encryption keys, configuration files, licensing records, and technology documentation shall remain the sole property of StanRTA.

311 COMMUNICATIONS SYSTEMS SUPPORT

Telecommunications and communications services shall include, but not be limited to:

- RingCentral system administration and support;
- Voice over Internet Protocol (VoIP) infrastructure;
- Mobile phone systems and services;
- Internet connectivity and related services;
- Telecommunications system monitoring, maintenance, and troubleshooting;
- Communications system configuration and management;
- Secure remote communications and connectivity;
- Coordination with telecommunications providers and Internet Service Providers (ISPs) to resolve service issues, manage changes, and support system improvements; and
- Other related telecommunications and communications technologies.

312 TRANSIT TECHNOLOGY & ONBOARD VEHICLE SYSTEMS

StanRTA utilizes various technology systems to support transit operations. The Contractor shall provide technical support, administration, maintenance, troubleshooting, and vendor coordination for transit-related technology systems installed on transit vehicles and at operational facilities.

Transit technology and onboard vehicle system services shall include, but not be limited to:

- Genfare fare collection systems;
- Avail CAD/AVL systems;
- Cradlepoint routers and mobile connectivity devices;
- AngelTrax systems;
- Verkada systems and video surveillance technologies;
- Passenger information systems;
- Mobile communications systems;
- Operator tablets and other mobile computing devices;
- Automatic passenger counting (APC) systems; and
- Other related transit technology and onboard vehicle systems.

The Contractor shall provide configuration management, connectivity troubleshooting, software and firmware updates, equipment replacement and coordination, vendor coordination, and operational diagnostics necessary to maintain reliable transit operations.

The Contractor shall coordinate with StanRTA vehicle maintenance personnel and applicable system vendors to identify and distinguish IT or network-related failures from vehicle electrical, mechanical, warranty, or vendor-specific hardware failures. The Contractor shall remain responsible for technical case management, coordination, and follow-through for IT-related issues through resolution.

313 AUDIO-VISUAL, PUBLIC MEETING, & FACILITY TECHNOLOGY SUPPORT

The Contractor shall provide technical support, administration, maintenance, troubleshooting, and vendor coordination for audio-visual, public meeting, and facility technology systems utilized for Board meetings, committee meetings, public outreach meetings, training sessions, and other agency functions.

Audio-visual, public meeting, and facility technology services shall include, but not be limited to:

- Meeting room technology;
- Video conferencing systems;
- Zoom administration and support;
- Displays and projectors;
- Audio systems;
- Cameras;
- Recording systems;
- Hybrid meeting technologies; and
- Related audio-visual and facility technology systems.

The Contractor shall attend Board meetings and other public meetings, as requested by StanRTA, to provide technical support before, during, and after such meetings.

The Contractor shall provide troubleshooting, configuration, maintenance, and technical support necessary to ensure reliable operation of audio-visual and meeting technology systems.

314 VENDOR MANAGEMENT & PROCUREMENT SUPPORT

The Contractor shall act as StanRTA's technical liaison with software vendors, hardware providers, telecommunications companies, cloud service providers, internet service providers, transit technology vendors, and other technology-related service providers. The Contractor shall open and track support cases, coordinate repairs, manage escalations, facilitate warranty claims, and monitor vendor performance.

The Contractor shall also provide technical assistance related to technology procurement activities, including product evaluations, specification development, proposal reviews, implementation planning, and deployment support.

315 TECHNOLOGY PLANNING & CONSULTING SERVICES

The Contractor shall provide strategic technology planning and advisory services intended to help StanRTA effectively manage technology investments and operational risks. The Contractor shall regularly evaluate StanRTA's technology environment and provide recommendations regarding:

- Infrastructure improvements;
- Cybersecurity enhancements;

- System modernization;
- Equipment replacement;
- Technology standards;
- Budget planning; and
- Emerging technology opportunities.

At least annually, the Contractor shall prepare a written assessment of StanRTA's technology environment identifying operational risks, infrastructure needs, cybersecurity concerns, replacement requirements, and recommended future investments.

316 PROJECT MANAGEMENT & SPECIAL PROJECTS

The monthly managed services scope is intended to cover routine IT operational support, maintenance, monitoring, administration, and troubleshooting. Project management and implementation services associated with one-time initiatives, major technology upgrades, system implementations, or significant infrastructure replacement projects are excluded from the monthly managed services scope.

Upon written authorization by StanRTA, the Contractor may provide project management and implementation services on an as-needed basis. Such services may include, but are not limited to:

- Project planning and scheduling;
- Resource coordination;
- Vendor and subcontractor coordination;
- Project risk and issue management;
- Status reporting and progress updates;
- Implementation and deployment oversight;
- Testing and acceptance coordination;
- Change management;
- Project documentation; and
- Project closeout.

Authorized project management and implementation services shall be billed on a time-and-materials basis at the rates established in the Contractor's Cost Proposal, unless otherwise agreed upon in writing by StanRTA.

Examples of projects that may require separate project management and implementation services include, but are not limited to:

- Full CAD/AVL system replacement or implementation;
- Addition, replacement, or significant redesign of network infrastructure at any StanRTA facility;
- Major wireless network deployments or replacements;
- Server, storage, or cloud migration projects;
- Cybersecurity modernization initiatives;
- Enterprise application implementations, replacements, or major upgrades;
- Technology deployments associated with new facilities, facility renovations, or operational expansions; and
- Other major technology initiatives designated by StanRTA.

Routine maintenance, troubleshooting, configuration changes, and other activities that are reasonably considered part of the Contractor's monthly managed services responsibilities shall not be treated as separate project management services solely because they involve planning, coordination, or implementation.

317 PERSONNEL REQUIREMENTS

The Contractor shall provide qualified personnel possessing the education, certifications, experience, and technical expertise necessary to perform the services described herein. The Contractor shall designate a primary account manager and primary technical lead who shall serve as StanRTA's principal points of contact. The Contractor shall provide continuity of staffing to the greatest extent possible and shall maintain appropriately trained backup personnel to ensure uninterrupted service delivery.

The Contractor shall provide a minimum of two regularly scheduled on-site service days per week and approximately twenty (20) hours of (on-site and remote) support per week. Additional on-site support shall be provided as necessary to address operational needs, emergencies, projects, or service disruptions.

The Contractor shall recognize that StanRTA's public transit system is an operationally critical service that operates outside normal administrative business hours. Technology supporting dispatch, communications, safety, security, passenger information, fare collection, fleet operations, and vehicle connectivity may require 24-hour emergency support.

318 USER TRAINING

The Contractor will deliver end-user IT training to support secure and effective use of the StanRTA's technology environment. Training topics may include cybersecurity awareness, acceptable use of technology resources, data privacy and compliance requirements, Microsoft 365 applications, identity and access management, remote work security, IT support processes, and the use of business applications relevant to StanRTA operations. Training may be delivered through instructor-led sessions, workshops, webinars, recorded content, or self-paced learning materials as defined in the project scope.

319 REPORTING, DOCUMENTATION, & CONTRACT DELIVERABLES

The Contractor shall maintain complete and current documentation of StanRTA's technology environment and shall provide regular reporting regarding work performed and system performance.

At a minimum, the Contractor shall provide the following deliverables:

Monthly Deliverables by the 8th of each month

- Monthly service report;
- Summary of hours worked;
- Open and closed support tickets;
- Significant incidents and resolutions;
- Cybersecurity events and responses;
- Vendor coordination activities;
- Technology recommendations; and
- Updated contract expenditure tracking.

Ongoing Deliverables

- Current network diagrams;
- Technology asset inventory;
- Software and license inventory;
- Vendor contact inventory;
- Administrative credential records;
- Backup and recovery documentation;
- Configuration documentation; and
- System administration records.

Annual Deliverables by July 8th of each year

- Technology environment assessment;
- Cybersecurity assessment summary;
- Disaster recovery and backup validation review;
- Technology lifecycle replacement plan;
- Three-year technology roadmap; and
- Budgetary recommendations for future technology investments.

All records, documentation, credentials, configurations, reports, inventories, and work products produced under the Agreement shall become the property of StanRTA and shall be provided to StanRTA upon request and upon expiration or termination of the Agreement.

320 TRANSITION-IN & TRANSITION-OUT REQUIREMENTS

The Contractor shall provide an orderly transition of StanRTA's information technology systems, services, records, data, accounts, and administrative access. All transition services shall be included in the Contract price and completed without interrupting StanRTA's operations.

Transition-In

Within ten (10) business days after the Notice to Proceed, the Contractor shall submit a transition-in plan identifying the required activities, responsible parties, completion dates, dependencies, and known risks. The Contractor shall:

- Coordinate with StanRTA and the incumbent IT contractor to transfer system information, records, credentials, licenses, service agreements, and outstanding support items.
- Complete a baseline inventory of StanRTA's servers, computers, mobile devices, network equipment, software, cloud services, user accounts, administrative accounts, licenses, subscriptions, warranties, and other supported technology.
- Identify each asset's manufacturer, model, serial number, asset number, location, assigned user, operating system, software version, warranty status, and operating condition, as applicable.
- Obtain and verify all administrative credentials, passwords, security certificates, encryption keys, domain information, cloud-management accounts, software licenses, and remote-access permissions required to manage StanRTA's systems.

- Review existing network diagrams, system configurations, cybersecurity procedures, backup procedures, disaster-recovery information, vendor agreements, support records, open service tickets, and pending IT projects.
- Submit a written baseline report identifying missing records, inaccessible systems, expired licenses, unsupported equipment, cybersecurity concerns, outstanding service tickets, and any issue that may affect service, security, schedule, or cost.

Transition-in shall not be considered complete until StanRTA confirms in writing that the inventory, documentation, credentials, system access, and baseline report have been received and verified.

Transition-Out

The Contractor shall begin transition-out activities no later than sixty (60) calendar days before Contract expiration or within five (5) business days after receiving a termination notice. The Contractor shall continue providing all required IT services during the transition period and shall cooperate with StanRTA and any incoming contractor. No later than fifteen (15) business days before the Contract ends, the Contractor shall provide:

- A current inventory of all supported hardware, software, licenses, subscriptions, cloud services, user accounts, and administrative accounts.
- Current network diagrams, system configurations, operating procedures, backup procedures, disaster-recovery documentation, cybersecurity documentation, and equipment records.
- All administrative credentials, passwords, certificates, encryption keys, software licenses, domain-management information, cloud-management accounts, and remote-access information.
- A complete export of StanRTA's data, system configurations, support records, service-ticket history, equipment records, and other information maintained under the Contract.
- A list of open service tickets, unresolved system problems, cybersecurity issues, pending purchases, active projects, warranty claims, and recommended follow-up actions. The list shall identify the responsible party and expected completion date for each item.
- Vendor contacts, service agreements, warranties, renewal dates, licensing requirements, and technical-support information.
- Reasonable technical assistance and knowledge transfer needed for StanRTA or the incoming contractor to assume responsibility for the IT environment.

The Contractor shall not withhold StanRTA's data, records, credentials, licenses, documentation, or system access because of a payment or Contract dispute. The Contractor shall not delete, disable, or modify any StanRTA account, system, configuration, or data without written authorization from StanRTA. Transition-out shall not be considered complete until StanRTA confirms that all required information has been received, administrative access has been tested, and the incoming contractor or StanRTA staff can manage the IT environment without assistance from the outgoing Contractor.

STANISLAUS REGIONAL TRANSIT AUTHORITY (STANRTA)

REQUEST FOR PROPOSALS NO. 2026-08 FOR INFORMATION TECHNOLOGY (IT) SERVICES

PART IV EVALUATION & SELECTION PROCESS

PART IV – EVALUATION & SELECTION PROCESS

401 STEPS IN EVALUATION PROCESS

- A. **Evaluation Committee.** -- Proposals received in response to this RFP will be reviewed and evaluated in accordance with the provisions of this part of the RFP. StanRTA will establish an Evaluation Committee to evaluate the submitted Technical Proposals and Cost Proposals. StanRTA also reserves the right to utilize outside experts and consulting services to assist in the review and evaluation process.
- B. **Evaluation and Scoring of Proposals.** -- The Evaluation Committee will review and score the proposals submitted by each Contractor. Based on the evaluation and scoring described in this section, the Evaluation Committee will develop an initial ranking of proposals.
- C. **Action by the Board of Directors.** -- After finalizing the terms and conditions of the Agreement with the highest-ranked Contractor, the Procurement Officer shall submit the recommendation for Contract Award and the proposed agreement. The Project Manager shall submit all relevant supporting information to the Board of Directors. After review and consideration of these materials, StanRTA's Board of Directors, if it concurs with the recommendation, shall award the contract to the recommended Contractor, and shall authorize the execution of the agreement.

StanRTA's Board of Directors is not bound by the recommendation of the Evaluation Committee, but it must base any alternative decision made on the cost and technical evaluation factors and may not modify the respective weighting of technical qualifications and, alter the technical qualifications factors or their established weight or order of importance, or establish or rely on new or additional factors or considerations in making the award.

- D. **Single Proposal.** -- If only one proposal is received in response to this RFP, information will be requested from the Contractor to enable the Procurement Officer to perform a cost analysis, evaluation, and audit to determine if the cost is fair and reasonable. The award may be made to a single proposal if StanRTA determines that the proposal meets the requirements of this RFP and that the cost is fair and reasonable.
- E. **Authority of the Procurement Officer.** -- The Procurement Officer shall conduct a cost/price analysis to determine the fairness and reasonableness of the Cost Proposals; assess the cost realism of the Cost Proposals; review and audit all business records and related documents of any Contractors (including any affiliate or parent company, partner, or joint venture member); contact any client references; and conduct site visits and investigations.

402 PROPOSAL EVALUATION AND SCORING

- A. **General.** -- StanRTA will, through its Evaluation Committee, evaluate proposals in response to this RFP, and make its determination as to which proposal offers the best value, on the basis of the Technical Proposal factors set forth in Section 403 and the Cost Proposal elements described in Section 404.
- B. **Scoring.** -- Technical Proposals will be evaluated and scored based on the Technical Proposal factors in Section 403. Cost Proposals will then be scored as described in Section 404. **The**

overall score and determination of the proposal offering the best value will be based on a combination of the Technical Proposal score, accounting for eighty percent (80%), and the Cost Proposal score, accounting for twenty percent (20%).

- C. Interviews.** -- After the submission of proposals, StanRTA may, at its sole discretion, conduct interviews with all Contractors that submit a responsive proposal. If interviews are conducted, all responsive Contractors will be invited to participate in the interview process. Interviews will be used to further evaluate each Contractor's qualifications, proposed approach, understanding of the Scope of Services, proposed personnel, technical capabilities, and other matters relevant to the evaluation criteria established in this RFP.

StanRTA may also request written responses or clarifications regarding information contained in a Contractor's proposal. Any questions, responses, clarifications, or information obtained during the interview process may be considered by the Evaluation Committee in its evaluation of the Contractor's proposal and may result in an adjustment to the Contractor's technical evaluation score. Any adjustment shall be based on the evaluation criteria and scoring methodology established in this RFP and shall be applied consistently to all Contractors participating in the interview process.

Contractors selected to participate will be notified by email of the interview time and any additional instructions. StanRTA reserves the right to conduct interviews or not conduct interviews, at its sole discretion. StanRTA also reserves the right to make an award without conducting interviews, discussions, or requesting clarifications, based solely on the proposals as submitted. Accordingly, Contractors shall submit their proposals with their most favorable terms, qualifications, technical approach, and pricing.

- D. Best and Final Offer (BAFO).** -- Should the need for a Best and Final Offer (BAFO) arise during the evaluation process, StanRTA will promptly request a BAFO from the Contractors. This step will ensure that all relevant and updated information is considered before making a final decision on the proposal.
- E. Selection.** -- Following evaluation of the proposals and any subsequent discussions, StanRTA will enter into negotiations with the highest-ranked Contractor. If negotiations are unsuccessful or the Contractor declines the work, StanRTA may terminate negotiations and proceed to the next highest-ranked Contractor in order of ranking until an agreement is reached. In the event of a tie, the contract will be awarded to the Contractor submitting the lowest cost proposal. If StanRTA decides to cancel the RFP in its entirety with the intention of reissuing it in the near future, they may do so without being required to offer the award to the next highest-ranked Contractor.
- F. Negotiation.** -- Upon conclusion of any interviews, follow-up discussions, revisions to the agreement, and best and final offer, if any, StanRTA will enter into negotiations with the highest-ranked Contractor.
- G. Failure of Negotiations.** -- In the event that StanRTA and the highest-ranked Contractor are unable to successfully negotiate and execute an agreement, including but not limited to terms and conditions, scope of work, insurance requirements, or pricing, StanRTA reserves the right to terminate negotiations with that Contractor and commence negotiations with the next highest-

ranked Contractor, in sequential order, until an agreement is reached. If StanRTA determines that negotiations are unsuccessful with all ranked Contractors, it reserves the right to reject all proposals, cancel the solicitation, and reissue the RFP if doing so is determined to be in its best interest. StanRTA also reserves the right, at its sole discretion, to reject all proposals, cancel the RFP, and resolicit without entering into negotiations with the next highest ranked Contractor.

403 TECHNICAL PROPOSAL EVALUATION FACTORS

The Technical Proposals will be evaluated based on the following factors:

- A. Transit Experience (30%).** – The Contractor shall demonstrate substantial and relevant experience providing IT services to public transportation agencies, transit authorities, or other comparable public-sector transportation organizations. The Contractor should describe its experience supporting transit-specific technology environments and operational requirements, including, as applicable, systems such as fleet and vehicle technology, dispatch and communications systems, fare collection systems, security and surveillance systems, wireless networks, cloud-based applications, mobile devices, and other technology commonly used in transit operations. The Contractor shall identify relevant transit clients and describe similar services performed, including the scope of services, duration of the engagement, complexity of the environment, and the Contractor's role and responsibilities. The evaluation will consider the depth and relevance of the Contractor's transit experience, demonstrated understanding of transit operations and technology needs, and successful performance on similar engagements.
- B. Capability, Staffing, References, & Exceptions (25%).** – The Contractor shall provide a detailed narrative demonstrating its understanding of the Scope of Work and its overall capability, capacity, and resources to successfully provide the required services. The proposal shall include a description of the proposed project team, including the roles and responsibilities of key personnel and resumes or qualifications for individuals who will be assigned to StanRTA. The evaluation will consider the Contractor's organizational capacity, technical expertise, availability of qualified personnel, and ability to provide responsive and reliable service consistent with StanRTA's operational needs and service standards. The Contractor shall also provide references for similar projects or services. Reference checks may evaluate the Contractor's quality of work, ability to meet project schedules and budgets, responsiveness, communication, problem-solving abilities, and overall client satisfaction. Any exceptions, deviations, or proposed modifications identified on the Exceptions Page will also be reviewed and evaluated. Exceptions that materially affect the Scope of Work, service requirements, contractual obligations, or StanRTA's ability to obtain the required services may negatively impact the Contractor's evaluation.
- C. Approach & Methodology (25%).** – This evaluation factor will assess the Contractor's proposed approach and methodology for delivering the IT Services described in the Scope of Work. The Contractor shall describe the strategies, processes, tools, and methodologies it will use to provide effective, reliable, and responsive IT services to StanRTA. The proposed approach should demonstrate a clear understanding of StanRTA's operational environment, project objectives, service requirements, and potential challenges. The evaluation will consider the feasibility and effectiveness of the Contractor's proposed approach, including its methods for service delivery, communication, issue resolution, project coordination, cybersecurity, system maintenance, technology upgrades, and other activities necessary to successfully perform the Scope of Work. The Contractor's approach should demonstrate how it will minimize operational disruptions and support the continuity of StanRTA's transit operations.

404 COST PROPOSAL EVALUATION

Cost Proposal (20%). -- The Contractor shall submit a completed Cost Proposal Form (Exhibit B). The Cost Proposal shall include pricing for each applicable cost category identified in Exhibit B and shall be based on the requirements and specifications set forth in this RFP and the Contractor's proposed approach. The lowest responsive and responsible total Cost Proposal will receive the maximum number of points available under this evaluation factor. All other Cost Proposals will receive points based on the ratio of their total evaluated cost to the lowest evaluated cost.

**STANISLAUS REGIONAL TRANSIT AUTHORITY
(STANRTA)**

**REQUEST FOR PROPOSALS
NO. 2026-08
FOR
INFORMATION TECHNOLOGY (IT) SERVICES**

**PART V
DRAFT AGREEMENT**

PART V – DRAFT AGREEMENT

(To avoid any formatting issues, the Draft Agreement is provided as a separate Word document with this RFP.)

Note: The Draft Agreement is a standard template. If the Contractor wishes to propose any amendments or modifications, they must be submitted in accordance with the instructions provided on the Exceptions Page.

EXHIBIT A
PROPOSAL LETTER FORM

PROPOSAL LETTER FORM

To: Dero In
Stanislaus Regional Transit Authority
912 11th Street, Suite 100
Modesto CA, 95354

RFP No. 2026-08

NAME OF CONTRACTOR

1. The Contractor is a _____ *[identify form of organization and identify any equity participants in the Contractor if it is a joint venture].*
2. The Contractor has reviewed the RFP, including the Exhibits thereto, and all other information made available by StanRTA described in the RFP, and offers to carry out the Scope of Work in accordance with the RFP, this Proposal Letter, and its Proposal.
3. The Contractor acknowledges and agrees that its proposal constitutes a binding offer to provide the Scope of Work covered by the RFP in accordance with the terms, conditions, and requirements of the RFP. If selected as the Contractor, the Contractor agrees that it will execute the Agreement and perform all the operations work in accordance with the terms and conditions thereof, and at the cost proposed, subject to any exceptions identified in its Proposal and agreed to by StanRTA.
4. The Contractor further acknowledges and agrees that it has reviewed the Scope of Work covered by the RFP and has determined that it can provide those work for the price it has proposed hereto, in full satisfaction of the terms and conditions in the Agreement, and further acknowledges and agrees that it will honor its Cost Proposal throughout the Contract Term.
5. The Contractor agrees to keep its proposal open for acceptance for one hundred eighty (180) Days after the proposal due date without unilaterally varying or amending its terms and, if the Contractor is a partnership or joint venture, without any member or partner withdrawing or any other change being made in the composition of the entity on whose behalf this proposal is submitted.
6. The Contractor understands that StanRTA is not bound to accept any proposal that StanRTA may receive, and that all costs and expenses incurred by us in preparing this proposal and participating in the RFP process will be borne solely by us.
7. The Contractor agrees not to challenge, question, or seek to review any decision of StanRTA in regard to this Proposal, including but not limited to any decision to award the Contract to another party or to not award the Contract at all, except as expressly permitted in the Protest Procedures in Part II of the RFP.
8. The Contractor acknowledges receipt of the following Addenda (identify by number and date):

No. Date

9. The Contractor acknowledges and agrees that it understands and will comply with all applicable Federal, State, and local requirements.

10. The Contractor acknowledges and agrees that it will comply with the Restrictions on Lobbying provisions in the RFP and understands that impermissible contacts, as described in that section, shall be the basis for disqualification of the Contractor.

11. The Contractor designates the following individual(s) to act on behalf of and to bind and commit the Contractor, during this procurement process, on all matters relating to the RFP and the Agreement and to take all actions necessary to finalize an Agreement with StanRTA if the Contractor is selected for Contract Award.

[Name, title, email, telephone]

[Signature]

By: [Signature of Contractor's executing official]

Print Name: _____

Title: _____

Contractor's business address:

(Street) (Floor or Suite)

(City) (State or Province) (Zip or Postal Code) (Country)

State or County of Incorporation: _____

NON-COLLUSIVE AFFIDAVIT

State of _____,

County of _____

I, _____, Name of Affiant) being first

duly sworn, do hereby state that I am _____ (Capacity) of

(Name of Firm, Partnership or Corporation)

whose business is _____

and who resides at

_____ and that _____

(Give names of all persons, firms, or corporations interested in the Proposal)

is/are the only person(s) with me in the profits of the herein contained Contract; that the Contract is made without any connection or interest in the profits thereof with any persons making any Proposal or Proposal for said Work; that the said Contract is on my part, in all respects, fair and without collusion or fraud, and also that no members of the Board of Trustees, head of any department or bureau, or employee therein, or any employee of StanRTA, is directly or indirectly interested therein.

Signature of Affiant _____

Date _____

Sworn to before me this _____ day of

_____, 20____.

Notary public My
commission expires

Seal

EXHIBIT B
COST PROPOSAL FORM

COST PROPOSAL FORM

(Please use the attached Exhibit B and submit separately)

EXHIBIT C

INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

(Not required if Contractor has no employees)

4. **Professional Liability** (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37).

Primary Coverage

For any claims related to this contract, the **Contractor's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 12 19 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The policies shall be provided on a true "following form" coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation

Contractor hereby grants to Entity a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the Entity. The Entity may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state, with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Claims Made Policies (should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.

Verification of Coverage

Contractor shall furnish the Entity with original certificates and amendatory endorsements or copies of the applicable policy language affecting coverage required by this clause All required documents are to be received and approved by the Entity before work commences. However, failure to obtain the documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meetings all the requirements stated herein, and Contractor shall ensure that Entity is an additional insured on insurance required from subcontractors.

Duration of Coverage

CGL & Excess liability policies **for any construction related work, including, but not limited to, maintenance, service, or repair work**, shall continue coverage for a minimum of 5 years for Completed Operations liability coverage. Such Insurance must be maintained, and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

I acknowledge the insurance requirements listed above.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Company Name: _____

EXHIBIT D
FINANCIAL INTEREST DISCLOSURE FORM

FINANCIAL INTEREST DISCLOSURE FORM

All persons included within the meaning of either of the following tests have a material financial interest in an agreement, or application for development rights, submitted for approval or disapproval by StanRTA's Board of Directors, and shall be identified by the applicant, by name.

Tests of Materiality:

1. Whether it is foreseeable to a reasonable person that the value of their interest in property available for use by an applicant, or their interest in the applicant itself, may increase or decrease by an amount greater than \$2,000.00 as a direct or indirect result of Board of Directors action on the applicant's agreement or application for development rights.
2. Whether it is foreseeable to a reasonable person that the person's gross income from the applicant may increase or decrease by a sum greater than \$2,000.00 as a direct or indirect result of Board of Directors action on the agreement or application for development rights.

It is the legal obligation of all applicants for approval of an agreement or of an application for development rights to verify in writing, under penalty of perjury, that the identity of each person having a material financial interest in the agreement, application, or development rights is true, correct, and complete. The applicant understands that this information is provided under penalty of perjury, and that intentionally supplying misinformation or deception may result in either invalidation of the agreement or application, or criminal prosecution. Negligent provision of misinformation shall be grounds for invalidation. Each applicant has a continuing obligation to maintain the truth, accuracy and completeness of the financial interest disclosure information provided below until after final consideration by StanRTA Board of Directors of any matter arising out of or relating to the agreement or application.

Print Name: _____ Title: _____

Signature: _____ Date: _____

Company Name: _____

EXHIBIT E REFERENCES

REFERENCES

All Contractors must provide a list of three (3) current or former organizations or groups affirming your knowledge and experience in providing the proposed services requested by StanRTA under Scope of Work. Any Contractor' failing to provide references shall be deemed unacceptable.

StanRTA may contact some or all of the references provided in order to determine the Contractors' performance record on services similar to that described in this RFP. StanRTA reserves the right to contact references other than those provided in the response and to use the information gained from them in the award process.

Company Name: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Business: _____
Date of Service: _____
Annual Contract Value \$ _____.

Company Name: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Business: _____
Date of Service: _____
Annual Contract Value \$ _____.

Company Name: _____
Address: _____
City, State, Zip Code: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Business: _____
Date of Service: _____
Annual Contract Value \$ _____.

EXHIBIT F

EXCEPTIONS FORM

EXCEPTIONS FORM

The Contractor shall identify any requested exceptions to the **AGREEMENT** below, sign the form, and include it with their proposal submission.

Item No:	Reference To:		Description
	Page No.	Paragraph No.	

Print Name: _____ Title: _____

Signature: _____ Date: _____