

## EXHIBIT A PURPOSE AND PROCEDURE

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**1. Background**

The Capital Area Transportation Authority (“CATA”) is the regional public transportation provider for the Greater Lansing area. Specifically, CATA currently provides transit service to the Cities of Lansing and East Lansing, the County of Ingham, and Townships of Lansing, Delhi, Delta, and Meridian. CATA operates over 30 fixed bus routes and demand-response services in the rural Ingham area, as well as in Delhi, Delta, and Meridian Townships and the Cities of Mason and Williamston. CATA also provides a demand-response service designed to meet the needs of persons with disabilities, called Spec-Tran. CATA provided 11.8 million passenger trips in fiscal year 2011. CATA’s annual Fixed Route mileage is approximately 4.1 million miles.

**2. Confidentiality**

All information included in this Request for Information (“RFI”) is confidential and for the recipient’s knowledge only. No information included in this document or in discussions connected to it may be disclosed to any other party.

**3. Scope of Work**

The scope of this RFI is contained in the attached form, attached hereto as “Exhibit B.”

**4. Introduction and Purpose of the RFI**

With this RFI, CATA requests information regarding your company’s voice and collaboration solutions. This same information will be gathered from various different companies and will be used to evaluate what suppliers CATA will follow-up with to request demonstrations.

**5. RFI Procedure**

- To answer this RFI, please fill in the form attached hereto as Exhibit B.
- The contact person listed below is available for assistance, if needed.
- The responses to this RFI will be evaluated by CATA’s Evaluation Team.

**6. Delivery of Responses**

Please send the attached form via email to:  
Susan Holmes at [sholmes@cata.org](mailto:sholmes@cata.org)

**7. Contact Information**

ALL questions from Vendors must be submitted in writing. For questions regarding this RFI, you are welcome to contact:  
Susan Holmes  
Purchasing and Contracts Manager  
Phone: (517) 394-1100 x-293  
E-mail: [sholmes@cata.org](mailto:sholmes@cata.org)

**8. Timeframe**

- 10/29/2015 – The RFI is released and distributed
- 11/06/2015 - Last Date for Questions from Vendors
- 11/10/2015 – CATA Written Responses to Vendor Questions Due
- 11/13/2015 – Submission of Answers to RFI Due at 5:00 PM
- 11/20/2015 – Request for Demonstration to Selected Vendors

**END OF THIS SECTION**