



## Capital Area Transportation Authority

# NEW WEBSITE DEVELOPMENT, DESIGN AND MAINTENANCE

## Request for Proposal – Project # 2025-156

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### SCHEDULE OF ACTIVITIES

RFP Released:	October 3, 2024
Written Questions Due to CATA:	October 10, 2024 @ 11:00 A.M. Eastern Time
Pre-Proposal Meeting (optional):  <i>(See Section I-I, Pre-Proposal Meeting for additional details)</i>	October 15, 2024 @ 11:00 A.M. Eastern Time
CATA's Responses to Questions Released:	October 21, 2024
Electronic Submission via email of Proposals and Due Date:  <i>(See Section I-J Proposals for further instructions)</i>	Electronic Submission via email by 11:00 A.M. Eastern Time on November 8, 2024
Oral Presentation(s): (if required)	Week of January 6, 2025
Anticipated Award Date:	February 2025

**Released on: October 3, 2024**

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# Capital Area Transportation Authority

## NEW WEBSITE DEVELOPMENT, DESIGN AND MAINTENANCE

### Request for Proposal - Project # 2025-156

#### SECTION I: PROCUREMENT PROCESS

##### I-A Issuing Office

This Request for Proposal (“RFP”) is issued by Capital Area Transportation Authority (“CATA”), 4615 Tranter Street, Lansing, MI 48910.

**All communications regarding this project during the procurement process must be emailed to CATA’s Purchasing & Contracts Department:**

Ms. Nicole Wilson  
Purchasing & Contracts Manager  
Capital Area Transportation Authority  
4615 Tranter Street  
Lansing, MI 48910  
E-mail: [nwilson@cata.org](mailto:nwilson@cata.org)

##### I-B Project Management

The person designated to perform as CATA’s Project Manager **AFTER AWARD** of the Project is named below. **This person is not to be contacted by Respondents prior to award.** The only CATA contact during the RFP process is CATA’s Purchasing and Contracts Employee named above.

Ms. Brandie Yates  
Marketing Manager – Generalist & Deputy Public Information Officer  
Capital Area Transportation Authority  
4615 Tranter Street  
Lansing, MI 48910

##### I-C Project Oversight

The oversight of this CATA Project is the responsibility of the CATA Project Manager, or designee, named in Project Management Section I-B above.

The Contractor will be required to work with CATA staff and service agencies as directed by CATA throughout the duration of the Contract.

##### I-D Incurring Costs

CATA is not liable for any cost incurred by any party prior to signing of a contract with that party and then only upon written authorization from CATA to proceed with the project.

##### I-E Contract Term

The term of the proposed contract will commence on April 1, 2025, and continue for a three (3) year period; CATA shall thereafter have two (2), one-year (1) options to extend the contract terms.

## I-F Contract Extension

CATA reserves the right to extend the term of any contract resulting from this RFP as outlined above. Any extension will be in writing and must be mutually agreed to by both CATA and the Primary Contractor.

## I-G Type of Contract

CATA reserves the right to award without scheduling a pre-proposal meeting or providing a short-list of Contractors or hold short-list interviews or presentations. The award of this solicitation will result in a Fixed Rate Contract.

## I-H Questions/Changes to the RFP

It is the desire of CATA to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, CATA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to CATA only at the pre-proposal meeting, if held. All questions are to be submitted in writing. Submit written questions (via U.S. postal service or e-mail) to the CATA Purchasing & Contracts Department at the address indicated in Section I-A above no later than the date and time indicated on the Schedule of Activities above. Any changes made to this RFP, in response to the questions or concerns raised in any scheduled pre-proposal meeting or through correspondence received by CATA prior to the pre-proposal meeting, will be put in writing to all firms attending any scheduled pre-proposal meeting or otherwise indicating an interest in this project and posted on CATA's website by the date stated on the above Schedule of Activities page. No changes will be made in the RFP after such changes/answers are distributed.

## I-I Pre-Proposal Meeting

See *Schedule of Activities* page above for date and time of any Pre-Proposal Meeting scheduled for this RFP. Any such meeting will be held via zoom, see admittance information below. The purpose of this meeting is to discuss with prospective contractors the work to be performed and to answer questions about this RFP. The pre-proposal meeting is informational only; vendor attendance is not mandatory. **However, interested vendors are strongly encouraged to attend.**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85452296542?pwd=THyb8jVYmQQjq8FExwqxT9MIPaMXP5.1>

Passcode: 791534

Or One tap mobile :

+13092053325,,85452296542#,,,,\*791534# US

+13126266799,,85452296542#,,,,\*791534# US (Chicago)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 689 278 1000 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Webinar ID: 854 5229 6542

Passcode: 791534

International numbers available: <https://us06web.zoom.us/j/85452296542?pwd=THyb8jVYmQQjq8FExwqxT9MIPaMXP5.1>

## I-J Proposals

To be considered for award, each respondent must submit a complete response to the RFP, using the designated format (if any) and accepting the requirements of Sections II and III below. Proposals are to be submitted only to CATA. No other distributions of proposals are to be made. An official authorized to bind the respondent to the proposal must sign the proposal in ink. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than one hundred eighty (180) days following the Proposal Due Date, which is stated in the Schedule of Activities above. Submit the number of proposal copies per the directions indicated on the *Schedule of Activities* page above. Proposals, including pricing schedules, must be submitted to CATA by the time and date set as the Proposal Due Date indicated on the *Schedule of Activities* page above. The respondent is solely responsible for the timely delivery of the proposal to CATA. Except as provided below, late proposals will not be considered.

Late proposals which are received after the Proposal Due Date may be considered, if the respondent establishes to CATA's satisfaction within five (5) days of the Proposal Due Date that the delay was due to an independent event outside the control of respondent, such as acts of God or the public enemy, war, national emergency, labor strikes, the failure of the U. S. Postal Service to deliver first-class, registered, or certified mail within five (5) days, or the failure of a national courier service recognized by CATA to deliver as guaranteed or specified. CATA will require documentation to excuse late delivery, including, but not limited to, signed statements or affidavits, postmarks, original postal receipts, courier receipts, and shipment tracking logs in a form satisfactory to CATA. All proposals submitted in response to this RFP will become the property of CATA and will not be returned to the respondent.

All materials and documents submitted by the proposer in response to this RFP shall become the property of the CATA and shall not be returned. As CATA is a public entity, this information may be subject to disclosure to third parties. CATA cannot and will not treat any materials submitted as confidential, even if it is marked as such. Proposers will not be provided with notice prior to disclosure to third parties.

All bidders should submit their proposal via email to [nwilson@cata.org](mailto:nwilson@cata.org), and the subject line must state:

- i. PROPOSAL SUBMISSION – RFP 2025-156, New Website Development, Design and Maintenance

PRIOR TO SUBMITTING, please ensure you have all the required documents attached in Word, Excel, or Adobe Acrobat format ONLY.

1. Failure to attach the required documents will cause your submission to be declared NON-RESPONSIVE.
  2. BIDDERS are still required to complete and submit the proposal forms as specified in the solicitation.
- ii. Do not copy any other CATA employee on the email of your Electronic Submission, as we want to ensure that the integrity of the process is maintained.
  - iii. Emails sent to other email addresses may be considered NON-RESPONSIVE and not considered during the proposal review.
    - a. All emails must be received by 11:00 A.M. Eastern Time on November 8, 2024. Emails received at 11:01 A.M. Eastern Time or later, will be considered late submissions and deemed NON-RESPONSIVE.
    - b. CATA email accepts up to 50MB, it is the vendor's responsibility to ensure that their proposal do not exceed 50MB.
    - c. Vendors will receive an email confirmation from CATA that their proposal has been received.
    - d. Please note, this is NOT a permanent policy change and electronic submissions will not be accepted unless expressly directed within the Specified Solicitation by CATA.

Ensure you have Up-To-Date Information Regarding this Solicitation; Please visit [www.cata.org](http://www.cata.org).

## I-K Proposal Requirements

Proposing firms/organizations shall include a detailed proposal. Emphasis should be on completeness and clarity of content.

**The proposal must be submitted in a fully accessible format for selection committee members who utilize screen readers.**

### Cover letter

The proposal must include a cover letter which identifies the proposing firm/organization, mailing address, contact person, email address and telephone number. The cover letter must be signed by the individual who is authorized to negotiate and execute a contract on behalf of the proposing firm/organization.

### Price

The price proposal must include the cost for services described herein. Proposed prices must be submitted on the enclosed Pricing Form (*See Attachment D*).

### Qualifications of firm/organization

The proposal must include the firm's principle qualifications to communicate its ability to successfully complete the scope of work, include firm's length of time in business and include firm's certificate of insurance. The proposal must include the resumes of key individuals from the responding organization to be assigned to CATA.

### References

The proposal lists three (3) company references that will confirm vendor's capability to successfully complete the scope of work within the last five (5) years. Firm is requested to provide a list of contracts that are similar to CATA. CATA reserves the right to contact any or all of the listed references (*See Attachment C*).

## I-L Acceptance of Proposal Content

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful respondent to accept these obligations may result in elimination of the respondent from the selection process. CATA further reserves the right to interview the key personnel assigned by the successful respondent to this project and to recommend reassignment of personnel deemed unsatisfactory by CATA.

## I-M Economy of Presentation

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements and objectives of this RFP. Emphasis should be on completeness and clarity of content.

## I-N Primary Contractor Responsibilities

The selected contractor(s) (Primary Contractor) will be required to assume responsibility for all services offered in its proposal whether or not the contractor performs them. Further, CATA will consider the selected respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

If any part of the work is to be subcontracted: All subcontracted work to which costs will be passed through CATA or outside services must comply with CATA's procurement procedures. All bidding summary sheets must be attached to subcontractor receipts/invoices and sent to CATA. Any sole-source awards must be documented, and this documentation must be attached to the invoice submitted to CATA.

The primary contractor is responsible for adherence by the subcontractors to all provisions of the contract. CATA must review and approve, in writing, all subcontractors. All subcontractors must be included in the initial proposal with descriptions of the firm's qualifications and the qualifications of the key individuals assigned to this project. The primary contractor is responsible for any subcontractor's project quality and performance in meeting deadlines.

## I-O Other Duties Assigned by CATA

Because of the nature of this project, CATA is unable to determine all possible work components and tasks to be completed. The Contractor may be asked to provide additional services not outlined in this RFP. When additional duties beyond those outlined in this RFP and in the Contractor's, proposal are identified, CATA and the contractor will discuss the contractor's ability to complete this work. If CATA determines the contractor should conduct the additional work, the contractor will provide a Request for a Task Order describing the work to be done and all associated costs. A written task order will then be issued by CATA.

# I-P Selection Criteria

Responses to this RFP will be evaluated based upon the following factors as presented in the respondent's proposal. The criteria used to evaluate the proposals are provided below and are listed in order of importance. Therefore, the contract may be awarded to a firm which is not necessarily the low bidder.

## 1. Technical Expertise

- **Accessibility:** Demonstrated ability to achieve WCAG 2.1 AAA compliance, including experience with accessibility audits, content updates and implementation of accessibility features and best practices.
  - Provide at least two case studies and a detailed plan for creating an AAA-compliant website.
  - Include the resumes of the key individuals who will be directly involved in the accessibility aspects of the project, highlighting their relevant qualifications, certifications and experience.
  - **The proposal must be submitted in a fully accessible format for selection committee members who utilize screen readers.**
- **Content Management System Migration:** Proven experience in migrating websites from outdated CMS platforms (e.g., DNN – CATA's current platform) to modern, maintained CMS platforms with multi-level user access capabilities.
  - Identify and recommend CMS platforms suitable for CATA's new website.
  - Include examples and a phased approach for moving the CATA website to a new CMS, with a transition plan to support and maintain the current DNN CMS during new website creation.
  - Additionally, provide a timeline that ensures the new website will be fully operational within 6 months to 1 year (if not sooner) of the new contract, detailing key milestones and deliverables to facilitate a smooth transition.
- **UX Design and Usability:** Expertise in user experience design, demonstrated through a strong portfolio of successful website redesign projects that enhance usability across all devices.
  - Provide detailed examples of mobile-first design, navigation improvements and device compatibility testing.
  - Include the resumes of the key individuals who will be directly involved in the UX design and usability aspects of the project, highlighting their relevant qualifications, certifications and experience.
- **SEO Best Practices:** Strong knowledge of search engine optimization, including optimizing information architecture and content to enhance discoverability and user journeys.
  - Provide a roadmap for SEO improvements, including optimization of meta tags, alt text and structured data for enhanced discoverability.

## 2. Design and Development Capabilities

- **Responsive Design:** Experience in developing responsive and mobile-friendly website designs that comply with WCAG 2.1 AAA standards and Universal Design principles. Design should align with CATA's current brand standards as well as allow for future rebranding and modular additions without extensive backend redesign.
  - Address how provided example designs align with CATA's design preferences while maintaining accessibility and enhancing user experience.
- **Custom Modules and Third-Party Integrations:** Address the ability to integrate, maintain or create new custom modules and third-party tools (e.g., GTFS data files, trip planner, alert system, job applications, RFP notice postings, HubSpot live chat feature, maps, routes & schedules, etc.) within the new CMS, ensuring seamless functionality and security. Vendors must coordinate with CATA's current third-party module providers for updates and troubleshooting.
- **Testing and Quality Assurance:** Provide a detailed QA plan, specifying testing tools (e.g., Lighthouse, BrowserStack) and metrics (e.g., load time, mobile responsiveness) to ensure the integrity of design, functionality and accessibility throughout development and maintenance.
- **Ongoing Support and Maintenance:** Propose a tiered support plan, offering 24/7 critical issue resolution within 4 hours and non-critical updates within 24-48 hours. Present plan for providing post-launch support including but not limited to, help-desk support, troubleshooting, content updates, design refresh schedule and continuous monitoring of website performance and accessibility. Include a transition plan for maintaining the current website on the DNN CMS during the new website creation.

## 3. Project Cost

- Submit a complete and accurate pricing form (Attachment D) that includes all prices for services provided.

- Specify and include all costs associated with CMS licensing, security features, anticipated third-party integrations and any other costs not accounted for in the provided pricing form.

#### 4. Experience of Firm

- List company references that illustrate the respondent's past record of performance on similar projects.
- Demonstrate relevant experience and expertise through the proposal as stated in the scope of work.
- The proposal must include the Contractor's general qualifications.
- The proposal must include the Contractor's length of time in business.
- The proposal must include firm's certificate of insurance.

#### 5. Completeness and Responsiveness of Proposal to RFP

- The proposal has met all submittal requirements. The proposal demonstrates relevant experience and expertise as stated in the scope of work.
- The proposal is thorough, visual and easily understandable.
- **The proposal must be submitted in a fully accessible format for selection committee members who utilize screen readers.**

CATA reserves the right to conduct oral presentations with those proposers in a competitive range.

The evaluation team may elect to interview the remaining proposers, in order to clarify their proposals and/or request that the proposers give an oral/visual presentation. Such presentations may be conducted in person and/or telephone or video conference. If such oral presentations are held, the evaluation team will re-evaluate the proposals of those firms interviewed.

The presentation will be evaluated by the Committee for appropriateness to the needs of CATA. These points will be added to points for the original submittal.

- **Demonstration of CMS Functionality:** Vendors must walk the selection committee through the proposed CMS, showcasing how it will operate and function. This includes a live demonstration of key features, user interface and any custom modules, highlighting how the CMS meets CATA's requirements for accessibility, usability and integration.
- **Demonstration of Technical Knowledge:** Respondents should demonstrate a thorough understanding of the project requirements, including accessibility standards, CMS migration and UX design principles. Questions from the committee should be addressed competently and confidently.

Overall evaluation of the proposal and the vendor, including with respect to vendor, satisfactory references, legal status and compliance, experience with other projects and procurements, and other matters of concern.

CATA will constitute an ad hoc committee to evaluate all proposals. The firm(s) determined to be the most highly qualified based on the submitted proposal and any oral presentation may be asked to enter final negotiations. If the most qualified firm is unable to consummate agreement with CATA, then the next most qualified firm will be considered for award, and so on.

CATA will evaluate proposal criteria on a best value basis which considers both price and the above technical factors to determine the offer that is most advantageous and presents CATA with the best overall value.

The cost basis for the proposal will be used to evaluate the price proposal. Price will be evaluated in comparison to the above technical factors in the group.

Respondents may be required to update their proposals in writing if clarification or additional information is needed. Inquiries may be made of Respondents concerning their proposals. At any time during this process, CATA reserves the right to re-bid, award, or cancel the project, as CATA determines.

Each Contractor should make every effort to include Disadvantaged Business Enterprises in this project. CATA has a Disadvantaged Business Enterprise goal of 1.28%.

## I-Q Oral Presentation

Respondents may be required to make oral presentations of their proposals. These presentations provide an opportunity for the respondent to clarify the proposals through mutual discussion. This is not a time to simply review the contents of the proposal but to present to CATA your approach to this project and the uniqueness of the respondent's team in meeting the requirements of this RFP. Key members of the respondent's project team, including a representative from each subcontractor, must be part of the presentation. If held,

the presentations will be on the date indicated on the cover of this RFP. A maximum of 30 minutes will be allowed for each presentation, followed by 30 minutes for questions and answers (timing and duration to be determined by CATA). If a presentation is required, the vendor shall be responsible for all related costs, including travel, meals, lodging, etc.

## I-R Independent Price Determination

By submission of a proposal, the respondent certifies, or, in the case of a joint proposal, each party thereto certifies as to its own organization, in connection with this proposal:

- The prices in the proposal have been determined independently and without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other respondent or with any competitor.
- Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the respondent prior to award directly or indirectly to any other respondent or to any competitor.
- No attempt has been made or will be made by the respondent to induce any other persons or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that she/he:

- Is the person in the respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any action contrary to the requirements indicated in the bullets above.

or

- Is not the person within the respondent's organization responsible for the decisions as to the pricing being offered in the proposal but has been authorized, in writing, to act as an agent for the persons responsible for such a decision and certifying that such persons have not participated (and will not participate) in any action contrary to the requirements indicated in the bullets above.

## I-S Pricing and Payment

The Contractor shall submit a proper invoice to the address shown below. CATA reserves the right to return an invoice which is incomplete.

Invoices will be paid within 30 days from receipt of a proper invoice.

CATA  
Attn: Accounts Payable  
4615 Tranter Street  
Lansing, MI 48910  
Email: [payables@cata.org](mailto:payables@cata.org)

The invoice must contain the following information:

1. Invoice number
2. Time period covered by Invoice
3. Description of work completed
4. Contact person and phone number
5. Payment remit address

The Project Leader or designee will provide individual project budgets before any work is authorized to begin. The Contractor must keep project costs within that amount unless the Project Leader agrees to a change before costs are incurred. The vendor must list specific CATA-budgeted projects and activities for each item/service charged to CATA on invoices.

Agency invoices and subcontractor receipts/invoices should clearly show that no mark-up costs, commissions or sales taxes were incurred. CATA will not pay mark-up or tax on any outside services which are obtained by the Contractor on CATA's behalf. CATA will pay for outside services directly to avoid any mark-up or sales tax.

## SECTION II: STATEMENT OF WORK

### II-A Background

The Capital Area Transportation Authority (CATA) is a public transit authority that operates public transportation bus and paratransit services across metropolitan Lansing, Michigan. CATA's mission-critical employees, such as bus operators, Customer Experience Representatives and Paratransit Schedulers are considered first responders because transit is designated as an essential service in times of crisis. CATA plays a pivotal role in providing essential transportation services to all riders within our service area including students in secondary and post-secondary education, senior citizens, persons with disabilities and marginalized individuals within our community.

CATA's service area includes all 559 square miles of Ingham County and extends into portions of Eaton County and Clinton County. CATA also provides public transit services on the campus of Michigan State University, and to and from Lansing School District high schools. CATA has grown from seven fixed routes and 732,609 trips in 1972 – the year it was founded – to 33 fixed routes and nearly 11.4 million trips in fiscal 2019. In fiscal 2020, CATA delivered 7.3 million trips – a direct result of the coronavirus outbreak in our region. As the pandemic reached its height in fiscal 2021, CATA's ridership fell to 3 million trips. With the relaxation of COVID-19 executive and emergency orders in fiscal 2021, CATA saw a corresponding increase in ridership, recording 5.4 million trips systemwide. Fiscal 2023 concluded with a remarkable 41.4 percent growth in ridership which translated to an additional 2.2 million trips and an overall total of 7.63 million rides for the year.

CATA's Chief Executive Officer also serves as Executive Director of Eaton County Transportation Authority. CATA, EATRAN and Clinton Transit currently have interlocal agreements in place to provide coordinated cross-boundary transportation services. CATA is in the process of implementing contactless payment and microtransit services.

As the region's public transportation provider, CATA operates four facilities in its service area. Headquartered in south Lansing, the Administrative Offices are home to the executive office, all administrative departments and the bus storage facility, which houses CATA's directly operated fleet, maintenance and operations. CATA has recently purchased property in downtown Lansing to develop a new mixed-use facility to bring together public services and community resources in addition to address CATA's administrative space constraints. The CATA Transportation Center (CTC), located in downtown Lansing, is the central boarding hub and transfer point for 16 CATA routes and regional transit and intercity bus services, the customer information center and on-site security.

On MSU's campus, the MSU-CATA Transportation Center (MSU-CTC) is the main boarding center for CATA routes serving MSU and is adjacent to one of several campus parking ramps. As the region's primary multimodal transportation facility, the state-of-the-art Capital Area Multimodal Gateway, Operated by CATA, is the authority's newest facility. The Gateway offers seamless access to rail, intercity, regional and national bus lines, and transportation network companies (Uber, Lyft and taxicab services). The Gateway is served by three CATA fixed routes.

### II-B Objectives

The specific objective for this project is to secure a contract for described services.

CATA's current responsive website – [cata.org](http://cata.org) – needs a comprehensive overhaul to meet modern accessibility and usability standards. The last redesign occurred in 2016, necessitating a fresh approach to ensure inclusivity and equal access to transportation information and services. An online chat feature was added in 2018. The website has over 3,000 indexed web pages and approximately 64,000 monthly page views (most are concentrated within 40 pages) and is hosted internally on an IIS7 web server.

#### Project Goals:

1. Achieve WCAG 2.1 AAA compliance for the CATA website. Continue maintaining WCAG 2.1 AA compliance per relevant accessibility legislation.
2. Improve user experience and usability for all visitors.
3. Enhance CATA's reputation as a customer-focused and socially responsible organization by aligning the website's design and content with CATA's mission, vision, strategic goals and brand standards.
4. Upgrade the CMS to a robust, scalable platform that is regularly maintained, supports added technology features and improves internal ease of use.
5. Move primary website servers to cloud-based (e.g., Azure) for better performance, scalability and security.

## II-C Scope of Work

The website agency's work will be managed by CATA's Marketing Manager – Generalist or assigned designee(s).

Qualified vendors must offer in-house website development, design and maintenance services to meet the needs of CATA's new website project as outlined below:

### 1. PROJECT MANAGEMENT

- **Clear Timelines and Deliverables:** Vendors must provide a detailed project timeline, including key milestones and delivery dates for each phase of the website redesign. The timeline should include a transition plan to support and maintain the current DNN CMS during new website creation. The timeline should emphasize the goal of having a new website fully operational within 6 months to 1 year (if not sooner) of the new contract, specifying checkpoints for reviewing progress and making necessary adjustments to stay on track.
- **Point of Contact and Communication Expectations:** Regular status updates, meetings with CATA, and real-time project management tools must be utilized to ensure continuous communication throughout the project. A primary point of contact should be designated for both CATA and the vendor to facilitate smooth interactions.

### 2. ACCESSIBILITY AND USABILITY

- **WCAG 2.1 AAA Compliance:** Detailed plan for achieving WCAG 2.1 AAA compliance, including a comprehensive accessibility audit, content review and updates, enhanced keyboard navigation, color and contrast considerations, alternative input methods, text customization options, multimedia accessibility features, error prevention mechanisms, HTML markup best practices, user testing, accessibility policy and ongoing maintenance. Meeting this standard ensures that the website is easy to use for all users regardless of ability.
- **WCAG 2.1 AA Compliance:** Identify and maintain compliance with WCAG 2.1 AA standards as mandated by legislation.
- **Accessibility Testing Tools:** Vendors must utilize tools such as Monsido, Axe, WAVE, etc. to validate compliance with WCAG 2.1 AAA standards. Regular testing and validation of accessibility features must be conducted throughout the project lifecycle. Focus groups of individuals utilizing screen readers should be included when developing and testing accessibility features of the website.

### 3. DESIGN AND DEVELOPMENT CAPABILITIES

- **UX Design and Usability:** Expertise in user experience design, demonstrated through a strong portfolio of successful website redesign projects that enhance usability across all devices.
- **Responsive Design:** Experience in developing responsive and mobile-friendly website designs that comply with WCAG 2.1 AAA standards and Universal Design principles. Design should speak to CATA's current brand standards and be adaptable for future rebranding.

### 4. CMS/CONTENT MIGRATION

- **Content Management System Improvements:** Transition from DotNetNuke – DNN – to a new CMS for improved accessibility, security and content management capabilities. Some features within DNN are outdated which prevents necessary changes needed to be made to the website's accessibility issues. The transition will empower CATA's content editors and ensure compliance with WCAG 2.1 AA standards and going above and beyond with WCAG 2.1 AAA standards.
- **Content Migration Strategy:** The vendor must develop a detailed content migration plan to ensure all necessary content, images and data are seamlessly transferred from the existing CMS to the new platform. This includes verifying content accuracy, maintaining URL structure and addressing any issues with outdated content.
  - **Data Integrity:** Ensure all data migration processes maintain the integrity and accuracy of data.
  - **Data Backup:** Implement backup and recovery plans to safeguard against data loss during migration.
- **CMS Maintenance and Updates:** The CMS must support regular updates, including patch management and plugin/module updates to ensure security and compatibility with new technologies. The vendor must also provide a detailed plan for maintaining and upgrading the CMS post-launch.
- **User Authentication and Permissions:** The CMS must support role-based access control, allowing different levels of access for content editors, administrators and other users. Two-factor authentication must be available for users with administrative access to enhance security.

### 5. SEO AND OPTIMIZATION

- **SEO Best Practices:** Strong knowledge of search engine optimization, including optimizing information architecture and content to enhance discoverability and user journeys. Provide a roadmap for SEO improvements, including optimization of meta tags, alt text and structured data for enhanced discoverability.
- **Content Delivery and Speed Optimization:** The vendor must implement page speed optimization techniques, including the use of minified CSS/JavaScript, image compression (WebP format), lazy loading, Gzip compression and CDN integration to ensure fast page load times.

- **Data and User Tracking:** The vendor must integrate robust analytics tools such as Google Analytics, Hotjar, or other user tracking solutions to gather insights on user behavior, page performance and conversion points. Provide a plan for reporting and analyzing this data to inform future improvements.

## 6. CUSTOM MODULES AND THIRD-PARTY INTEGRATIONS

- **Third-Party Software Dependencies:** The vendor must document all third-party software used, ensuring long-term support and providing a plan for replacing obsolete modules. Third-party dependencies must also be regularly monitored for security vulnerabilities and updated accordingly.
- **Mobile App Integration:** If applicable, the vendor must ensure alignment between the website and any existing or future CATA mobile apps, maintaining consistent branding, user experience and functionality.
- **Current Custom Module and Integrated Third-Party Tools:** The existing CATA website encompasses several custom modules and integrated third-party tools, each contributing to various functionalities. The bidder must be able to integrate, maintain or if necessary, create new features to meet the existing core site modules and be able to embrace new technology features. Below is an overview of these core modules and their specific functions:
  - **GTFS Data Files**
    - CATA generates GTFS data files providing static fixed-route schedule departure information.
    - These files are uploaded to cata.org by the website development provider.
  - **Live Chat Feature**
    - HubSpot's live chat feature embedded in your website allows real-time communication with visitors, providing instant support and engagement through customizable chat widgets directly on your site.
  - **Pass Purchasing (Custom E-commerce feature)**
    - Enables online sale of transit passes, including student ID validation to prevent multiple purchases per semester.
    - Records student IDs, supports inventory fulfillment and considers mobile/contactless payment options to replace magnetic passes.
  - **Rider Alerts**
    - Custom module for users to register for and manage rider alerts via email or SMS.
    - Alerts can be posted in advance and are displayed on key website areas; managed by CATA staff.
    - Looking to expand this feature to include notification and follow-up capabilities with customers as well as reporting.
  - **Job Opportunities**
    - Posts job openings, allows online applications, and supports document uploads with a tracking system for staff. Currently powered by ADP.
  - **Embedded Media and iFrames**
    - Integration and management of embedded media such as photos, videos, documents and iFrames, allowing for dynamic content display and interactive elements within the website.
  - **Doing Business with CATA Portal**
    - Vendors create profiles to receive project bidding notifications and submit contact/project interests.
    - Purchasing staff manage vendor profiles, communications, and bid-tracking.
  - **Live Bus Tracking, Route Timetables & More**
    - Integrated third-party modules from Trapeze (i.g. live bus tracking, route timetables, etc.), hosted separately but matched aesthetically to CATA's core site.
    - Coordination with Trapeze is necessary for updates affecting site navigation and branding.
  - **Trip Planner**
    - Assists users in finding route and schedule information with real-time departure data.
    - Consistent user experience with shared navigation elements from CATA's core site.
  - **MySpectran/Pass-Web**
    - Provides curb-to-curb services for special transportation with handicap-equipped vehicles.
    - Separate credentialing process and shared navigation elements with the core site.

*This summary outlines some of the key components and functionalities of the current CATA website, providing a comprehensive foundation for planning the new website redesign. These features need to be integrated within the new website using an updated CMS. The CMS needs to follow regular software maintenance schedules to ensure that the modules are functioning correctly.*

## 7. DOMAIN AND SITE HOSTING

- **Domain Registrations and DNS:** CATA domains are registered, and DNS records maintained at GoDaddy by CATA IT staff.
- **Site Hosting:** Websites hosted on-site to provide real-time updates from back-end SQL databases. The recommendation is to move primary website servers to cloud-based (i.g. Azure) for better performance, scalability and security.
- **Remaining On-Site Servers:** The CATA Media Manager and CATA Interface databases currently remain on CATA's physical servers. The website vendor will have a secure method to access them from the cloud-based server.
- **Backup and Disaster Recovery:** Robust backup architecture with real-time mirroring, regular SQL database backups and plans to implement solutions for continuous data protection.

- **Scalability and Growth Considerations:** The website infrastructure must be built to handle future traffic growth and increased usage, with provisions for autoscaling, load balancing, and the integration of a Content Delivery Network to optimize load times for global users.

## 8. PRIVACY AND SECURITY

- **Security Requirements:** The vendor must implement security measures including SSL across the entire site, Web Application Firewalls, token-based API authentication and regular security audits (including penetration testing) to protect against threats like XSS, SQL injection and DDoS attacks.
- **Disaster Recovery Plan:** The vendor must provide a detailed disaster recovery plan, specifying recovery time objectives and recovery point objectives in case of failure, and outline scenarios for server crashes, data corruption or security breaches with real-time monitoring and rapid recovery protocols.
  - **Dark Site:** Create pre-designed, inactive version of a website that is set up in advance and kept hidden from the public until launched in an emergency situation.
- **Data Privacy and Compliance:** The vendor must ensure compliance with data privacy regulations such as GDPR, ensuring that personal data collection, storage and processing are secure and that users have the ability to manage their data.

## 9. ONGOING SUPPORT AND MAINTENANCE

- **Transition Period:** The vendor should provide a transition period where both old and new systems are operational to ensure a smooth handover. The vendor should provide support to assist CATA with maintaining the current DNN CMS during the new website creation.
- **Post-Launch Review:** Conduct a review period post-launch to address initial issues and make necessary adjustments based on feedback.
- **Issue Resolution:** Propose a tiered support plan, offering 24/7 critical issue resolution within 4 hours and non-critical updates within 24-48 hours. Post-launch support includes but not limited to, help-desk support, troubleshooting, content updates, design refresh schedule and continuous monitoring of website performance and accessibility. Include a transition plan for maintaining the current website on the DNN CMS during the new website creation.
- **Annual Audits and Technology Roadmap:** The vendor will conduct annual audits to assess the website's performance, security, accessibility compliance and user experience. The vendor must provide CATA with a technology roadmap outlining emerging trends, potential CMS upgrades and recommendations for feature enhancements or design refreshes to keep the website current. CATA expects proactive suggestions for improvements to prevent obsolescence.
- **Training and Documentation:** The vendor must provide comprehensive training to CATA staff on the use and management of the new CMS and website features. This includes user-friendly documentation for long-term use and reference.
- **Bug Fixes and Monitoring:** The vendor must monitor website performance post-launch and be available for bug fixes or issue resolution. A plan for continuous monitoring of uptime and performance must be in place.

## 10. LONG-TERM SITE MAINTENANCE AND SCALABILITY

- **Design Refresh Schedule:** The vendor must include a plan for periodic design refreshes and technology updates to ensure the website remains modern and functional. CATA requires a design refresh cycle every 3 to 5 years to update the website's look and feel, usability features and underlying technology. This includes upgrading the CMS to prevent reliance on outdated systems and ensuring compatibility with emerging web standards. The vendor must also provide options for adding new features and making adjustments based on changes in user needs, accessibility standards or CATA's branding.
- **Future-Proofing the CMS:** The selected CMS must be built with scalability and future-proofing in mind. The system should allow for easy upgrades, modular additions and integration with emerging technologies without requiring a full rebuild of the website. The vendor must provide a detailed roadmap for future CMS updates, ensuring that the system remains modern and secure. Any CMS chosen must have a large support community and regular updates to avoid becoming obsolete.

## 11. TESTING AND QUALITY ASSURANCE

- **Testing and Quality Assurance:** Provide comprehensive QA and testing procedures to ensure the integrity of design, functionality and accessibility throughout development and maintenance of the new website.
- **User Feedback:** Solicit and incorporate user feedback from CATA's staff or actual users during testing to enhance the final product.
- **Performance Monitoring:** The vendor must implement tools for real-time performance monitoring, including uptime tracking, response times, and error logging. Solutions such as New Relic or Pingdom should be used to monitor website health, and any downtimes must trigger immediate alerts.
- **Cross-Browser and Device Compatibility:** The vendor must ensure the website is compatible across a range of devices and browsers, with testing on the latest versions of Chrome, Firefox, Safari and Edge. A plan for graceful degradation for older browsers should be included, ensuring basic functionality remains intact.
- **Log Management:** The vendor must provide centralized log management to monitor user activity, detect unauthorized access and track system performance. Regular reviews of logs should be conducted for auditing and troubleshooting purposes.
- **Test Environments:** Test environments maintained for upgrade testing; cloud-based test environments to mirror production environments for comprehensive testing before live deployment.

- **Key Performance Indicators:** Define KPIs or success metrics to evaluate the website's performance post-launch, such as user engagement, load times and accessibility compliance.

## 12. LICENSING AND OWNERSHIP

- **Ownership of Website and Content:** CATA will retain full ownership of the website, including all content, design assets, source code, custom modules and any other deliverables developed during the course of this contract. Upon project completion or contract termination, the vendor is required to deliver all source files, CMS access credentials, documentation and other relevant materials in a format accessible to CATA or any future vendor. All intellectual property rights related to the website's design and functionality shall be transferred to CATA upon final payment.
- **Transition Plan:** In the event of contract expiration, termination, or non-renewal, the vendor will provide a comprehensive transition plan to ensure smooth continuity of the website's operations. This includes the transfer of all website files, user data, CMS login credentials, third-party module documentation and other assets necessary to facilitate the management of the site. The vendor will work collaboratively with CATA and/or a new vendor for a transition period of at least 90 days to ensure the website remains fully functional during the handover process.
- **CMS Licensing and Exit Strategy:** CATA will retain ownership of all CMS licenses and user credentials, ensuring no dependency on the vendor for continued use of the CMS. In the event of contract termination, the vendor must transfer all necessary licenses and documentation to CATA or its designated party. The CMS chosen should not require proprietary knowledge or custom solutions that would limit CATA's ability to engage another vendor or manage the site independently.

## 13. EXAMPLE PROJECT PHASES

CATA is looking for a website vendor to follow similar project phases listed below for the development, design and maintenance of CATA's new website:

- **Discovery Phase**
  - Conduct research and stakeholder interviews to gain insight into CATA's mission, vision and key business drivers, and how these elements shape project objectives.
  - Perform a comprehensive website audit to identify and prioritize core content, eliminate duplicate and outdated content and guide the new information architecture and user experience design. Include a detailed sitemap, user journey maps and list of content redundancies.
  - Analyze historical web analytics data (e.g., Google Analytics, Search Console, Monsido) provided by CATA to optimize IA, enhance user journeys and meet project objectives, along with recommendations for success.
  - Develop a refined IA to prioritize content effectively.
  - Provide detailed report on findings, including stakeholder feedback and initial project goals.
- **Content Strategy Phase**
  - Propose a content audit and curation strategy to eliminate outdated or redundant content while ensuring the preservation of high-value, frequently visited pages.
  - Conduct essential user research and usability testing throughout the project's duration to meet the objectives.
  - Ensure the new IA and UX adhere to search engine optimization best practices.
  - Offer recommendations on revised sitemap.
  - Offer guidance on industry best practices for content localization or translation in multiple languages.
- **Content Development Phase**
  - Conduct essential user research and usability testing.
  - Develop new, refined content that:
    - Simplify discoverability.
    - Provide an intuitive and optimal user experience (UX) across all devices.
    - Align with WCAG 2.1 AAA standards and the principles of Universal Design to ensure optimal accessibility for all users.
    - Achieve readability at a Grade 7 level or lower, according to the Flesch-Kincaid Model.
  - Redevelop or integrate associated custom rider website tools (e.g., Plan My Trip, Track My Bus, Routes & Schedules, Live Maps, and Alerts).
- **Design Phase**
  - Redesign CATA.org website to modernize the design and UX.
  - At minimum align the design with WCAG 2.1 AAA standards, and the fundamentals of Universal Design to provide optimal accessibility to all of our users.
  - Design should support a framework to provide a flexible viewer experience that can be integrated into a new CMS. Should use platform-agnostic standards for dynamic content elements such as HTML5.
  - Layout must be easy for content editors to navigate to create visually compelling, clean-designed web pages.
  - The design process will include review and revision cycles as needed to achieve approval of final design.
  - **Design Deliverables**
    - Detailed design layouts for all pages and feature templates.
    - Detailed functional specifications.
    - Usability test results and related data.
    - Graphic Assets:
      - Layered-files for all necessary graphic assets.
- **Building Phase**

- Create and use templated pages outlined by a specific website style guide created or approved by CATA staff unless the page requires specific information that does not fit into the templates created within the design phase.
- Follow proposed sitemap/navigation structure to house pages that are created.
- Iterate pages based on analytics gathered to educate which pages are prioritized within the redesign.
- **Launch and Ongoing Support**
  - **QA and Testing:** Ensure the integrity of the design through comprehensive QA and testing support from pre-launch through post-launch.
  - **Ongoing Support:** The proposer should clearly outline their plan to support CATA in ongoing website project management including:
    - **Status reports**
      - Communication plans (regular check-ins).
      - Assisting in monitoring performance and analytics.
      - Functionality recommendations.
      - User testing.

*Throughout all the phases, the client is expected to provide a detailed project schedule, including a breakdown of hours for each major phase, ensuring the total hours align with the rates and hours outlined in the proposal and approved budget.*

The website vendor will also need to follow the below parameters:

- Please indicate your ability to meet CATA's requirement for 24/7 support: including normal hours of operation and after-hours contact process, i.g., phone number(s), email addresses, response-time schedule, real-time project management communication tools, etc. Propose a tiered support plan, offering 24/7 critical issue resolution within 4 hours and non-critical updates within 24-48 hours.
- By submitting a proposal you acknowledge your willingness to work with third parties as designated by CATA.
- All written content must align with AP Stylebook guidelines, reflecting CATA's commitment to clear, concise, and consistent communication.
- Indicate the full-service website agency experience and proficiencies.
- Unless otherwise instructed by CATA's Director of Marketing, ensure thorough, consistent and inclusive communication between agency personnel and CATA's Marketing Department personnel.
- Must comply with FTA procurement standards.
- Must comply with CATA's procurement protocol.
- Must work cooperatively with CATA's established agencies and/or vendors.
- Outline potential risks and mitigation strategies, including handling unforeseen challenges during the project.

#### **Payment:**

CATA will pay a flat hourly rate for all work performed under this contract, not to exceed the board-approved budget, including, but not limited to:

- New website creation fees:
  - New website development & design project base costs (including content migration, associated hardware & software, etc.)
  - Custom feature add-ons (require prior approval)
  - WCAG 2.1 AAA compliance specific accessibility features
  - Sub-site/third-party integrations
  - Cloud hosting setup and support
  - Security and backup features setup and support
- Annual maintenance and support:

- Help-desk support for content-management and maintenance.
- Troubleshooting forms, web services, custom modules, third-party integrations, behaviors including those related to browser updates and platform changes.
- Framework version upgrades, testing and deployment.
- Content changes, new pages, teardowns, temporary pages, stand-alone sites, etc.
- Design refreshes and updates based on changes to CATA's brand guidelines and industry standards.
- Provide ongoing maintenance and support in a timely fashion, typically within 24-48 hours.
- Annual service fees for cloud hosting, security and backup features, WCAG AAA compliance specific accessibility features, sub-site/third-party integrations, etc.

CATA will not pay any fees associated with translating its current data files into alternate hardware and/or software formats. Should the vendor wish to translate CATA data files into new formats, CATA personnel will not dedicate time to review or proofread translated files, and the agency will be responsible for ensuring the accuracy of data-file translations and will be required to reimburse CATA for any costs arising from any data-file errors (i.g., staff time in proofing or reprinting materials).

Invoices must be received monthly with a summary of work completed to be organized by task or project and associated hours. Summary should indicate the nature of the work (content revision, design, support, maintenance, etc.) and the amount of time spent on each aspect with a subtotal for each task or project. The to-be-paid amount should reflect the sum of all subtotals for the invoiced month.

#### **Delivery and Other Costs:**

All delivery and pick-up costs are to be included in the flat hourly rate.

Speculative work is not to be performed in conjunction with this proposal, and CATA will not pay for any speculative work undertaken as part of this RFP process.

## **II-D CATA Responsibility**

CATA will provide the following to the bidder upon request:

- Electronic files of CATA's brand standards.
- Current website analytics and traffic data from the last 3 months.

## SECTION III: COMPLIANCE REQUIREMENTS

### III-A FTA and MDOT Required Clauses

The contractor will comply with all relevant procurement and contract requirements of the Federal Transit Administration (“FTA”) and the Michigan Department of Transportation (“MDOT”). See, for example, FTA Best Practices Procurement Manual, Appendix A.1 and FTA Circular 4220.1F.

The website address of the Federal Transit Administration is [www.fta.dot.gov](http://www.fta.dot.gov).

The website address of the Michigan Department of Transportation is [www.michigan.gov/mdot](http://www.michigan.gov/mdot).

The contractor shall furnish to CATA upon request, certificates of compliance with all such laws, rules and regulations. The contractor shall, at its own expense, be responsible for obtaining all necessary permits and licenses required for performance of the contract.

All contractual provisions required by MDOT or mandated by FTA as set forth in FTA Circular 4220.1F, are hereby incorporated by reference. The contractor shall not perform any act, fail to perform any act or refuse to comply with any CATA requests which would cause CATA or the contractor to be in violation of FTA or MDOT terms and conditions.

### III-B Disadvantaged Business Enterprises

Disadvantaged Business Enterprises (“DBE”) are encouraged to bid on this project. Any applicable DBE firm’s certifications must be included in the proposal. Cost Proposals must list the amount and activity of service provided by the DBE firm, as applicable. Information on becoming certified as a Disadvantaged Business Enterprise is available from Michigan Department of Transportation (“MDOT”) at the following website address: [http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21539\\_23108---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21539_23108---,00.html).

### III-C Compliance with Laws

The contractor shall comply with all federal, state, and local laws, ordinances, rules, regulations, and orders, including, but not limited to:

1. Motor Carrier Safety Act, 1963 P A 181, as amended.
2. Motor Bus Transportation Act, 1982, P A 432, as amended.
3. Rules and Regulations of the Department of Transportation may promulgate to accomplish the purpose of 1990 P A 339.
4. Motor Safety Carrier Regulations, being 49 CFR, Parts 387, 390-393, 395-397, and 399 including appendices C, D, E, and G.
5. Drug-Free Workplace Act of 1988.
6. Procedures for Transportation Workplace Drug Testing Progress, 49 CFR 40.
7. Physical Qualification Requirements of 49 CFR 391.41 to 391.49.
8. Lobbying Disclosure Act of 1985, *attached*, must be signed by Respondent and included with proposal submission.
9. Iran Economic Sanctions Act Certificate per MCL 129.311 *et seq.*, *attached*, must be signed by Respondent and included in proposal submittal.
10. Non-Discrimination Clause per 49 CFR, Part 26.
11. Prohibition of Discrimination per 1976 P A 453, Public Acts of 1976.

Upon request, contractor shall furnish to CATA certificates of compliance with all such laws, rules and regulations. The contractor shall, at its own expense, be responsible for obtaining all necessary permits and licenses required for performance outlined in this RFP.

Information regarding the regulations listed above may be obtained from the Federal Motor Carrier Safety Administration at <https://www.fmcsa.dot.gov/>.

### III-D Ownership

All original documents, calculations, and work product produced by contractor, whether produced on paper or electronic media or otherwise in performance of this Agreement, shall be the property of CATA. Contractor shall have the right to retain a copy of such documents, calculations, and work product. Contractor shall make available to CATA copies of all contractor correspondence, notes, and other papers relating to the work, upon request of CATA. All works of original authorship created in the scope of this Agreement are “works made for hire”, as that term is used in connection with the U.S. Copyright Act. To the extent that by operation of law contractor retains any intellectual property rights to any work product, contractor hereby irrevocably assigns and licenses to CATA all right, title, and interest in such work product, including copyrights and patents, and agrees to execute such assignments and licenses as may be required in the opinion of CATA’s legal counsel to confirm this provision. The work product produced by contractor in the performance of services under this agreement is intended for use by CATA solely for the purpose intended. Any use or reuse of such work product by CATA for any purpose other than its intended purpose shall be at the sole risk of CATA and without any liability or responsibility of contractor. To the extent that the work product produced by contractor contains standard design or construction details or other standardized material previously developed by contractor in its professional architectural, engineering, and planning practices, then contractor shall have the right to reuse any such material on other projects for other clients or persons without the prior knowledge or permission of CATA and without the payment of any compensation to CATA, provided that the reuse or continued use of such material contains no CATA identifying information or confidential information.

### III-E News Releases

News releases pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written CATA approval, and then only in accordance with the instructions from CATA’s Executive Director.

### III-F Audit and Inspection of Records

In the case of all negotiated contracts, and contracts for construction, reconstruction, or improvement of facilities and equipment which were entered into under other than competitive bidding procedures, the contractor agrees that the grantee, the Comptroller General of the United States, or any of their duly authorized representative shall, for the purpose of audit and examination, be permitted to inspect all work, materials, payrolls, and other data and records, and accounts with regard to the project. Further, the contractor agrees to maintain all required records for at least three (3) years after grantees make final payments and all other pending matters are closed.

### III-G Complaints or Protests

CATA’s Procurement Protest Procedures are available online at [www.cata.org](http://www.cata.org).

### III-H Contractual Terms and Conditions

See attached Appendix A, CATA Standard Terms and Conditions, for details.

## **APPENDICES**

- Appendix A: CATA Standard Terms and Conditions
- Appendix B: Prohibition of Discrimination in State Contracts
- Appendix C: Assurances That Recipients and Contractors Must Make
- Appendix D: Disadvantaged Business Enterprise Policy
- Appendix E: Certificate Regarding Lobbying
- Appendix F: Iran Sanction Certificate
- Appendix G: Certification of Primary Contractor Regarding Debarment, Suspension and other Responsibility Matters
- Appendix H: Certification of Lower-Tier Participants (Sub-contractors) Regarding Debarment, Suspension and other Responsibility Matters

## APPENDIX A

### CAPITAL AREA TRANSPORTATION AUTHORITY STANDARD TERMS AND CONDITIONS OF PROCUREMENT

#### A. THE FOLLOWING TERMS AND CONDITIONS WILL BE A PART OF THE CONTRACT AWARDED.

1. **CHANGES.** CATA, at any time, by a written order, and without notice to the sureties, may make changes within the general scope of this contract, in (a) drawings, designs or specifications where the supplies to be furnished are specifically manufactured for CATA in accordance therewith; (b) method of shipment or packing; and (c) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract, whether changed or not changed by such order, an equitable adjustment shall be made by written modification of the contract. Any claim by the Contractor for adjustment under this clause must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; provided that CATA, if it decides that the facts justify the action, may receive and act upon any such claim if asserted prior to dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
2. **TERMINATION FOR DEFAULT.** CATA, by written notice, may terminate the contract awarded on the basis of this proposal, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocurring similar supplies or services, provided, that if (a) it is determined for any reason that the Contractor was not in default or, (b) the Contractor's failure to perform is without his control, fault or negligence, the termination shall be deemed to be a termination for convenience under the following Paragraph 3.
3. **TERMINATION FOR CONVENIENCE.** CATA, by written notice, may terminate the contract, awarded on the basis of this proposal, in whole or in part, when it determines it is in the best interest of CATA. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with its auditable cost incurred at the time of notification of termination. To the extent that the contract is for services and is so terminated, CATA shall be liable only for payment in accordance with the payment provisions of the contract for services rendered to the effective date of termination.
4. **ADDITIONAL INFORMATION.** The Contractor shall promptly furnish any additional information requested by CATA relative to the equipment it proposes.
5. **SUPPLIER RESPONSIBILITY.** No advantage shall be taken by the Contractor or its Subcontractor in the omission of any part or detail which goes to make the equipment complete and operable for use by CATA. In case of any variance, this specification shall overrule Contractor or Subcontractor specifications. The Contractor shall assume responsibility for all materials used whether the same is manufactured by the Contractor or purchased ready made from a source outside Contractor's company. In the case of the replacement of a Subcontractor, the Contractor must, within five (5) working days, notify CATA in writing of the replacement and provide name, address, telephone number, and the type of service.
6. **DELIVERY.** Service and/or equipment will be delivered to Capital Area Transportation Authority, 4615 Tranter Street, Lansing, Michigan 48910. The Authority will assume custody of all property at one of its other locations, if so directed, in writing by CATA. Invoices shall be furnished with the delivery of each item. CATA reserves the right to inspect all deliveries or services before acceptance.
7. **BREACH OF CONTRACT.** If the Contractor shall fail, refuse or neglect to comply with the terms of these contract conditions, such failure shall be deemed a total breach of contract. Contractor shall be subject to all legal remedies that CATA may have and CATA may recover, in addition to any damages or costs relating to failure to comply, its reasonable attorneys' fees resulting from Contractor's breach.
8. **DISPUTES (AFTER BID AWARD).** Except as otherwise provided in the contract, any dispute concerning a question of fact arising under the contract which is not disposed of by agreement between CATA and Contractor shall be decided by CATA's Program Manager in writing, with a copy mailed or otherwise furnished to the Contractor. The decision of CATA shall be final and conclusive unless within ten (10) days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to CATA a written appeal addressed to CATA's Chief Executive Officer for the determination of such appeal, which shall be final and conclusive, unless determined by a court of competent jurisdiction to have been fraudulent or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending a final decision of the dispute, the Contractor shall proceed diligently with the performance of the contract and in accordance with CATA's decision.
9. **DELIVERY EXTENSION AND DELAYS.** CATA reserves the right to extend, postpone or reschedule delivery in case the delivery of service equipment, under this contract, shall be necessarily delayed because of strike, injunction, civil disturbance, government controls, or by reason of any cause or circumstance beyond the control of the Contractor, as detailed in writing by the Contractor, the time of completion or a delivery shall be extended by a number of days to be determined in each instance by CATA.
10. **INSTALLATION.** If specified, the Contractor shall install and place in operation, subject to approval by CATA, the equipment at the Contractor's expense within thirty (30) days from issuance of a notice to install issued by CATA.

11. **INSTALLATION EXTENSION AND DELAYS.** CATA reserves the right to extend, postpone, or reschedule installation in case the installation of equipment under this contract shall be necessarily delayed because of strike, injunction, civil disturbance, government controls, or by reason or cause or circumstances beyond the control of the Contractor. The time of completion or installation shall be extended by a number of days to be determined in each instance by CATA.
12. **ASSEMBLY.** If required, the Contractor shall assemble the equipment at its expense prior to installation.
13. **ACCESSORIES.** The Contractor shall furnish, without additional cost, all accessories required to permit CATA to operate any equipment being provided.
14. **TRAINING.** The Contractor, without additional cost, shall properly train CATA personnel in the operation and maintenance of the equipment provided.
15. **SERVICE MANUAL AND WIRING SCHEMATIC.** If specified, the Contractor will provide at least one copy of a service manual and at least one copy of a wiring schematic for individual components and other schematics and drawings.
16. **WARRANTY.** The Contractor shall describe its policy or warranty(s) both on workmanship and material as applying to the equipment, along with the method or adjustment, and shall be further subject to warranty requirements of CATA as set forth in the following Paragraph 17.
17. **CATA WARRANTY.** The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable warranties the Contractor gives any customer for such equipment and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to CATA by any other clause of this contract. The Contractor shall state the warranty and supply with its bid.
18. **INSURANCE.** The Contractor shall place and maintain with responsible insurance carriers the following insurance. The Contractor shall deliver to CATA, upon request, certificates of insurance which shall provide thirty (30) days' written notice to be given to CATA in the event of cancellation. Contractor shall require all Subcontractors to maintain adequate insurance coverage.
  - (a) Workers' Compensation and Employer's Liability Insurance.
    - (1) Workers' Compensation in compliance with the applicable state and federal laws.
    - (2) Employer's Liability. Limit \$1,000,000.
  - (b) Commercial General Liability Insurance, including Professional Liability, Blanket contractual, XCU Hazards, Broad Form Property Damage, Completed Operations, and Independent Contractor's Liability, all applicable to Personal Injury, Bodily Injury and Property Damage to a combined single limit of \$1,000,000 each occurrence/claim, subject to a \$2,000,000 annual aggregate for Professional Liability, Completed Operations and Personal Injury other than Bodily Injury.
  - (c) Automobile Liability Insurance, including owned, hired and non-owned automobiles, Bodily Injury and Property Damage, to a combined single limit of \$1,000,000 each occurrence.
19. **INDEMNIFICATION.** In addition to the protection afforded by any policy of insurance, the Contractor agrees to indemnify, defend, and save harmless CATA, the Michigan Department of Transportation ("MDOT"), the Federal Transit Administration ("FTA"), and all officers, agents, and employees thereof:
  - (a) From any and all claims by persons, firms, or corporations for labor, materials, supplies, or services provided to the Contractor in connection with the Contractor's performance of the contract; and
  - (b) From any and all claims for injuries to or death of any and all persons, for loss of or damage to property, for environmental damage, degradation and response, and cleanup costs, and for attorney fees and related costs arising out of, under, or by reason of the Contractor's performance of the contract.
  - (c) From any and all claims for injuries to or death of any and all persons or any damage to property claimed under any provision of the Michigan No Fault Act including, but not limited to personal protection insurance benefits, property damage, and/or "third party" negligence claims under MCL 500.3135 and for any attorney fees or related costs thereof.

CATA will not be subject to any obligations or liabilities by Subcontractors of the Contractor or their Subcontractors or any other person not a party to this contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.
20. **ACCEPTANCE OF MATERIAL - NO RELEASE.** Unless CATA otherwise agrees in writing, acceptance of any portion of the material prior to final acceptance shall not release the Contractor from liability for faulty workmanship or materials or for failure to fully comply with all of the terms of this contract. CATA reserves the right and shall be at liberty to inspect all materials and workmanship at any time during the manufacturing process, and shall have the right to reject all materials and workmanship which do not conform with the contract requirements and specifications; provided, however, that CATA is under no duty to make such inspection and no inspection so made shall relieve Contractor from any obligation to furnish materials and workmanship in accordance with the contract requirements and specifications.
21. **FINAL ACCEPTANCE.** Upon final acceptance by CATA of all work to be performed by the Contractor, CATA will so notify the Contractor in writing. The date of final acceptance shall commence the warranty period.

- 22. LIQUIDATED DAMAGES. If the Contractor fails to deliver the requirements by the date as set forth in the bid documents scheduled for delivery, CATA shall be paid damages for each consecutive calendar day thereafter until the goods are delivered, unless a completion date is extended by CATA in writing. Inasmuch as the amount of such damages will be extremely difficult to ascertain, the Contractor agrees to compensate CATA the sum of \$ Not Applicable per day, which sum is hereby agreed upon, fixed and determined by the parties hereto as the liquidated damages that CATA will suffer by reason of said delay and default and not as a penalty; and CATA shall have the right to deduct such sum from any amounts which may otherwise become due under contract.
- 23. NO ASSIGNMENT OF CONTRACT. Contractor may not assign or transfer any interest in the contract without the prior written consent of CATA.
- 24. DEFECTIVE WORKMANSHIP AND MATERIAL. When and as often as CATA determines that the work done or being done under the contract or the kind of quality or materials supplied in connection therewith are not fully and completely in accordance with any requirement of the contract documents, it may give notice of such noncompliance to the Contractor in writing and the Contractor shall immediately upon receipt of such notice do all things required to remedy such noncompliance without additional cost to CATA. If the Contractor fails to comply with such written notice, then CATA, upon written notice to the Contractor, shall deduct the cost of repair, replacement or correction of defective or damaged work from the compensation due or to become due to the Contractor.
- 25. WAIVER OF BREACH. The waiver by either party hereto or any breach of any provision of this contract by the other party shall not operate or be construed as a waiver of any subsequent breach of the same or any other provision of this contract by either party hereto.
- 26. OWNERSHIP OF DOCUMENTS. All original documents, calculations, and work product produced by CONTRACTOR, whether produced on paper or electronic media or otherwise in performance of this Agreement, shall be the property of CATA. CONTRACTOR shall have the right to retain a copy of such documents, calculations, and work product. CONTRACTOR shall make available to CATA copies of all CONTRACTOR correspondence, notes, and other papers relating to the work, upon request of CATA. All works of original authorship created in the scope of this Agreement are "works made for hire", as that term is used in connection with the U.S. Copyright Act. To the extent that by operation of law CONTRACTOR retains any intellectual property rights to any work product, CONTRACTOR hereby irrevocably assigns and licenses to CATA all right, title, and interest in such work product, including copyrights and patents, and agrees to execute such assignments and licenses as may be required in the opinion of CATA's legal counsel to confirm this provision. The work product produced by CONTRACTOR in the performance of services under this Agreement is intended for use by CATA solely for the purpose intended. Any use or reuse of such work product by CATA for any purpose other than its intended purpose shall be at the sole risk of CATA and without any liability or responsibility of CONTRACTOR. To the extent that the work product produced by CONTRACTOR contains standard design or construction details or other standardized material previously developed by CONTRACTOR in its professional architectural, engineering, and planning practices, then CONTRACTOR shall have the right to reuse any such material on other projects for other clients or persons without the prior knowledge or permission of CATA and without the payment of any compensation to CATA, provided that the reuse or continued use of such material contains no CATA identifying information or confidential information.
- 27. EXCUSES FOR FAILURE TO PERFORM OR DELAYS. The Contractor will not be in default by reason of any failure in the performance of this contract, if such failure arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or the public enemy, acts of the government either in its sovereign or contractual capacity, fires, floods, and strikes. But in every case, a failure to perform must be beyond the control and without the fault or negligence of the Contractor or its Subcontractors. An excusable delay will permit the Contractor an extension of time for such reasonable period as may be mutually agreed upon between the parties.
- 28. COMPUTATION OF TIME. In computing a period of time prescribed by these conditions, the following rules apply:
  - (a) "Day" means days of the week (e.g., Monday through Friday), not business days.
  - (b) The day of the act or event after which the designated period of time begins is not included.
  - (c) The last day of the period is included, unless it is a Saturday, Sunday, or legal holiday. In that event, the period runs until the end of the next day that is not a Saturday, Sunday or legal holiday.
- 29. NOTICE. All notices and other communications required under this Contract shall be given in writing, signed by an authorized representative, and be personally delivered or delivered by overnight courier, or certified mail (return receipt requested) to the addresses set forth below:

To CATA: Chief Executive Officer  
 Capital Area Transportation Authority  
 4615 Tranter Street  
 Lansing, MI 48910

To Contractor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

With a copy to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

30. **JURISDICTION.** This Contract will be governed by the internal laws of the State of Michigan without reference to its choice of law rules. Exclusive jurisdiction and venue of any suit, action or claim relating to this contract will be in the Ingham County Circuit Court or the Federal District Court for the Western District of Michigan.
31. This contract constitutes the entire contract between the parties and supercedes all negotiations, commitments, and previous contracts and may be modified only by a further written contract which is executed by a duly authorized officer of each of the parties.
32. **COST COMPUTATION.** The Federal Acquisition Regulation, 48 CFR, Chapter 1, Part 31.2, shall be used, in all instances, to determine the amount of costs incurred by Contractor that CATA shall be required to pay, or reimburse, to Contractor, including, without limitation, where this Agreement requires CATA to pay Contractor's costs as part of the contract price, where the contract price is adjusted resulting from changes to the requirements of Agreement, and when calculating the amount due Contractor pursuant to Termination for Convenience clause.
33. **TRAVEL EXPENSES.** CATA shall not reimburse Contractor for travel costs, including accommodations, meals, transportation and fuel costs, unless the travel activity and the travel costs have been approved in advance by an authorized representative of CATA. All travel costs to be paid by CATA shall not exceed amounts determined in conformance with the Federal Acquisition Regulation, 48 CFR Section 31.205-46, Travel Costs.
- B. TERMS INCLUDED IN CONTRACTS FUNDED IN WHOLE OR PART BY FTA, MDOT, OR OTHER GOVERNMENTAL AGENCY.**

**1. NONDISCRIMINATION.**

- (a) Compliance with Regulations. Contractor shall comply with Federal Regulations relative to nondiscrimination of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, and Title 23, Code of Federal Regulations, Part 710.405(b), as they may be amended from time to time (hereinafter referred to as the Regulations), and with Executive Order 11246 titled Equal Employment opportunity, as amended by Executive Order 11375, and as supplemented by Department of Labor Regulation (41 CFR 60) which are herein incorporated by reference and made a part of this contract. Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
- (b) Nondiscrimination. With regard to the work performed by it during this contract, Contractor shall not discriminate on the grounds of race, color, sex, disability, religion, age, or national origin against any employee or applicant for employment, or in the selection and retention of Subcontractors, including procurement of materials and leases of equipment. Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (c) In connection with the performance of services under this contract, Contractor agrees to comply with the State of Michigan provisions for "prohibition of discrimination in state contracts" as set forth in Appendix A dated March 19, 1998, a copy of which is attached hereto and made a part hereof.
- (d) ADA Access. All work performed and all services provided pursuant to this contract shall be in compliance with Federal policy to ensure that elderly individuals and individuals with disabilities have an equal right to use of public transportation services and facilities. To the extent this Contract requires planning and design of services and facilities, special efforts shall be made to implement the transportation and accessibility rights of elderly individuals and individuals with disabilities. The work performed and services provided in this Contract shall be in compliance with all State and Federal statutes and laws ensuring equal access of transportation services and facilities for the elderly and individuals with disabilities, including 49 U.S.C. § 5301(d), § 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, and the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.*, and any applicable implementing Federal regulations or directives as they may from time to time be promulgated or amended.
- (e) This provision B.1 (a)-(e) will be included in all subcontracts relating to this contract. Further, each contract which Contractor signs with a Subcontractor must include the following assurance:

The Contractor, Subrecipient, or Subcontractor shall not discriminate on the basis of race, color, national origin, creed, disability, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

**2. DBE REQUIREMENTS.**

- (a) Contractor will carry out the applicable requirements of the Michigan Department of Transportation's Disadvantaged Business Enterprise ("DBE") program and 49 CFR 26, including, but not limited to those requirements set forth in Appendix B, attached hereto and made a part hereof. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as CATA deems appropriate, which may include, but is not limited to, withholding monthly progress payments, assessing sanctions, liquidated damages and/or disqualifying the Contractor from future bidding as non-responsible.
- (b) Contractor shall pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than thirty (30) days after the Contractor's receipt of payment for that work from CATA. In addition, Contractor shall return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this contract is satisfactorily completed. Contractor must promptly notify CATA whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete the work, and must make good faith efforts to engage another DBE subcontractor to perform at least the

same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of CATA.

3. **CONTINGENT FEES.** The Contractor warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, CATA shall have the right to annul this contract without liability.
4. **RECORDS/AUDITS.** The Contractor shall maintain and retain, and shall require all its subcontractors to maintain and retain, complete and accurate books, documents, papers, accounting records, contracts, and other evidence with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on the basis of generally-accepted accounting principles and shall be clearly identified and readily accessible. The Contractor shall provide during regular business hours to the U.S. Secretary of Transportation, the FTA Administrator, the Comptroller General of the United States, and CATA, or their duly authorized representatives, access to such data and records, and the right to inspect and audit all data and records of the Contractor relating to its performance under the contract, and to make transcripts therefrom as necessary. Contractor shall retain all work data, documents, records, accounts and reports related to this contract for a period of three (3) years from the date of final payment under this contract or from expiration or other termination of this contract. In the event of a dispute as to allowable costs or any other issue under this contract, Contractor will thereafter continue to maintain such records until the dispute has been resolved.
5. **CONFLICT OF INTEREST.** The Contractor certifies that, to the best of its knowledge, no CATA employee or office of any public agency interested in this contract has any pecuniary interest in the business of the Contractor and that no person associated with the Contractor has any interest that would conflict in any manner or degree with the performance of this contract.
6. **INTEREST OF MEMBER OF CONGRESS OR DELEGATES TO CONGRESS.** No member of Congress or delegates to the Congress of the United States shall be admitted to any share or part of the contract, or to any benefit arising therefrom. This shall not be construed to prevent any such person from owning stock in a publicly owned corporation.
7. **DEBARMENT AND SUSPENSION.** Contractor must comply with U.S. DOT regulations "Nonprocurement Suspension and Debarment", 2 CFR Part 1200, which adopt and supplement the U.S. Office of Management and Budget ("U.S. OMB") "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)", 2 CFR Part 180. Contractor will not make any contract, subcontract, or lease for the project without first confirming that its proposed contractor, subcontractor, or lessee is not listed as barred or excluded from participating in government contracts in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov).

Contractor agrees to comply with federal debarment and suspension regulations and guidelines when administering any contract or subcontract of \$25,000 or more, regardless of tier. A contract or subcontract award may not be made to a prospective contractor or subcontractor if that contractor is excluded or disqualified under the standards of the U.S. DOT regulations in the U.S. OMB Guidelines, unless the federal government has provided an exception as permitted under those regulations and guidelines. In addition, contracts of any amount for federally required audit services or for contracts which require the consent of a federal official are also covered by these DOT regulations and U.S. OMB Guidelines. Contractor must obtain the compliance of lower tier contractors, subcontractors, and lessees with the U.S. DOT debarment and suspension regulations and the U.S. OMB Guidelines that apply to them. The Contractor further agrees to include provisions requiring compliance as set forth above in lower tier covered transactions.

8. **MDOT AND FTA TERMS.** All contractual provisions that the Michigan Department of Transportation ("MDOT") or the Federal Transit Administration ("FTA"), by law or regulation, require to be included in contracts supported by state or federal financial assistance, including the requirements set forth in FTA Circular 4220.1F, as updated and amended, and the Master Agreement between CATA and FTA as it may be amended, are hereby incorporated by reference. FTA required terms and MDOT required terms shall be deemed to control in the event of a conflict with other provisions contained in this contract. Contractor shall not refuse to comply with any CATA request to conform this contract to include MDOT or FTA required contractual provisions. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any CATA requests which would cause CATA to be in violation of the FTA mandated contractual provisions.
9. **COMPLIANCE WITH LAWS.** The Contractor shall at all times observe and comply with all laws, ordinances, and regulations of the state, federal, local, and city government which may, in any manner, affect the performance of the contract.
10. **CLEAN AIR.** The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401, *et seq.* If state or local air pollution regulations are in force, the more restrictive criteria shall govern. The Contractor and any subcontractors or suppliers must submit evidence to CATA that the governing air pollution criteria will be met. The Contractor agrees to report each violation to CATA and understands and agrees that CATA will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FTA.
11. **BUY AMERICA PROVISIONS.** N/A
12. **CERTIFICATION REGARDING LOBBYING.** This procurement is subject to the Federal Transportation Administration Lobbying requirements. The attached certificate, entitled Certificate Regarding Lobbying (Appendix C), must be signed and returned as a term and condition of this Agreement and its terms are incorporated by reference herein.
13. **PREVAILING WAGE.** N/A

14. BID BOND. N/A
15. PROTESTS. Any protests shall be filed timely in accordance with the CATA Procurement Protest Procedures. These Procedures are available from the CATA Purchasing & Contracts Manager and the CATA CEO/Executive Director, at the following address: Capital Area Transportation Authority, 4615 Tranter Street, Lansing, MI 48910.
16. PERFORMANCE & PAYMENT BONDS. N/A
17. FEDERAL CHANGES. Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between CATA and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor shall not, by action or by inaction, cause CATA to be in violation of FTA regulations, policies, procedures, or directives. Contractor's failure to comply with this paragraph shall constitute a material breach of this contract.
18. NO GOVERNMENT OBLIGATION. Notwithstanding any concurrence by the Federal Government or MDOT in, or approval of, the solicitation or award of this Agreement, absent the express written consent by the Federal Government or by MDOT, neither the Federal Government nor the State of Michigan is a party to this Agreement, and neither shall be subject to any obligations or liabilities to CATA, the Contractor or any other party (whether or not a party to this Agreement) pertaining to any matter resulting from this Agreement. The Contractor agrees to include this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
19. CLEAN WATER. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* The Contractor agrees to report each violation to CATA and understands and agrees that CATA will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
20. ENERGY CONSERVATION. The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
21. RECOVERED MATERIALS. N/A
22. FLY AMERICA REQUIREMENTS. Contractor agrees to comply with 49 U.S.C. 40118 ("Fly America Act") in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of federal funds and their contractors are required to use United States Flag air carriers for U.S. Government financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a United States Flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.
23. CARGO PREFERENCE. N/A
24. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.
  - (a) The Contractor acknowledges that the provisions of the Program Fraud Civil Rights Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
  - (b) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under authority of 49 U.S.C. § 5307, the Federal Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, or the applicable Federal law to the extent the Federal Government deems appropriate.
  - (c) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.
25. SAFE OPERATIONS OF MOTOR VEHICLES
  - (a) Seat Belt Use – Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or CATA.
  - (b) Distracted Driving – Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer and driving a vehicle the driver owns or rents, a vehicle either Contractor or CATA owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

## APPENDIX B

### PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract, Contractor agrees as follows:

1. In accordance with Act 453, Public Acts of 1976, Contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980, Contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.
2. Contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. Contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. Contractor or its collective bargaining representative will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this appendix.
6. Contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.
7. Contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as Contractor itself, and said Contractor will permit access to its books, records, and accounts by the Michigan Civil Rights Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that Contractor has not complied with the contractual obligations under this Agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated and/or declare Contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until Contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom Contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Civil Rights Commission to participate in such proceedings.
9. Contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

## APPENDIX C

### **ASSURANCES THAT CONTRACTORS AND SUBCONTRACTORS MUST MAKE PURSUANT TO US DOT REGULATION 49 CFR § 26, et seq**

1. Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex, in the performance of this contract. Contractor shall carry out applicable requirements of 49 CFR § 26 in the award and administration of DOT-assisted contracts. Failure of the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:
  1. Withholding monthly progress payments;
  2. Assessing sanctions;
  3. Liquidated damages; and/or
  4. Disqualifying the Contractor from further bidding as non-responsible.
  
2. Each contract Contractor signs with a subcontractor must include the preceding assurance.

## APPENDIX D

### CATA Board Policy No. 204

#### DISADVANTAGED BUSINESS ENTERPRISE POLICY

The Capital Area Transportation Authority (CATA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. CATA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, CATA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of CATA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT - assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Purchasing and Contracts Manager has been delegated as the DBE Liaison Officer. In that capacity, the Purchasing and Contracts Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by CATA in its financial assistance agreements with the Department of Transportation.

CATA has disseminated this policy statement to the Board of Directors and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. CATA will give public notice of DBE goals, how the goals were determined, and contact information for public comment.

Adopted: 04/20/2022

## APPENDIX E

### CERTIFICATE REGARDING LOBBYING

#### CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS (To be submitted with each bid or offer exceeding \$100,000).

The undersigned Contractor certifies to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions (as amended by "Government Wide Guidance for New Restrictions on Lobbying", 61 Fed. Reg. 1413 (11/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. § 1601, et seq.).
3. The undersigned shall require that the language of this Certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352©(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required Certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_ certifies or affirms to the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name & Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## APPENDIX F

### IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, *et seq.*), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## APPENDIX G

### CERTIFICATION OF PRIMARY CONTRACTOR REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Contractor, \_\_\_\_\_, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offense enumerated in paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this application/proposal had one (1) or more public transactions (Federal, State, or Local) terminated for cause or default.

If the above named Primary Contractor is unable to certify to any of the statements in this certification, the Primary Contractor shall attach an explanation to this certification.

The Primary Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provision of 31 U.S.C. Section 3801 et seq. are applicable thereto.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## APPENDIX H

### CERTIFICATION OF LOWER-TIER PARTICIPANTS (SUB-CONTRACTORS) REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

#### **Debarment and Suspension Certification (Lower-Tier Covered Transaction)**

This form is to be submitted by each Subcontractor receiving an amount exceeding \$25,000.

The prospective lower-tier participant (Proposer) certifies, by submission of this Proposal, that neither it nor its "principals" as defined at 49 CFR § 29.105(p) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

If the prospective Proposer is unable to certify to the statement above, it shall attach an explanation, and indicate that it has done so by placing an "X" in the following space: \_\_\_\_\_

**THE PROPOSER, \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND EXPLANATION, IF ANY. IN ADDITION, THE PROPOSER UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 USC §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND EXPLANATION, IF ANY.**

**Name and title of the Proposer's authorized official:**

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## **ATTACHMENTS**

Attachment A: Submittal Checklist Form

Attachment B: Supplier Information Form

Attachment C: Reference Form

Attachment D: Pricing Form

Attachment E: DBE Participation Form

# ATTACHMENT A

## SUBMITTAL CHECKLIST FORM

All forms/certifications below **MUST** be completed and included when you submit your proposal. Failure to submit the requested documents could result in determining the submission as non-responsive and rejected.

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- Electronic Submission of the Proposal
- Cover Letter
- Signed and completed Certification regarding Lobbying
- Signed and completed Iran Economic Sanctions Act Certificate
- Signed and completed Certification of Primary Contractor Regarding Debarment & Suspension
- Signed and completed Certification of Lower-Tier Participants (Sub-contractors) Regarding Debarment & Suspension
- Signed and completed Submittal Checklist Form
- Signed and completed Supplier Information Form
- Signed and completed Reference Form
- Signed and completed Pricing Form
- Signed and completed DBE Participation Form
- Certificate of Insurance
- Signed and completed Amendment(s) (as issued)

**Please Note:** This bid package and any amendments are available at [www.cata.org](http://www.cata.org). Please continue checking the website for any updates or amendments.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## ATTACHMENT B

### SUPPLIER INFORMATION FORM

**Instructions:** This form is to be completed and included in the Proposal submittal.  
Attach additional pages if required.

CATA RFP No. 2025-156, New Website Development, Design and Maintenance

1. Name of firm: \_\_\_\_\_

2. Address: \_\_\_\_\_

3.  Individual  Partnership  Corporation  Joint Venture

4. Date organized: \_\_\_\_\_

State in which incorporated: \_\_\_\_\_

5. Names of officers or partners:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

6. How long has your firm been in business under its present name?

7. Have you been terminated or defaulted in the past five years; on any Contract you were awarded? Have you been barred by Federal process or any State? Has your firm ever defaulted on a performance bond?

Yes  No If YES, then attach as **SCHEDULE ONE** the full particulars regarding each occurrence.

8. Have you ever failed to complete, in the past five (5) years, any contract on which you were selected?

Yes  No If YES, then attach as **SCHEDULE TWO** the full particulars regarding each occurrence.

9. Have you had any litigation within the previous 5 years involving any current or former projects with clients or government agencies?

Yes  No If YES, then attach as **SCHEDULE THREE** the findings of any litigation including the status of each case.

The undersigned certifies to the accuracy of all information:

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

Authorized signature

Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## ATTACHMENT C

### REFERENCE FORM

Provide a minimum of three (3) references for which proposer has delivered goods and/or services similar to the scope as described in the RFP. Please print LEGIBLY. Before adding information below be certain the information given to us is CURRENT and CORRECT.

<b>Reference 1</b>
Company Name:
Complete Address:
Contact Name and Title:
Phone:
Email:
Contract Amount:
Percentage of Completion:
Description of Work:

<b>Reference 2</b>
Company Name:
Complete Address:
Contact Name and Title:
Phone:
Email:
Contract Amount:
Percentage of Completion:
Description of Work:

<b>Reference 3</b>
Company Name:
Complete Address:
Contact Name and Title:
Phone:
Email:
Contract Amount:
Percentage of Completion:
Description of Work:

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## ATTACHMENT D

### PRICING FORM

**Upfront Costs**

Product/Service	Estimated Project Hours (if applicable)	Hourly Rate/Service Fees	Total Price
New Website Development & Design Project Base Costs (including content migration, associated hardware & software, etc.)		\$	\$
Custom Feature Add-Ons		\$	\$
WCAG AAA Compliance Specific Features		\$	\$
Sub-Site/3rd Party Integrations		\$	\$
Cloud Hosting Setup		\$	\$
Security Features Setup		\$	\$
Other Costs (please specify):		\$	\$
		\$	\$
		\$	\$
<b>Upfront Costs Total:</b>			<b>\$</b>

**Annual Costs**

Year	Product & Service	Estimated Hours (if applicable)	Hourly Rate/Service Fees (if applicable)	Total Price
Year 1	Upfront Costs of New Website (total identified above)		\$	\$
	*Website Maintenance & Support		\$	\$
	***Other Costs (please specify):		\$	\$
			\$	\$
			\$	\$
<b>Year 1 Total:</b>			<b>\$</b>	
Year 2	*Website Maintenance & Support		\$	\$
	**WCAG AAA Compliance Specific Features		\$	\$
	Cloud Hosting		\$	\$
	Security Features		\$	\$
	***Other Costs (please specify):		\$	\$
			\$	\$
<b>Year 2 Total:</b>			<b>\$</b>	
Year 3	*Maintenance & Support		\$	\$
	**WCAG AAA Compliance Specific Features		\$	\$
	Cloud Hosting		\$	\$
	Security Features		\$	\$
	***Other Costs (please specify):		\$	\$
			\$	\$
<b>Year 3 Total:</b>			<b>\$</b>	
Year 4	*Maintenance & Support		\$	\$
	**WCAG AAA Compliance Specific Features		\$	\$
	Cloud Hosting		\$	\$
	Security Features		\$	\$
	***Other Costs (please specify):		\$	\$
			\$	\$
<b>Year 4 Total:</b>			<b>\$</b>	

Year 5	*Maintenance & Support		\$	\$
	**WCAG AAA Compliance Specific Features		\$	\$
	Cloud Hosting		\$	\$
	Security Features		\$	\$
	***Other Costs (please specify):		\$	\$
			\$	\$
<b>Year 5 Total:</b>				<b>\$</b>
<b>Annual Costs Grand Total:</b> (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)				<b>\$</b>

<b>PROJECT GRAND TOTAL:</b> (Upfront Costs + Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	<b>\$</b>
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\*Annual Maintenance & Support: Includes help-desk support, troubleshooting, content updates (as needed), SEO optimization, mobile responsiveness, and continuous monitoring of website performance and accessibility. A dedicated website team will be available to address any concerns related to the functionality of the website CMS and/or live site.

\*\*WCAG AAA Compliance Specific Features: Includes accessibility audits, content updates and regular maintenance of accessibility features as regulations evolve.

\*\*\*Other Costs: Please specify any other costs associated with the project not accounted for in the pricing form.

Additional comments regarding project costs and pricing structure (optional):

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Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

## ATTACHMENT E

### DBE PARTICIPATION FORM

INSTRUCTIONS FOR DBE FORM COMPLETION IS ON THE FOLLOWING PAGE

BLANK forms are NOT acceptable. If DBE subcontractor opportunities are available, please fill out sections 1 thru 5.  
If no subcontractor opportunities are available fill out section 6. **SIGNATURES ARE REQUIRED.**  
Separate forms are required for each DBE subcontractor. This form may be duplicated as necessary.

1. **DBE Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

2. **Dollar amount awarded:** \_\_\_\_\_

3. **Description of work to be performed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **CONTRACTOR'S COMMITMENT TO USE DBE FIRM**

\_\_\_\_\_, is committed to utilize the DBE contractor to utilize the above named  
(Name of Contractor) DBE subcontractor/supplier in the manner and amount described on this form.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

5. **DBE'S COMMITMENT TO PARTICIPATE**

\_\_\_\_\_, as a DBE firm, is committed to perform the work as described  
(Name of subcontractor/supplier) above for the amount specified.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

6. **NO SUBCONTRACT OPPORTUNITIES AVAILABLE**

\_\_\_\_\_, has no subcontractor opportunities available for work to be performed.  
(Name of subcontractor/supplier)

Dated \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**

**DBE PARTICIPATION FORM - INSTRUCTIONS**

1. **DBE Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Sub-contractor name  
and address

2. **Dollar amount awarded:** \_\_\_\_\_

Amount awarded to Sub contractor

3. **Description of work to be performed:** \_\_\_\_\_

Work description

4. **CONTRACTOR'S COMMITMENT TO USE DBE FIRM**

Prime contractor fills out

\_\_\_\_\_, is committed to utilize the DBE contractor to utilize the above named  
(Name of Contractor) DBE subcontractor/supplier in the manner and amount described  
on this form.

Dated \_\_\_\_\_ (Authorized Signature)

5. **DBE'S COMMITMENT TO PARTICIPATE**

Sub-contractor fills out

\_\_\_\_\_, as a DBE firm, is committed to perform the work as described  
(Name of subcontractor/supplier) above for the amount specified.

Dated \_\_\_\_\_ (Authorized Signature)

6. **NO SUBCONTRACT OPPORTUNITIES AVAILABLE.**

Prime contractor fills out

\_\_\_\_\_, has no subcontract opportunities available for work to be performed  
(Name of subcontractor/supplier)

Dated \_\_\_\_\_ (Authorized Signature)