

Capital Area Transportation Authority
4615 Tranter St. Lansing, Michigan 48910
(517) 394-1100

July 7, 2011

To: Prospective Vendors

RE: CATA Non-Formal Request For Proposal— NTD and State of Michigan Reporting Analysis and Review

The Capital Area Transportation Authority (CATA) is requesting a detailed non-formal request for proposal for the review, analysis, recommendation, and development of CATA's NTD and State of Michigan reporting per attached scope of work. Detailed RFPs are requested which will be firm and irrevocable for at least 180 days from date of receipt. Vendor RFPs are to include specific answers to all criteria per the attached RFP Selection Criteria to be considered for this project. The RFP of the successful bidder will be binding upon CATA's acceptance of that RFP. Copies of CATA's scope of work, RFP Selection Criteria, and CATA's standard terms & conditions are included with this packet and will become part of any purchase order/contract resulting from this solicitation.

Questions may be submitted at any time up to the end of business on July 15, 2011. Questions may be submitted via email to Michael Salyers at msalyers@cata.org and copied to Debbie Alexander at dalexander@cata.org.

RFPs from interested vendors will be due at 2:00 P.M. Eastern Time, July 28, 2011 RFPs are to be delivered to CATA's main office, 4615 Tranter Street, Lansing, MI 48910, Attention: Michael Salyers, Purchasing Manager or via email to msalyers@cata.org. Responsibility for timely delivery of RFPs to CATA rests entirely with prospective vendors. RFPs will be evaluated based upon information provided in the RFP. CATA is not responsible for locating/securing any information not identified and included in the submitted quote.

CATA reserves the right to postpone, delay, cancel, or otherwise change any scheduled activity in regard to this project; to accept or reject any and all RFPs, in whole or in part, and to make award as determined to be in its' own best interest.

Best Regards,

Michael Salyers
Purchasing & Contracts Manager
Capital Area Transportation Authority