REQUEST FOR PROPOSALS (RFP) No. 23-04

STRATEGIC TRANSIT POLICY RESEARCH ROADMAP

QUESTIONS AND ANSWERS

Below are the questions received as of July 17, 2023, by 12:00 P.M. Eastern Time, along with the corresponding responses:

1. Can you confirm that the resulting contract will involve monthly invoicing on a Time & Materials basis, and clarify the Progress Payments? Page 23 on invoices refers to reporting “Hours by Employee...with Associated Costs and Fees, Plus Documented Expenses”, which appears to be a Time & Materials billing structure. However, page 24 mentions Progress Payments and indicates “Payment will only be made for work that has been delivered and for which NVTC has taken title or otherwise accepted, if applicable. NVTC will withhold 5% of each progress payment until contractor completes and submits final work product for each of the phases.” Please clarify - will 5% of the monthly invoice be withheld until the final report is submitted, or is this language not applicable for this contract?

Response: The contract will involve billing on a percent complete basis, not time and material basis. Hours by employee is not required. Also, NVTC will not withhold 5% of each progress payment for this project.

2. Please confirm that work on the research strategy would not preclude the selected consultant from bidding on future research projects. It is our expectation that the development of the research strategy would include stakeholder engagement and the resulting strategy would be shared or used in a way that would not create any potential conflict from bidding on future NVTC work.

Response: Work on this project will not preclude the selected consultant from bidding on future NVTC research projects.