
July 24, 2019

To: Proposers

From: Keisha Carnahan, Sr. Contract Administrator

Subject: Questions and Answers to RFP No. P19073
Bus Driving Simulator, Delivery, Set-Up, and Training

This document provides answers to the following questions submitted regarding this solicitation:

- Question 1:** Did you intend to express the training “unit of measure” in hours? Our initial training costs are ordinarily included in the price of the simulator and include the labor and the travel costs to perform the initial training. Expressing the amount in “hours” misrepresents the nature of the pricing.
- Answer 1:** Yes, VTA has separated the training costs from the simulator costs due to sales tax. VTA pays sales tax on the driving simulator; however, VTA does not pay sales tax on training. VTA will reimburse the successful Proposer for travel costs per Exhibit 1, VTA General Terms and Conditions, Section H. General Provisions: 12. Travel. VTA has updated the Cost Proposal Form to include Other Direct Costs, which should include an attached itemization of all Other Direct Costs, including Travel Costs. Please submit the updated Cost Proposal Form – revised July 23, 2019 with your Proposal.
- Question 2:** The “Unit of Measure” cell indicates 1 year, but the calculation in E23 is multiplying the Unit Cost by 5. Did you intend to have a price for 5 years of preventative maintenance?
- Answer 2:** Yes, VTA requests pricing for Preventative Maintenance for a five (5) year term. VTA has revised the Cost Proposal Form – revised July 23, 2019 to reflect the five (5) year term. Please submit the revised Cost Proposal Form with your Proposal.
- Question 3:** Repair service hourly rate will not include travel costs for the repair person to travel to VTA’s site to make the repair. We would like to indicate this in the Description section of line 26.
- Answer 3:** VTA will reimburse the successful Proposer for travel costs per Exhibit 1, VTA General Terms and Conditions, Section H. General Provisions: 12. Travel. VTA has updated the Cost Proposal Form to include Other Direct Costs, which should include an attached itemization of all Other Direct Costs, including Travel Costs. Please submit the updated Cost Proposal Form – revised July 23, 2019 with your Proposal.
- Question 4:** Do you indeed want 5 additional 3-day training sessions? And do you want this expressed in hours? As in Line 14 above, our training costs include both the labor and the travel costs to perform the training.
- Answer 4:** Yes, the additional training is an Option that VTA may or may not exercise; therefore, there is no guarantee that VTA will exercise this Option. However, VTA wants this priced as a per hour cost, and should VTA decide to exercise this Option, VTA will amend the Contract stating that this Option is exercised. VTA will reimburse the successful Proposer for travel costs per Exhibit 1, VTA General Terms and Conditions, Section H. General Provisions: 12. Travel. VTA has updated the Cost Proposal Form to include Other Direct Costs, which should include an attached itemization of all Other Direct Costs, including Travel Costs. Please submit the updated Cost Proposal Form – revised July 23, 2019 with your Proposal.
- Question 5:** The text asks for annual cost for a 1-year extended warranty, but the calculation in cell E55 is multiplying the unit cost in D55 by 4 years. Did you intend to get the price for 4 years in this selection.

Answer 5: No, VTA's requirement is that the first-year warranty is included with the purchase of the simulator at no additional charge. VTA requests that the Proposers fill in the cost for one (1) year warranty coverage and four (4) year warranty coverage separately. VTA has fixed the calculation for both of these Warranty Coverage Options in the updated Cost Proposal Form – revised July 23, 2019. VTA has left a few lines for the Proposer to fill in any other Warranty Options that they'd like to offer VTA. These additional extended Warranty Periods are all offered as Options to VTA. VTA may choose to exercise any of the Extended Warranty Options offered by the Proposer.

Question 6: How many additional years of extended warranty do you wish to see in this section? Note that E56 is not multiplying by Column D; it only pulls the number across as a total so we are not able to show the annual cost in the Unit Cost Cell of D56?

Answer 6: VTA has requested that the vendors fill in the various extended warranty's that they can offer VTA with each of their associated cost. With that said, VTA has also updated the Extended Warranty Options to include two pre-determined Options "1 Year Extended Warranty Option and a 4 Year Extended Warranty Option. Please see example below for any additional Extended Warranty Coverage Options that you'd like to offer:

Example: 2 Year extended Warranty for the Bus Driving Simulator, cost \$1.00

Question 7: Would you like to separate the shipping costs as a separate non-taxable line item, or do you want to include that in the price of the simulator?

Answer 7: Yes, please download the addenda and updated Cost Proposal Form – revised July 23, 2019 and the posted Addenda which changes the Shipping Terms to FOB Destination, Freight Prepaid and Added.

Question 8: Are we able to provide supplemental pricing information in another format, in addition to this Cost Form? We'd like to show additional available priced options.

Answer 8: At this time, all items listed on the Cost Proposal Form are the only Options that VTA is seeking pricing on. Note that VTA has line items open for vendors to describe and price other Software Upgrade Options and Extended Warranty Options. Should you have any other options to offer outside of what VTA has listed, please submit all additional options on the Proposal Deviation sheet for VTA to consider with your Proposal.

Question 9: Would it be possible to provide a spreadsheet that is unlocked so that we can add explanations and perform calculations that more accurately represent our pricing?

Answer 9: VTA has added a "Vendor Comments" column to the Cost Proposal Form that will be unlocked. Please download the updated Cost Proposal Form. VTA doesn't want to unlock all cells as we have fixed calculations that need to remain intact.

Question 10: Some customers provide us their farebox so that it's included in the simulator. We could also put VTA's mirror system on the simulator, so long as VTA provides the mirrors there will be no additional cost for mounting them to the simulator. We can also put parts of VTA's CAD/AVL system on the simulator to help in training, and the system will be somewhat integrated "not fully integrated". Vendor will create a system in VTA's world, just for driver's muscle memory and basic usage. Is VTA interested in updating their requirement to include any of these items?

Answer 10: VTA will provide the winning Proposer with VTA mirrors to include on the VTA Bus Driving Simulator; however, at this time VTA is not interested in adding the CAD/AVL system or the farebox to the Bus Driving Simulator.

Question 11: Prior to award of a contract, the successful Proposer may be required to submit the firm's most recent complete financial statements, including footnotes and auditor's opinion or other financial instrument that would establish the firm's ability to complete the obligations of the contract resulting from this solicitation. Is the audit report to be submitted with the proposal, or only after an award has been made?

Answer 11: Each vendor's financial statements, including footnotes and the auditor's opinion or other financial instruments should be submitted with each vendor's proposal for VTA to review.

Question 12: Is there any need for the vendors to quote costs to modify the VTA training room to add the necessary power outlets? We are assuming that VTA will take responsibility for adding the necessary power outlets as needed, based on the details we will provide in our RFP response, is that correct? Please note: We will provide the cost for the appropriate surge protector for the simulator.

Answer 12: No, there is no need for the vendors to quote VTA costs for modifying our training room for the necessary power outlets. VTA is taking full responsibility for adding the necessary power outlets to our facility as necessary. VTA requires that the vendors provide us with detailed specifications for all utility and site preparation requirements to set-up, house, and use their Bus Driving Simulator so that VTA can have the training room properly equipped to house their Bus Driving Simulator.

Question 13: Per the pre-proposal conference meeting, the proposal hardcopies are to be submitted in separate envelopes? Could you please tell me how you'd like them to be submitted (for example, cost proposal separated from the technical proposal)? It does not specify in the RFP requirements.

Answer 13: VTA has issued Addendum No. 2 on July 10, 2019 detailing that the Cost Proposal Form "Form 4" should be in a separate sealed envelope from the rest of the Proposal submission, which should include 6 copies and flash drive containing an editable copy of the Cost Proposal Form "Form 4".