

Pre-Proposal Conference



Date: October 26, 2022

Date of Meeting: October 24, 2022 @ 2:00pm

Location of Meeting: Santee Wateree RTA – Board Room
129 S. Harvin Street
Sumter, SC 29150

From: Patricia Drakeford/Compliance Officer
Santee Wateree Regional Transportation Authority

Re: **Pre-Proposals Conference**

Copy: All Attendees

1. Patricia Drakeford with SWRTA opened the pre-proposal meeting and noted that this is a non-mandatory pre-proposal conference for the Demand Response Services for Kershaw County.

2. Patricia Drakeford welcomed all proposers and visitors.

3. Patricia Drakeford made the below introductions:

- Lottie Jones, Executive Director, SWRTA
- Angel Bradshaw, HR/CSO, SWRTA
- Michael Jonas, IT Director, SWRTA
- Tanisha Gibbons, Transit Administrative Director/Operations, SWRTA
- Stacey Bradley, Finance Director, SWRTA

4. Patricia Drakeford stated the below requirements:

A. Purpose of Solicitation:

To procure a Transportation contract as a subrecipient of SWRTA to perform demand response services for the citizens of Kershaw County.

B. Although a DBE goal was not established with this project, SWRTA welcomes and

encourages DBE participation. Disadvantaged Business Enterprises are encouraged to submit proposals for this procurement and vendors/manufacturers are encouraged to procure goods and services from disadvantaged business enterprises. All participation of DBE's should be described in detail in the proposals. If the prime vendor or any subcontractors are DBEs that are certified by the South Carolina Department of Transportation, documentation of such a certification must be included in the bid at the time of submission.

C. Proposers should carefully review the Instructions to offerors section and scope of work section included in the RFP package for a listing of proposers requirements.

F. **All vendors must be registered in SAM.Gov** to be considered for award of contract.

G. SWRTA is a tax-exempt agency and certificates will be provided to the successful contractor.

H. Proposers, please note that remarks and explanations at the conference shall not qualify terms of the solicitation, unless a written amendment is furnished to everyone.

I. Although the meeting is non-mandatory, we need to be sure everyone signed the sign-in sheet to include their email address for all addendums to be forwarded. Deadline for questions, 10/31/2022 by 4pm.

J. There will be an addendum coming out which is a record of this meeting. You may want to review the questions raised that will necessitate the issuance of a solicitation amendment or any internal reviews.

K. The proposal opening will be on November 14, 2022, at 2:00pm

M. Remember to check the FTA clauses in the Request for Proposal Packet to be in compliance.

N. If proposals are mailed in, the address is stated in the proposal package and be sure it is delivered by 2:00pm on the date of the proposal opening and if it does not make it by the 2:00pm deadline, it is considered nonresponsive.

O. Question and **answer session:**

1. What would make a good proposal? **Follow the guidelines listed on pages 14-17, paying attention to the evaluation criteria on page 17.**
2. How many references do we list? **At least five but could be more.**
3. What FTA certifications are required? **Listed on the back of the solicitation (2), pages 37 & 38.**
4. Are the funding guidelines, listed dollar for dollar? **No, the Urban and Rural areas requirement for match are the same. The only difference is on the urban side the operation and administration expenses are considered operation, 50% federal and 50%**

local, and on the rural side administration is the same is capital 80% federal and 20% local. Funding sources at 100% is CARES and ARP for the urbanized area with around \$300,00 left and ARP is over \$800,000. Keep in mind, can only be used in the urbanized area. Anything outside it requires local match.

5. What is the timeline for the funding – CARES & ARP? No time limit on the CARES funds but a time limit on the ARP funds. SWRTA’s ARP funds must be obligated in an award by September 30, 2024. Once it is awarded, can use the funds until September 30, 2029.
6. Which map is used to determine urbanized area? It is listed on page 42
7. How much funding is in the 5311 (rural) funding? \$100,000
8. With the ARP money, can I go to the rural areas? You can go to the rural areas, but the origin or pickup must be in the urbanized area. (They must live in the urbanized area)
9. Is match always money or can it be in-kind? Match always has to be money, no in-kind as it cannot be used to pay expenses and the State does not allow it.
10. To receive credit for being a DBE, do they have to be registered with the State? That is correct and show proof.
11. How do we identify how far is urban and rural as we use a different map? We must utilize the 2010 census map identified in the solicitation.
12. How will it affect the funding if it extends the rural areas in Kershaw County once the 2020 census gets published? Currently, we must utilize the map provided in the solicitation as FTA is non-definitive on this question until the 2020 census gets published.