



## **National Center for Mobility Management**

### **Request for Proposals**

### **Evaluation Consultant Services**

### **Q&A as of 9 April 2019**

The Community Transportation Assn of America, on behalf of the National Center for Mobility Management (NCMM), a national technical assistance center funded by the U.S. Department of Transportation, Federal Transit Administration (FTA), is seeking the services of an evaluation consultant to assist NCMM with a formative and summative evaluation of its activities.

Below are questions that have been asked by potential proposers.

#### **Hours/term of work**

1. If NCMM expectations, preferred approaches to the work, or mandated activities exceed the estimated 200 hours, will CTAA, with advanced notification from the contractor, re-negotiate the total compensation to cover the additional costs?

**Answer:** Yes, this can be discussed at the time.

2. What start date would you like us to estimate for the one year contract?

**Answer:** The estimated start date of the Year 1 contract will be late April, 2019, once we can choose a consultant and get a contract in place, and the end date will be February 29, 2020. As stated in the RFP, the consultant's contract with CTAA will be established as five-year agreement, with an annual contract and fee to be negotiated each year upon NCMM's receipt of an executed annual agreement with the FTA.

#### **Overall Budget Questions**

1. The National Center for Mobility Management's RFP for Evaluation Consultant Services notes that the budget for evaluation services is \$35,000. Please clarify if this amount is an annual amount or is anticipated to cover the full five year period.

**Answer:** This amount is for one year of services only.

2. Regarding F&A (facilities and administrative), do you have a limit/cap we need to be aware of?

**Answer:** Yes, the cap is 37.43% for all indirect costs.

Also should F&A costs be included in the \$35k budget?

**Answer:** Yes

3. Does CTAA have an approved overhead rate that we should be using in creating the budget? If you do, we will need documentation of that approved overhead rate to be submitted to our office of sponsored research. Can you send us the documentation?

**Answer:** The cap for overhead is 37.43%. We will share appropriate documentation with the selected consultant.

4. If \$35,000 is the amount of funding that will be made available under this contract, will CTAA consider a fixed-price total contract for \$35,000 payable in monthly installments of \$2,916.67 (not including travel) that does not require monthly billing at an hourly rate or fixed price billing by task, with the understanding that the contractor will provide a monthly activity report that provides details on evaluation-related work activities?

**Answer:** CTAA will reimburse consultant on the basis of work performed. At this time it is not interested in a fixed price contract. Note: \$35,000 is the maximum compensation under this contract, not the actual negotiated value of the contract.

5. The budget mentions \$35,000 for consultant services. Does this mean that the budget should (a) explain how the \$35,000 will distributed in hours by task, and (b) then add a separate, additional amount to cover potential travel? Or is the travel to be included in the \$35K?

**Answer:** The consultant's budget should provide details on how the budget will be allocated among tasks; a per-hour cost for labor is recommended, where appropriate. See response about travel budget below in Question #1, "Travel Budget."

6. Should we submit a budget for \$35000 or should it be a budget for \$35000 annual for 5 years?

**Answer:** This budget is just for the first year. Future budgets will depend on the amount of funding NCMM receives from the FTA, among other factors.

## **Travel Budget**

1. Is the travel budget over and above the compensation of \$35,000?

**Answer:** Yes, travel costs would be considered as additional to the contract price. Note that \$35,000 is the maximum for the contract, not the actual contract price.

2. Is there a maximum amount that can be proposed for travel, given the stipulation that funding should be for 2 trips, and that any unspent funds that are budgeted will be returned to CTAA?

**Answer:** Proposer should estimate a separate expenses budget to cover potential travel, with the understanding that any unspent funds will revert to CTAA.

3. What is the estimated length of time for each trip?

**Answer:** This is unknown at the time, hence the need for estimates.

4. Will NCMM cover expenses related to local travel in the Washington, DC area, such as expenses related to attending meetings or performing work on-site?

**Answer:** No

5. In the event that NCMM work requires more than 2 long-distance trips, will NCMM fund these trips consistent with the funding estimates of the two budgeted trips?

**Answer:** Yes. This will be discussed with the contractor in advance of any such need.

6. If the cost of the trips exceeds the budget given reasonable expenses that meet federal travel requirements (e.g., 75% of per diem for travel days), or if NCMM activities occur at hotels with costs that exceed the federal per diem rates for which the contractor might not be eligible, will CTAA reimburse for those costs?

**Answer:** CTAA is amenable to discussing additional reimbursement with the contractor, as becomes necessary.

7. Regarding travel expenses, would the trip be to your offices in DC?

**Answer:** No, more likely to a training, conference, or other activity outside of DC to help evaluate those activities. At this point, NCMM does not know the locations, so please estimate this.

## Other questions

1. The RFP lacks detail regarding the specific work that NCMM will be performing. Is the NCMM Scope of Work negotiated with FTA available for review so that the evaluation services being bid can be better informed regarding work expectations?

**Answer:** The Statement of Work will be shared with the consultant once a contract is awarded. For the purposes of proposing, the major NCMM activities are as follows:

- Providing technical assistance to communities (local, regional, and statewide) on how to incorporate mobility management strategies to improve transportation options
- Providing e-learning courses, webinars, and some in-person training
- Hosting conferences and regional stakeholder meetings
- Designing, monitoring, and assisting communities with planning and implementation grants
- Assisting the Federal Transit Administration with tasks, as needed