# Request for Quotes:

# Consulting Services to Research and Report on Cross-Sector Coordination Models and Their Impact on Mobility

Issue Date: March 9, 2026

Deadline for Submissions: April 1, 2026

# Cross Sector Coordination Research
# Request for Quotes
# RFQ Number: 377944-014

**What This Is**

The Community Transportation Association of America, through its Coordinating Council on Access and Mobility Technical Assistance Center (CCAM-TAC), is soliciting quotes from consultants to support CCAM-TAC in researching cross-sector coordination models and their impacts on mobility. The report will help CCAM-TAC's target audience understand how selected coordination models function and how they impact mobility in the case studies' areas. The ultimate goal is for readers to be able to build a coordination model for their service area or adapt an existing one by incorporating actionable findings from the research into their work, ultimately improving the mobility outcomes of their coordination work.

> **Interested parties must follow the instructions and format set forth in this Request for Quotes, for which responses are due no later than 5:00pm Eastern Time on April 1, 2026.**

## About CCAM-TAC

The Coordinated Council on Access and Mobility Technical Assistance Center (CCAM-TAC)'s goal is to promote and facilitate human services transportation, public transit and nonemergency medical transportation (NEMT) coordination that advances people's access to everyday destinations. The strategic goal of CCAM-TAC is to support CCAM members, Federal agencies, their grantees, partners, and stakeholders in improving transportation access for all people.

CCAM-TAC recognizes the key to successful coordination begins with the development of a comprehensive, well designed human services coordinated transportation plan. CCAM-TAC supports communities and agencies from development through implementation of the human services coordinated transportation plan.

Among its activities, CCAM-TAC provides training and support on Federal Fund Braiding, mapping service area needs and demographics, and Trip Cost Allocation. The Center's website hosts resources such as promising practices, resource guides, webinars, funding opportunities and e-Learning courses all available to interested agencies to engage with as it relates to them.

# Overview of Services Required

The contract for the consultant services will be held between the consultant and the Community Transportation Association of America, which operates CCAM-TAC.

**General Framework**

CTAA will select one consultant based on vendors' qualifications.

Target Audience: Federal and state policymakers; regional planning and transit entities; health and human service providers; social service organizations; research and technical assistance centers.

Desired Outcomes

1. Readers understand the fundamentals and principles of effective coordination
2. Readers understand the elements that have led to success in various coordination models
3. Readers are able to apply findings directly to their own coordination efforts, replicating the effects of successful models
4. Readers have an improved understanding of how to replicate successful coordination models, and a set of tools to use in this effort
5. Readers are equipped with practical skills that they can use for more efficient coordination, planning and decision-making
6. Readers are able to articulate the impact and effectiveness of their own programs, which helps them identify areas for improvement and successes to highlight to funders/stakeholders

The report will be posted to CCAM-TAC's website for public use.

This is a work for hire. All materials developed by the consultant will become the property of the CCAM-TAC and be made available through the CCAM-TAC website to its target audience

# Scope of Work

CTAA anticipates the selected consultant will perform the following steps for this work:

1. Task 1: Research/Report Framework and Plan
    a. Review any relevant CCAM-TAC documentation related to the workshop topic.
    b. Finalize research and report framework with CTAA.
    c. **Deliverables**: Research and report plan on how work will be completed by due date
2. Task 2: Conduct Research
    a. Identify 3-5 varied examples of regional or state-level coordination (e.g. State Coordinating Councils, Regional Mobility Management Networks) to analyze
    b. Analyze how transportation providers within the selected case studies are partnering with non-transportation sectors
    c. Quantify or qualitatively prove the case studies' impact on mobility. Key metrics may include (but are not limited to):

        i. Cost efficiency
        ii. Access
        iii. Health outcomes
    d. Document regulatory or financial hurdles these entities overcame or still need to overcome
    e. **Deliverable**: Rough drafts of research findings as outlined above; regular check-ins with CCAM-TAC staff to discuss progress, address issues, and course-correct if needed
3. Task 3: Final Report and Toolkit
    a. Develop a comprehensive report detailing the Task 2 findings in-depth
    b. Develop a Success Framework Toolkit with actionable findings that other entities can incorporate into their work
    c. **Deliverables**: Final Report; Success Framework Toolkit

The timeline for each deliverable will be worked out with CTAA and the selected consultant. However, all work will be finished by December 31, 2026.

**Price**
CTAA intends to execute a fixed-price contract with the selected consultant. Unless negotiated differently to both parties' satisfaction, the term of this contract will be for milestone payments based on the above scope of work, to be made to the consultant upon completion and acceptance of all work and work products under each task.

**Term of the Agreement**
The consultant's contract with CTAA will end upon accepted completion of Task 3.

## Quote Requirements

CTAA will accept and review submissions that contain the following information:

1) A 1-page cover sheet with:
    a. Submitter's name / Firm Name
    b. telephone number,
    c. email address,
    d. physical and mailing address, and
    e. A one-paragraph summary abstract of the quote that states (i) qualifications to perform the indicated work (one sentence), (ii) how the submitter intends to approach the indicated work (maximum of three sentences), (iii) the names, titles, corporate affiliations and pertinent experience of all individuals the submitter intends to have conduct the indicated work (one sentence per individual), and (iv) the fixed price for which the submitter is prepared to perform this work.

2) A narrative of no more than three pages in length that demonstrates in sufficient detail the following:

a. Subject Matter Expertise: Knowledge of CCAM, FTA Section 5310, Medicaid NEMT, and federal fund braiding
b. Research Experience: A proven track record of conducting national or multi-state transportation research
c. Analytical Capability: Ability to synthesize complex inter-agency agreements and financial data into clear, actionable insights
d. Stakeholder Engagement: Experience interviewing state DOTs, Health and Human Services (HHS) agencies, and regional planning commissions (or equivalents)

CTAA will look for demonstrations that the submitter is able to create content that the target audience can relate to and apply to their situations.

3) A staffing plan that includes:
   a. A narrative of no more than two pages in length that names the individuals who will carry out this work, briefly explaining each person's role(s) in the project and identifying which individual will be CTAA's principal point of contact concerning the work to be performed,
   b. For each individual being proposed by this consultant, a one-page resume or CV that describes that individual's qualifications and experience and summarizes previous work performed by the individual that is relevant to this solicitation, and
   c. the price for which the submitter is prepared to perform this work.

4) Statement that the consultant has legal authority to work in the United States. This statement shall include a Unique Entity ID (UEI) number; all consultants and subcontractors must have a UEI and no exclusions in SAM.

5) Statement that the consultant is not debarred or suspended from contracting with the federal government.

6) CTAA does not anticipate quotes from teams of more than one consulting firm or entity. However, if any of the individuals being proposed are not employees of the firm submitting this quote, an acceptable quote must include a letter or other signed statement from the submitter's proposed partner(s) agreeing to be included in this submission, and the submission must include items (3) through (5) from the above list for every proposed subcontractor or other external partner that is included in this quote. If the submitter has roles for which some portion of the staffing is "to be determined," the above staffing plan must include a convincing explanation for how the submitter will address that staffing need without jeopardizing timely and satisfactory completion of the work being proposed. All subcontractors must also have no exclusions in SAM.

7) Three work samples that highlight consultant's ability to perform the work outlined above. Samples should be similar in type or topic to what is described in this RFQ. The samples should reflect the work of the individuals in the staffing plan so that CTAA can directly gauge consultants' work quality.

## Selection Criteria and Process

CTAA staff will review the submitted quotes that are received at or prior to 5:00pm (Eastern Time) on April 1, 2026. Staff will not engage in any communication with the respondents or their employees or proposed partners prior to making its decision.

In reviewing consultants' submissions to this RFQ, CTAA will apply the following selection criteria:

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| Understanding of work to be done | 5 points<br><br>1 = Does not meet expectations<br><br>3 = Meets expectations<br><br>5 = Far outperforms expectations |
| How the consultant proposes to carry out the described work to CTAA's satisfaction within the indicated time frame and within the consultant's proposed budget. | 5 points |
| Proposed staffing plan, in terms of its reasonableness and in terms of the skills and qualifications of proposed staff. | 5 points |
| Work samples, in terms of topic coverage, types of documents, and quality of the writing to explain whatever topics are discussed. | 5 points |
| Cost | 2 points<br><br>Scored relative to other quotes |

Submitters should be aware that this is part of a research project funded through a cooperative agreement between CTAA and the Federal Transit Administration (FTA), and they must be experienced and able to carry out work that must comply with applicable FTA regulations, policies, and guidelines. Submitters without prior experience working with FTA or its grantees will need to be sure their submissions demonstrate a capacity to carry out FTA-funded work.

The selected consultant and subcontractors may not have exclusions when searched in SAM.gov and must remain in good standing.

CTAA reserves the right to request additional information before making an award. CTAA also reserves the right to seek clarification from any submitter or offeror about any statement in its quote that CTAA finds ambiguous.

Selection will be made based on best value.

**Submission Instructions**

Please submit your quote as a single document, in PDF format, to carpenter@ctaa.org no later than 5:00pm Eastern Time on April 1, 2026. No hard copy submissions will be accepted.

CTAA reserves the right to reject any and all quotes in response to this RFQ, and may terminate this solicitation without notice at any time prior to entering into a contract for the indicated work to be performed.