



**Ventura County Transportation Commission**

751 E. Daily Drive, Suite 420

Camarillo CA 93010

805.642.1591

[www.goventura.org](http://www.goventura.org)

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**On-Demand Scheduling & Dispatching System  
Request for Proposals  
#23-1218**

***Addenda #1***

Dated: December 5, 2023

**Contents:**

1. Acknowledgement of Receipt of the Addendum
  2. Responses to questions submitted by November 27, 2023
  3. Update to Attachment H – Proposal Declaration Form
  4. Update to Attachment G – Mail-in Reference Questionnaire
  5. Amended RFP Schedule – **NOW DUE January 5, 2024**
  6. Amended Proposal Submission Requirements
  7. Amended RFP Checklist
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**Ventura County Transportation Commission VCTC RFP No: 23-1218**

Title: On-Demand Scheduling & Dispatching System

Issued: November 6, 2023

Addendum: No. 1

**Item #1: Acknowledgement of Receipt of Addendum**

The undersigned acknowledges receipt of ***Addendum #1 to VCTC RFP No. 23-1218***. **This receipt must be included with your firm’s proposal.** Any proposal submitted without a completed Acknowledgement of Receipt of Addendum may be deemed non-responsive and discarded.

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Authorized Signature

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Dated

**On-Demand Scheduling & Dispatching System  
Request for Proposals  
#23-1218**



## ***Addenda #1***

**Dated: December 5, 2023**

### **Item #2      Responses to questions submitted by November 27, 2023**

Please see attached for responses in PDF Format.

### **Item #3      Update to Attachment H – Proposal Declaration Form**

Please see attached for updated Form in PDF Format.

### **Item #4      Update to Attachment G – Mail-in Reference Questionnaire**

Please see attached for updated Form in PDF Format.

### **Item #5      The Schedule for VCTC RFP No. 23-1218 is amended as follows.**

**[Former Amended]**

At the time of issuance of this Addenda, the schedule which is anticipated to govern this process shall be as follows:

Advertise and Release RFP	November 6, 2023
Pre-Proposal Video Conference	November 20, 2023 (10AM)
Last Day to Submit Questions Regarding RFP	November 27, 2023
<b>Proposal Due Date</b>	<del>December 18, 2023</del> <b><u>JANUARY 5, 2024</u></b>
Proposal Evaluations	<del>Dec. 19, 2023 – Jan. 10, 2024</del> <b><u>JANUARY 6-17, 2024</u></b>
Oral Interviews Short-listed Proposers (if necessary)	<del>January 17 or 18, 2024</del> <b><u>JANUARY 25, 2024</u></b>
Best & Final Offer (BAFO)/Contract Negotiations	<del>January 25 – February 1, 2024</del> <b><u>FEBRUARY 1-8, 2024</u></b>
<b>Commission Review of Award and Contract</b>	<del>March 1, 2024</del> <b><u>APRIL 5, 2024</u></b>
Contract Execution and Notice to Proceed	<del>March 4, 2024</del> <b><u>APRIL 8, 2024</u></b>



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**#23-1218**

***Addenda #1***

**Dated: December 5, 2023**

**Item #6**      **The Proposal Submission Requirements for VCTC RFP No. 23-1218 is amended as follows. [~~Former~~ Amended]**

Proposals must be received by the time and date specified below. Proposals must be submitted by carrier/courier, (e.g. in-person, by US mail, FedEx, UPS, etc). **Do not fax or e-mail your proposals.** ~~Seven (7) hard copies, including one (1) clearly marked signed Original~~ **One (1) hard copy– electronic signatures are acceptable**, and one (1) USB device containing a copy of the complete proposal in searchable PDF format shall be submitted no later than **4 PM PST, ~~December 18, 2023~~ JANUARY 5, 2024**, as described in Section 4.5 to be considered for contract award. Postmarks will not be accepted in lieu of this requirement. Proposals and / or modifications received subsequent to the hour and date specified above or transmitted by facsimile or e-mail are not acceptable and will not be considered. Late submittals will not be accepted and will be returned unopened to Proposer. Proposals should be addressed as follows:

Ventura County Transportation Commission

*ATTN: Matthew Miller*

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Camarillo, CA 93010



**On-Demand Scheduling & Dispatching System**

**Request for Proposals**

**#23-1218**

**Addenda #1**

**Dated: December 5, 2023**

**Item #7**      **The RFP Checklist for VCTC RFP No. 23-1218 is amended as follows.**

**~~Former~~ Amended]**

***Required Submittals (RFP Checklist)***

All of the below referenced documents are required as part of your proposal submittal and any required forms and/or certifications **shall be signed** by an individual or individuals authorized to execute legal documents on behalf of the proposer. Proposers are instructed to include a copy of this RFP Checklist with their proposal submission indicating compliance for each item marked by a checked box. Wherever the word "Consultant" appears in the attachments, it should be read as the equivalent to the word "Contractor." Wherever the words "bid" or "bidder" appear in the attachments, they should be read as the equivalent to the words "proposal" or "Proposer."

- ~~Seven (7) hard copies of the proposal, including one (1) signed original~~ **One (1) hard copy of the technical proposal – electronic signatures are acceptable.**
- One (1) hard copy of the cost proposal in a separately sealed envelope clearly marked "CONFIDENTIAL COST PROPOSAL."**
- One USB flash drive containing a soft copy of the written proposal in its entirety, in Adobe Acrobat (PDF) format; and a copy of Cost Proposal forms in Excel format.
- Acknowledgement of Receipt Form
- Table of Compliance
- Milestone Payment Schedule
- Certification of Restriction on Lobbying
- ~~Disadvantaged Business Enterprise~~
- Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters
- Mail-In Reference Questionnaire – **may be sent electronically to [mmiller@goventura.org](mailto:mmiller@goventura.org)**
- ~~Bid Form~~