



ADDENDUM NO.1

REQUEST FOR PROPOSALS (RFP) FOR VENTURA COUNTY TRAVEL TRAINING AND MOBILITY EDUCATION PROGRAM

ISSUED May 8, 2026

The Ventura County Transportation Commission issues this addendum to inform proposers of revisions to the Requests for Qualifications (RFP) package and is hereby made a part of the RFP documents. The following changes, additions, and/or clarifications shall be made to the requirements for the above-mentioned project. In case of a conflict between the original RFP package and this Addendum, this Addendum shall govern.

All requirements contained in the RFP package shall apply to this Addendum, and the general character of the project called for in this Addendum shall be the same as originally set forth in the applicable portions of the RFP documents, unless otherwise specified under this Addendum. All incidental work necessitated by this Addendum, as required to complete this project, shall be included in the RFP, although not specifically mentioned in this addendum. The balance of the RFP documents shall remain unchanged.

The proposer shall acknowledge receipt of this Addendum as part of the RFP submittal.

MODIFICATIONS TO RFP:

There are no modifications to the RFP.

Clarifications to the RFP:

Q1: Please clarify if this is the date the Award will be announced, and if so, what is the official “Start Date” of the contract.

A1: September 11, 2026 is the anticipated contract award date. The official contract start date will be established upon execution of the Consultant Services Agreement and issuance of a Notice to Proceed by VCTC.

Q2: Please clarify if ‘initial training delivery’ refers to Group Workshops only or includes any field-based travel training and mobility education sessions.

A2: Initial training delivery in Year 1 primarily refers to the required classroom-based and virtual group sessions identified in the Scope of Work. Limited field-based activities may also occur during initial Program implementation.

Q3: Please clarify if Year 1 will include any one-on-one travel training.

A3: The primary focus of Year 1 is Program launch activities, curriculum development, outreach planning, coordination with local operators, and delivery of initial group sessions. Individualized travel training is anticipated to become a larger component during full implementation in Years 2 and 3.

Q4: Will the field-based training and mobility sessions begin in Year 1 of the contract or in year 2?

A4: Field-based travel training and mobility education sessions are anticipated to begin during Year 1 as part of the initial Program implementation. These sessions are intended as group-oriented, hands-on educational activities conducted in person and may vary by service region and session topic.

Q5: Please confirm that these field sessions are different than one-on-one training described later in the RFP.

A5: Yes. The field-based sessions referenced in Attachment A, Scope of Work, Page 10, are intended as group-oriented, hands-on instructional activities conducted in person. The individualized travel training described under Task 3: Individualized Travel Training and Assessment (Pages 12–13) refers to customized one-on-one participant support and assessment services.

Q6: Is the expectation that field instruction on Metrolink and Amtrack stay within Ventura County borders, or can instruction include trips into neighboring counties?

A6: The Program should primarily focus on trips and services that support Ventura County residents and Ventura County transit connections. Any travel training activities outside of Ventura County should be coordinated with and approved by the VCTC Project Manager.

Q7: Please confirm that the Contractor, VCTC and the local Operators will work together to identify locations throughout Ventura County to be utilized for Group Workshops.

A7: Yes. VCTC anticipates coordinating with the selected contractor and local transit operators to identify appropriate workshop locations throughout Ventura County.

Q8: Please clarify that the locations chosen would be the same locations used throughout the term of the contract, or would the locations change each year?

A8: Workshop locations may vary throughout the contract term based on venue availability, community needs, partnerships, accessibility considerations, and outreach opportunities. Some sessions may be coordinated alongside existing community events, resource fairs, or other public outreach opportunities to help maximize participation and accessibility.

Q9: Please clarify if the local transit operators/agencies/VCTC will supply any Area/transit specific materials to the Contractor or will the contractor be responsible for designing and/or printing their own copies of any relevant materials.

A9: Existing transit materials from VCTC and local operators may be made available when appropriate. However, the contractor will be responsible for developing, adapting, printing, and distributing training and outreach materials necessary to support the Program.

[AS3.1]All materials will require VCTC review and approval prior to use.

Q10: Please clarify if a participant in group or individual training requests materials in Braille, will VCTC, the Operators or the Contractor be responsible for the costs of producing these materials.

A10: The contractor shall be responsible for providing reasonable accommodation and alternative formats consistent with ADA requirements and the Scope of Work. Proposers should include anticipated accommodation-related costs within their proposed fee structure.

Q11: In Ventura County, there are transit agencies that offer/did offer transit training directly through their agencies, for youth, and other populations. Would this contract be working in conjunction with those existing efforts or is the plan to have this be the only travel training program in Ventura County.

A11: This Program is intended to complement and support existing local transit education and mobility efforts throughout Ventura County during the initial implementation phase. Coordination with local operators and existing programs is encouraged to improve consistency, avoid duplication, and expand mobility education opportunities countywide. The level of integration with existing operator programs may vary by service area over time based on local needs and Program development.

Q12: Other than English and Spanish, are there other required languages the Contractor will be expected to provide for translated materials and in field interpretation services?

A12: English, Spanish and Mandarin are the primary anticipated languages at this time. Additional language requests may arise based on participant needs and applicable Title VI and LEP considerations. Proposers should describe their ability to accommodate additional language needs to support equitable access and community participation.

Q13: Please clarify if the Contractor will be responsible for providing ASL services should participants require this service.

A13: Yes. The contractor shall be responsible for providing reasonable accommodations, including ASL interpretation services when requested, consistent with ADA requirements and the Consultant Services Agreement.

Q14: Please clarify that one-on one training will be offered as field-based training only or in referring to the “may include field instruction” above, can one-on-one training also be offered virtually depending on individual circumstances?

A14: Individualized travel training is anticipated to occur primarily through in-person and field-based instruction. Virtual instruction is not anticipated as a primary component of the Program; however, proposers may describe any supplemental virtual support tools or resources they believe would enhance participant learning or trip planning.

Q15: Please confirm that Individual training will be incorporated into the contract beginning in year 2.

A15: Yes. Individualized travel training is anticipated to begin in Year 2.

Q16: Please clarify if the 16 hours includes any pre-screening or pre-training activities, or if it only includes the time spent on the actual one-on-one training.

A16: The 16-hour maximum includes individualized instruction, follow-up support, and reasonable intake and assessment activities associated with the participant’s training plan.

Q17: Please clarify if the Contractor is responsible for providing tracking methods and/or a database to house and store all travel training records created throughout the 5-year contract period.

A17: The contractor shall be responsible for maintaining appropriate tracking methods and records necessary to support Program reporting and performance evaluation requirements identified in the Scope of Work. Proposers may propose their own systems or tools as part of their approach.

Q18: Please clarify if a representative from each local transit company will be designated to assist the Contractor with the duties outlined, or will the Contractor be responsible for reaching out to the local Operators and asking for assistance from general staff.

A18: VCTC will facilitate coordination and appropriate points of contact with local operators during Program implementation. The contractor will be expected to coordinate with local operators and relevant stakeholders as part of Program delivery.

Q19: Please clarify that If subcontractors are included as part of the proposal to perform any services listed in the RFP, is there a SBE, DBE, DVBE percentage requirement in this contract?

A19: The current RFP and draft agreement do not identify specific SBE, DBE, or DVBE participation requirements

Q20: Will VCTC be allowing the inclusion of a budget specifically for any start-up costs incurred by the chosen contractor?

A20: Proposers shall include all contract-related costs (including startup and implementation-related costs) within their proposed cost proposal and fee structure.

Q21: The RFP mentions Attachment B- ‘Cost Proposal’. Does VCTC have an example of what this Attachment should look like. A copy was not located in the RFP.

A21: Yes. Attachment B Cost Proposal has been uploaded separately and is available for download on the project webpage <https://www.goventura.org/work-with-vctc/contracts/>