



# SANTA CLARA VALLEY TRANSPORTATION AUTHORITY REQUEST FOR INFORMATION (RFI)

Issue Date: September 24, 2019

Requested Response Due Date: October 9, 2019

**SUBJECT: E-Procurement Software Solution**

**PURPOSE:** The purpose of this Request for Information (“RFI”) is to gather information regarding capability and interest from organizations (each an “Organization”) to provide professional services for a cloud-hosted, web-based E-Procurement Solution System. VTA may use the information gathered as a result of this RFI to plan the acquisition strategy. A subsequent Request for Proposal, Invitation for Bid, or other similar solicitation may rely on information obtained as a result of this RFI.

**NOTE TO ORGANIZATIONS:** This is an RFI only and is *issued solely for market research purposes*. It does not constitute a formal solicitation, nor does it guarantee that a formal solicitation may follow. This RFI should not be construed as a means to pre-qualify vendors; not responding to this RFI does not preclude participation in any future solicitation, if one is issued. Time and resources spent by Organizations in the development of a response to this RFI are voluntary and solely at that Organization’s cost. Any future contract related to the subject of this RFI that may be awarded must comply with VTA’s procurement policies/procedures as well as any other relevant VTA policies/procedures.

## **SECTION 1: INTRODUCTION**

**ABOUT VTA:** The Santa Clara Valley Transportation Authority, also known as VTA, is the result of a 1995 merger between two previously separate entities: the Santa Clara County Transit District and the Congestion Management Agency for Santa Clara County. VTA is an independent special district responsible for bus and light rail operations, congestion management, specific highway improvement projects and countywide transportation planning. As such, VTA is both an accessible transit provider and multi-modal transportation planning organization involved with transit, highways, roadways, bikeways, and pedestrian facilities. Working under the direction of a 12 member Board of Directors (“Board”), VTA’s annual operating budget is approximately \$400 million, and its currently approved capital program is approximately \$1 billion. VTA’s bus fleet of 505 buses serves a 346 square mile urbanized service area and operates approximately 18 million miles annually. The 42.2-mile light rail system is served by 99 rail cars and 5 historic trolley cars and operates approximately 2.2 million miles annually. VTA employs approximately 2,050 people, of whom approximately 650 are administrative, clerical and professional positions and 1,400 are operators and maintenance positions. There are four operating/maintenance facilities



located within Santa Clara County. The administrative headquarters is located separately from these four facilities.

For more information about VTA, log on to [www.VTA.org](http://www.VTA.org).

**OPPORTUNITY:** VTA is planning to move toward a cloud-hosted, web-based E-Procurement Solution System for its future solicitations/procurements.

## **SECTION 2: INSTRUCTIONS & INFORMATION FOR ORGANIZATIONS**

**ORGANIZATION RESPONSES AND QUESTIONS:** Please submit your Organization's response to this RFI, along with relevant supplemental material if desired, to VTA using the contact information and subject line description below. In addition, you may submit additional questions or comments along with your Organization's response using Appendix A (optional). A response to your questions or comments is not guaranteed.

Please send all responses, questions, and correspondence to:

Tim Willson, Contracts Administrator  
Santa Clara Valley Transportation Authority  
3331 N. First Street, Bldg. A, Contracts Dept.  
San Jose, CA 95134-1906  
Email: [tim.willson@vta.org](mailto:tim.willson@vta.org)

Re: RFI S19183 E-Procurement Software Solution

**RFI OWNERSHIP:** All responses, inquiries, and correspondence related to this RFI and all reports, charts, displays, schedules, exhibits, and other documentation submitted by Organization as part of this RFI will become the property of VTA when received by VTA and will not be returned.

**CONFIDENTIALITY:** All submissions and all other information submitted to VTA may be considered public information subject to disclosure under the California Public Records Act set forth at California Government Code Section 6250 et seq. ("CPRA"), or any other similar and applicable disclosure legislation. Any proprietary information submitted by Organization in response to this RFI should be clearly and explicitly identified as such. VTA does not typically disclose proprietary information to the public, unless required by law (including the CPRA), however, VTA cannot guarantee that such information will be held confidential.



## **SECTION 3: DESIRED CHARACTERISTICS AND FUNCTIONALITY**

**1. PURPOSE AND OBJECTIVES:** VTA is interested in receiving information about the following procurement solutions under this RFI:

- A. Self-service vendor registration
- B. Vendor database
- C. Pre-solicitation management services
- D. Solicitation management services
- E. Pre-award management services
- F. Award management services
- G. Post-award services
- H. Contract management services for project managers (PMs)
- I. Contract administration services

**2. DESIRED CAPABILITIES:**

**A. SELF-SERVICE VENDOR REGISTRATION:** VTA is interested in receiving information about e-Procurement solutions that include a self-service vendor registration functionality with the following capabilities:

- Web-page portal integration on VTA's website;
- Vendor online registration 24 hours per day/7 days per week/365 days per year;
- Vendor capability to upload documents online such as Federal and State tax forms, California State Business Status, Business License, Disadvantaged Business Enterprise (DBE) Certification, Department of Industrial Relations (DIR) registration number (primes and subs), Small Business Enterprise (SBE) Certification, etc. in different document types (PDF, Word, JPEG, GIF, etc.);
- Commodity/Service Category codes or North American Industrial Classification System (NAICS) Code;
- Automated system notification to vendor of successful registration;
- Options for vendors to be notified when new solicitations are posted under selected categories;
- Ability to communicate with vendors that submit for approval; and
- Any other capabilities offered by the Organization.

**B. VENDOR DATABASE:** VTA is interested in receiving information about e-Procurement solutions that include a vendor database functionality with the following capabilities:

- Database of all registered vendors;
- Capability to store vendor contact information, such as address, contact information;
- Store contact information for a minimum of two (2) contacts (e.g., mailing and physical address, contact person(s), phone numbers, email addresses, etc.);
- Vendor directory search, filter, and profile viewing capabilities;



- VTA's capability to manually add vendors; and
- Any other capabilities offered by the Organization.

**C. PRE-SOLICITATION MANAGEMENT SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include a pre-solicitation management services functionality with the following capabilities (for internal use only):

- Project information;
- Assignment of PM;
- Assignment of Contract Administrator / Buyer;
- Place holder to upload various pre-solicitation and solicitation documents, exhibits, attachments;
- Method of procurement;
- Integrated document preparation and version control; and
- Workflow and approval process tracking.

**D. SOLICITATION MANAGEMENT SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include a solicitation management services functionality with the following capabilities:

- On-line advertisement of solicitations;
- Automated notifications of newly posted solicitations to registered vendors under selected NAICS codes;
- VTA's ability to manually add additional vendors and other participants;
- Web portal for all active solicitations;
- Track and report on vendor notifications and downloads;
- Track and report if vendor is DBE/SBE;
- Addenda posting;
- Automated vendor notification if an addendum is posted;
- Ability for vendors to ask and VTA to respond to questions and clarification requests;
- Ability for vendors to send approved equals request online;
- Post responses to questions and/or clarifications on approved equals;
- Automated notifications to vendors if responses to questions and/or clarifications and or approved equals are posted;
- Automated notification to VTA for procurement due dates, such as bid due date, pre-bid or pre-proposal meeting, etc.
- Automated notifications to vendors of procurement activities, such as questions and/or clarifications due date, pre-proposal or pre-bid conference, solicitation due date and time;
- Ability to pre-qualify firms prior to bidding; and
- Any other capabilities offered by the Organization.

**E. PRE-AWARD MANAGEMENT SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include a pre-award management services functionality with the following capabilities:



- VTA's ability to upload Bids/Proposal in different document types (PDF, Word, JPEG, etc.);
- Time and date stamp when proposals are received;
- Options for vendors to submit proposals/bid online;
- Ability to support sealed bid procurements;
- Place holders for the following:
  - Bid abstract;
  - List of all primes and subs;
  - Contractor's (primes and subs) license and certifications;
  - Federal Debarment and Suspension from [www.sam.gov](http://www.sam.gov);
  - Vendor responsibility verification documents;
  - State of CA business status;
  - Pre-Award survey audit / reference check;
  - Buy America Compliance, certifications and audit reports;
  - DBE Analysis & Good Faith Efforts (GFE);
  - Technical evaluation forms;
  - Pre-award debriefing;
  - Cost or Price analysis
  - Protest filing and tracking records;
  - Negotiation records;
- Proposal/Bid evaluation on-line;
- Notice of Intent to Award or rejection; and
- Any other capabilities offered by the Organization.

**F. AWARD MANAGEMENT SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include an award management services functionality with the following capabilities:

- Capable of managing multiple awards from a single solicitation;
- Generate editable contract template in Word document;
- Tracking of contract terms;
- Milestone schedule;
- Upload Board Memos and Resolution;
- Automated notice of award or rejection notification;
- Upload warranty bonds, payment bonds and/or performance bond;
- Upload Certificate of Insurance;
- Upload fully executed agreement;
- Produce purchase order;
- Track interoffice correspondence;
- Tracking for any debriefing;
- Contractor's key personnel contact information (phone, email, address, etc.); and
- Any other capabilities offered by the Organization.



**G. POST-AWARD SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include a post-award services functionality with the following capabilities:

- Automated Notice to Proceed notification;
- Tracking for payment and performance bonds, warranty bonds and bid security return;
- Contract change orders (CCO) & mendments;
- Upload staff reports and resolution for CCOs & amendments;
- Cost or Prices analysis for CCOs & amendments;
- Project correspondence;
- Preliminary Notice Stop Work;
- Claims Notice and Release;
- Debriefing information;
- Ability to upload pre and post award Buy America certifications;
- Miscellaneous inspection and Q/A testing photos; and
- Insurance policy administration, routing, notifications.

**H. CONTRACT ADMINISTRATION SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include a contract administration services functionality with the following capabilities (for use by VTA's Contracts Department):

- Tracking of certificate of insurance certification and bonds and automated notification prior to expiration;
- Tracking of contract terms (initial terms and option years);
- Automated notification prior to contract expiration;
- Contract modifications;
- Generate reports for all open and/or closed contracts and agreements with the ability to data sort based on type of agreement, project, funding source, and DBE/SBE goal;
- Generate report for all contracts tied to a specific capital project;
- Payment tracking to prime contractors and subcontractors, if applicable;
- Tracking of milestone progress and payments;
- Tracking of contractor performance; and
- Procurement checklist or written record of procurement history.

**I. CONTRACT MANAGEMENT SERVICES:** VTA is interested in receiving information about e-Procurement solutions that include a contract management services functionality with the following capabilities (for use by VTA PMs):

- View current open and closed contracts (searchable);
- Ability to view contract modifications;
- Ability to view and print the features above;
- Warranty tracking; and
- Activity alerts/notifications.

**3. HOSTING, MAINTENANCE, AND TECHNICAL SUPPORT:** VTA is interested in



receiving information about the support services available for an e-Procurement solution, including:

- On-going hosting, software maintenance, data backup, and upgrades of the system during the term of services.
- Technical support to VTA and registered or potential vendors.

#### **4. APPLICABLE STANDARDS:**

- The system must be accessible by different means of web browsers. (i.e. Internet Explorer, Google Chrome, Safari, Firefox, etc.);
- Possibility to import from and export to current Financial Software used by VTA (The current financial software is SAP);
- Detail integration, customization, additional modules available;
- Single sign-on capability;
- Drop-down menus in addition to manual data entry capabilities;
- Role-based security and administrator permissions for controlling staff access;
- Cyber security qualifications and protocols;
- VTA to maintain ownership of data;
- Solution for public sector procurement;
- User-friendly solution, focused on generating efficiencies for VTA;
- Branding for VTA; and
- Americans with Disabilities Act (ADA) compliant solution.

#### **5. YOUR COMPANY & THE SOLUTION**

- What insurance policies and coverages does your company carry? Do you believe your insurance policies and coverages are customary for similarly situated organizations?
- What experience do you have working with Health Insurance Portability and Accountability Act (HIPAA), confidentiality agreements, and safety and security sensitive information?
- What are your company's standard intellectual property requirements? Do you believe your standard intellectual property requirements are customary for similarly situated organizations?
- What and how much experience does your company have providing public sector procurement solutions?
- How are your solutions bundled or otherwise offered for sale to public agencies? Do you believe your solution bundles are customary for similarly situated organizations?



**APPENDIX A  
ADDITIONAL QUESTIONS AND COMMENTS**

<b>Organization's Name:</b>	
<b>Question/ Comment No.</b>	<b>Question/Comment</b>