

Capital Area Transportation Authority

Development of the

CATA 2008 – 2011 Strategic Plan

Request for Proposal # 2007-126

Schedule of Activities

RFP Released:	May 23, 2007
Written Questions due to CATA:	May 31, 2007
Pre-Proposal Meeting:	June 1, 2007
CATA's Responses released:	June 5, 2007
Proposal Due Date:	June 25, 2007, 2:00 PM ET
Orals/Interview(s) (Optional):	July 9, 2007
Proposed Award Date:	July 20, 2007
Contract Start Date:	August 15, 2007
Kick-off Meeting:	August 27, 2007

Issued On May 23, 2007

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Capital Area Transportation Authority

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CATA's 2008-2011 Strategic Plan

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SECTION I: PROCUREMENT PROCESS

I-A Issuing Office

This Request for Proposal ("RFP") is issued by Capital Area Transportation Authority ("CATA"), 4615 Tranter Street, Lansing, MI 48910.

All communications regarding this project during the procurement process must be addressed to CATA's Purchasing & Contracts Manager:

Mr. Ray E. Irvine, C.P.M., MPA
Purchasing & Contracts Manager
Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910
Fax: (517) 394-3733
E-mail: r Irvine@cata.org

I-B Project Management

The person designated to perform as CATA's Project Manager **AFTER AWARD** of the Project is named below. This person is not to be contacted by respondents prior to award. The only CATA contact during the RFP process is CATA's Purchasing & Contracts Manager named above.

Debra Alexander
Assistant Executive Director
Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910
(517) 394-1100
(517) 394-3733 (fax)
E-mail: dalexander@cata.org

I-C Project Oversight

The oversight of this CATA Project is the responsibility of the CATA Project Manager named in the Project Management Section above.

The Contractor will be required to work with CATA staff and service agencies as directed by CATA throughout the duration of the Contract and attend weekly meetings with the CATA Project Manager.

I-D Incurring Costs

CATA is not liable for any cost incurred by any party prior to signing of a contract with that party and then only upon written authorization from CATA to proceed with the project.

I-E Contract Term

The activities outlined in the Scope of Work contained in the RFP must be completed by March 2008.

I-F Contract Extension

CATA reserves the right to extend the term of any contract resulting from this RFP for up to five years. Any extensions will result in additional task orders issued by CATA.

I-G Type of Contract

This is a task order contract with the first task to perform the work outlined in the Scope of Work. Additional tasks will be outlined by CATA and the contractor will be required to provide a cost for the outlined tasks.

The term of the proposed contract will be from July 2007 up to a period of five years with subsequent task orders as approved by the CATA Board of Directors.

CATA reserves the right to expand or decrease service/use of the contract as conditions require.

I-H Questions/Changes to the RFP

It is the desire of CATA to provide the same information to all interested parties to insure fairness and impartiality in the procurement process. CATA will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to CATA only at the pre-proposal meeting, if held. All questions are to be submitted in writing. ***Submit written questions (via U.S. postal service, e-mail, or fax) to the CATA Purchasing & Contracts Manager at the address indicated in Section I above no later than the date and time indicated on the Schedule of Activities above.*** Any changes made to this RFP, in response to the questions or concerns raised in the pre-proposal meeting or through correspondence received by CATA prior to the pre-proposal meeting, will be put in writing to all firms attending the pre-proposal meeting or otherwise indicating an interest in this project by the date stated on the above Schedule of Activities page. No changes will be made in the RFP after such changes/answers are distributed.

I-I Pre-Proposal Meeting

A pre-proposal meeting is scheduled for the date and time indicated on the Schedule of Activities page above, at the CATA Administrative offices. The purpose of this meeting is to discuss with prospective contractors the work to be performed and to answer questions about this RFP. The pre-proposal meeting is for information only and is not mandatory. However, respondents are strongly encouraged to attend.

I-J Proposals

To be considered for the procurement, each respondent must submit a complete response to the RFP, using the designated format (if any) and accepting the requirements of Sections II and III below. Proposals are to be submitted only to CATA. No other distribution of proposals is to be made. An official authorized to bind the respondent to the proposal must sign the proposal in ink. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than one hundred eighty (180)

days following the Proposal Due Date, which is stated in the Schedule of Activities above. Seven (7) original copies of the proposal, including price sheets, must be submitted to CATA by the time and date set as the Proposal Due Date. The respondent is solely responsible for the timely delivery of the proposal to CATA. Except as provided below, late proposals will not be considered.

Late proposals which are received after the Proposal Due Date may be considered, if the respondent establishes to CATA's satisfaction within five (5) days of the Proposal Due Date that the delay was due to an independent event outside the control of respondent, such as acts of God or public enemy, war, national emergency, labor strikes, the failure of the U. S. Postal Service to deliver first-class, registered, or certified mail within five (5) days, or the failure of a national courier service recognized by CATA to deliver as guaranteed or specified. CATA will require documentation to excuse late delivery, including, but not limited to, signed statements or affidavits, postmarks, original postal receipts, courier receipts, and shipment tracking logs in a form satisfactory to CATA. All proposals submitted in response to this RFP will become the property of CATA and will not be returned to the respondent.

I-K Acceptance of Proposal Content

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful respondent to accept these obligations may result in elimination of the respondent from the selection process. CATA further reserves the right to interview the key personnel assigned by the successful respondent to this project and to recommend reassignment of personnel deemed unsatisfactory by CATA.

I-L Economy of Presentation

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to be creative and to meet the requirements and objectives of this RFP. Emphasis should be on completeness and clarity of content.

I-M Primary Contractor Responsibilities

The selected Contractor will be required to assume responsibility for all services offered in its proposal whether or not the Contractor performs them. Further, CATA will consider the selected respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime contractor must provide a complete description of work subcontracted and descriptive information about the subcontractor's organization and capabilities. The prime contractor is totally responsible for adherence by the subcontractors to all provisions of the contract. CATA must review and approve, in writing, all subcontractors. All subcontractors must be included in the initial proposal with descriptions of the firms' qualifications and the qualifications of the key individuals assigned to this project.

I-N Other Duties Assigned by CATA

Due to the nature of this project, CATA is unable to determine all possible work components and tasks to be completed. The Contractor may be asked to provide additional service that has not been outlined in this RFP. When additional duties beyond those outlined in this RFP and in the Contractor's proposal are identified, CATA and the Contractor will discuss the Contractor's ability to complete this work. If CATA determines the Contractor should conduct the additional work, Contractor will provide request for Task Order describing the work to be done and all associated costs. A written task order will then be issued by CATA.

I-O Selection Criteria

Responses to this RFP will be evaluated based upon the following factors as presented in the respondent's proposal. These are listed in order of importance:

- 1) Method of Approach to the Scope of Work as described in the proposal.** Quality of information submitted in the proposal based on completeness, relevance, conciseness and organization of materials presented, as it relates to the Scope of Work outlined in this RFP.
- 2) Understanding of the Problem and Objectives.** As stated in the proposal and demonstrated by the written description of the project.
- 3) Similar Projects.** Experience of the firm in successfully completing similar projects.
- 4) Capability and qualifications of the prime firm and all subcontractors.** This addresses distribution of staff time to the project, the respondent's past record of performance on similar assignments (such as control of costs, quality of work and ability to meet schedules). The primary Contractor will also be evaluated on its past experience in managing subcontractor relationships.
- 5) Capability and qualifications of the key individuals.** This addresses key individuals from the primary Contractor and any named subcontractors, including previous work on similar projects, technical experience, education and training.
- 6) Demonstrated ability to complete the project on time and on budget.** Respondents must demonstrate experience, ability and willingness to work with CATA and provide evidence of successful engagements elsewhere with other customers on similar projects.
- 7) Price.**

CATA will constitute an Ad Hoc Committee to evaluate all proposals. Those firms deemed to be most responsive to the needs of CATA may be asked to make oral presentations. The firm determined to be the most highly qualified, based on the submitted proposal and any oral presentation, may be asked to enter final negotiations. If the most qualified firm is unable to consummate an agreement with CATA, then the next most qualified firm will be considered for award, and so on. At any time during this process, CATA reserves the right to re-bid or cancel the project.

Each prime Contractor should make every effort to include Disadvantaged Business Enterprises in this project.

I-P Oral Presentation

Respondents may be required to make oral presentations of their proposals. These presentations provide an opportunity for the respondent to clarify the proposals through mutual discussion. This is not a time to simply review the contents of the proposal, but to present to CATA your approach to this project and the uniqueness of the respondent's team in meeting the requirements of this RFP. Key members of the respondent's project team, including a representative from each subcontractor, must be part of the presentation. If held, the presentations will be on the date indicated on the Schedule of Activities page above, with a **maximum of 30 minutes allowed for each presentation followed by 30 minutes for questions and answers (timing and duration to be determined by CATA).**

I-Q Independent Price Determination

By submission of a proposal, the respondent certifies, or, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

- The prices in the proposal have been determined independently and without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other respondent or with any competitor.

- Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the respondent prior to award, directly or indirectly, to any other respondent or to any competitor.
- No attempt has been made, or will be made, by the respondent to induce any other persons or firm to submit or not submit a proposal for the purpose of restricting competition.
- Each person signing the proposal certifies that she/he:
 - Is the person in the respondent's organization responsible within that organization for the decision as to the prices being offered in the proposal and has not participated (and will not participate) in any action contrary to the bullets above.
 - Is not the person within the respondent's organization responsible for the decisions as to the pricing being offered in the proposal, but has been authorized, in writing, to act as an agent for the persons responsible for such a decision and certifies that such persons have not participated (and will not participate) in any action contrary to the bullets above.

I-R Contract Payment Schedule

Payments for any contract entered into as a result of this RFP will be made not more than monthly upon receipt of the contractor's billing statement for the preceding month, along with the receipt and acceptance of the progress report, and proof of work completed. Advance payments will not be made.

SECTION II: STATEMENT OF WORK

II-A Background

The Capital Area Transportation Authority (“CATA”) is the regional public transportation provider for the Greater Lansing tri-county area. Specifically, CATA currently provides transit service to the Cities of Lansing and East Lansing, the Townships of Lansing, Delhi, and Meridian and Ingham County. CATA operates over 30 fixed bus routes and demand-response services in the rural Ingham County area, as well as in Delhi and Meridian Townships and the Cities of Mason and Williamston. CATA also provides a demand-response service designed to meet the needs of persons with disabilities, called Spec-Tran. CATA provided over 10 million passenger trips in FY06. Over 3.4 million of those rides occurred on the MSU campus for that year.

CATA has a strong working relationship with the local Metropolitan Planning Organization, Tri-County Regional Planning Commission (“TCRPC”). CATA is the designated grant recipient for federal fund in the urban area. As such, CATA takes responsibility for the transit planning in the region. We are currently updating the Regional Transit Development Plan and completing the first Regional Coordination Plan required under SAFETEA-LU. The other two transit providers in the tri-county area are partners in the development of these two documents. These documents are accepted by TCRPC for inclusion in the Regional Long Range Plan. CATA’s Strategic Plan is used by the Board to set out a five-year vision for the Authority and compliments the other planning documents mentioned above.

For over ten years, CATA’s Board of Directors has adopted a Strategic Plan. During that period, the Strategic Plan has been updated every three years. Each of these plan updates have then been adopted by the Board. For the 2008-2011 Strategic Plan, the Board has asked that we start from scratch and complete a fresh Strategic Planning process. The Board has a standing committee to oversee the development of the Strategic Plan. This committee will work closely with the consultant and staff in the development of the 2008 -2011 plan. The full Board will be engaged in the development of the plan, whenever feasible.

II-B Objectives of the Project

The specific objectives for this Project are as follows:

- Develop a five-year Strategic Plan that clearly outlines the future direction of the Authority.
- Complete a thorough evaluation of the existing conditions to use as a basis for the plan.
- Provide guidance to the Board of Directors through the development of the Strategic Plan to unify the Board on the various strategies, goals, and objectives of the plan.
- Provide a manageable framework to be applied through the five years to insure accomplishment of the Strategic Plan and provide a process for updating and modifying, as desired by the Board of Directors.

II-C Scope of Work for Task Order #1

Research & Environmental Scan

External Environmental Scan

Research and document opportunities and threats taking place through the region that will provide opportunities or challenges in, at a minimum, the following categories. Contractors are encouraged to recommend additional areas of research and discuss the reasons why in the proposal.

- Political – Governmental policies, legislation, regulations, political participation, governance, litigation, etc.
- Economic – international, national, regional, and local economics and their influence on revenue, operating costs, ridership, consumer behavior, labor, and availability of required resources.
- Social – Population trends and profiles of communities served and potential new areas to serve, and changing values and life-styles in society and community.
- Technology – scientific and technological developments, changes stemming from these and societal attitudes toward these developments.
- Stakeholders' Analysis – Which groups/persons influence the direction of CATA and what are their interests and priorities?
- Growth and Infrastructure – changes within the tri-county area.
- Image of CATA – identify merging issues that could effect CATA's image.

Internal

- Examine organizational and resource issues including:
 - Framework and management of CATAQ
 - Resources available to CATAQ
- How efficiently and effectively these resources are utilized in providing services and carrying out CATA's mission
- Organizational Culture – mission, vision, strategies, structure, management, labor
- Resources utilization – equipment, personnel, physical plant, finances, marketing, ITS
- Financial – financial stability, long range financial forecasts, financial philosophy and planning

Deliverable: Prepare a technical memo outlining the findings of Task 1. Present this data to the staff for input and refinement. Prepare presentation for Board of Directors.

Workshop with Board of Directors

Conduct a workshop with the Board of Directors to present results of Task 1. Conduct a brainstorming session with the Board to review current CATA Mission, Vision, Core Values, and Strategies. Collect input from the Board on direction for 2008 – 2011 regarding strategies and objectives.

NOTE: The Board of Directors has an annual retreat in January. This meeting can be used for this purpose or if this needs to happen sooner in the process, the retreat can be used to present the proposed strategic plan details.

Deliverables: Agenda for meeting, meeting materials, and notes from the meeting detailing what was discussed to be used in subsequent tasks.

Modify and refine, as needed, the Mission, Vision, Core Values, Strategies and Objectives

Using the information gathered during the Board brainstorming session, refine the mission, vision, core values, strategies and objectives. Meet with staff to brainstorm objectives and how various strategies might be accomplished. Brainstorm with staff a process for annual selection of objectives to focus on each year. Develop with staff a recommended process for periodic updates to the Strategic Plan. A technical memo will be prepared which identifies the reason for the changes (changes in external and/or internal environment, input for Board, etc.) and the strategy for how the strategies and objectives might be accomplished.

Finalize Strategic Plan Document and Present to Board of Directors

Prepare the draft final Strategic Plan. Prepare a presentation to the Board of Directors with the purpose of explaining the plan and how the direction of the plan meets the desires of the Board and the region.

Deliverable: Presentation to the Board of Directors. Final Strategic Plan document will be presented to CATA electronically and 50 printed copies. Document a process for selecting annual objectives and periodic updates to the Strategic Plan.

II-D CATA Responsibility

CATA will provide access to data and reports readily available to CATA. CATA will facilitate the collection of data from other agencies, as requested.

Related reports available to contractor selected to perform the work include:

- Current Strategic Plan
- 2007 Comprehensive Operational Analysis (available fall 2007)
- 2007 – 2011 Transit Development Plan (available fall 2007)
- 2007 Regional Coordination Plan (available fall 2007)
- Tri-County Regional Planning Commission - Growth Study
- Tri-County Regional Planning Commission - Long Range Plan
- Michigan Department of Transportation – Long Range Plan

II-E General Requirements

Timeliness: The services of the successful respondent are to commence upon execution of the contract and shall be undertaken and completed so as to assure project completion of Task Order 1 by March 31, 2008.

Meetings: The successful respondent (Contractor) shall meet with the CATA Project Manager during the project at least weekly to discuss project progress. These sessions may be conducted over the telephone, in person, or via e-mail, as determined by the CATA Project Manager. The Contractor shall make immediate telephone calls to the CATA Project Manager if any significant problems are encountered during the project.

Oral Presentations: In addition to any committee and/or community outreach meetings established in the Scope of Work, the contractor may also make presentations as outlined in the Scope of Work.

Progress Reports: The successful respondent shall provide monthly written progress reports to CATA's Project Manager. These reports will identify work accomplished, problems encountered during the past month, methodology and timeline for resolving these problems and the activities planned for the upcoming month. These reports shall be provided to the Project Manager by the 10th day of each month. The report can be faxed, mailed or e-mailed to the Project Manager.

II-F Deliverables

Deliverables for this project are outlined in the Scope of Work. All documents and reports provided as deliverables, as outlined in this RFP, must be delivered to CATA's Project Manager on the pre-established deadlines. The number of copies to be provided will be discussed and agreed to for each deliverable. In addition, if the deliverables are available electronically, at least two copies (on CD) must be provided in Microsoft Office XP format. No primary deliverable (e.g. reports, technical memorandums, data tables, etc.) may be delivered by e-mail only. All GIS data must be provided in ASCII or another mutually agreed upon format.

II-G Detailed Work Plan

Within 10 working days of the award of the contract, a kickoff meeting will be held to review, at a minimum, the project approach, discuss final work plan, agree on timeline of tasks, etc. Within 10 days of the kick off meeting, the Contractor will submit to CATA's Project Manager, for discussion, review and approval, an adjusted technical work plan including the following:

- Revised Scope of Work and approach to the project.
- The project breakdown showing subprojects, activities and tasks, products, public involvement, decision points, and resources (person hours or days and dollar amount) required and allocated to each element of the work plan.
- The Contractor final project organization structure.
- The Contractor's (and subcontractors) detailed manning table with names, titles, addresses, telephone numbers, fax numbers, e-mail addresses and any other critical information, by task if appropriate.
- The time-phases planned for completing the project.

Within one week following the submittal of the detailed work plan, the contractor's representative will meet with CATA's Project Manager to review the components of the work plan and to finalize the direction of the project.

II-H Proposal Requirements

- Detailed description of respondent's plan for implementing Scope of Work; respondent's detailed technical work plan including a proposed schedule/timeline. Outline requirements in staff input, resources and data from CATA staff.
- Statement describing the respondent's understanding of CATA's stated requirements and project objectives.
- Qualifications of the Primary Contractor and each subcontractor.
- Qualifications of the key individuals from each firm assigned to the project. Identify the proposed Project Manager and their qualifications.

- Past experience on similar projects – up to 3 examples for the prime and each subcontractor. Describe how this project is similar to the work described in the RFP. Limit this to 2 pages per example.
- List of no more than five references including specific contact names, addresses, telephone numbers, fax numbers and e-mail addresses.
- DBE firms to be involved in the project.
- Statement of compliance with CATA terms & conditions and Federal Transit Administration and State Regulations.
- Detailed timeline for each task, including key meetings and critical tasks.
- Additional Information and Comment – include any other information that is believed to be pertinent, but not specifically requested elsewhere.
- A description of the respondent's Quality Assurance Program.
- Cost proposals based as required in Section II-I of this RFP.
- A list of any work that is to be sub-contracted and a description of the qualifications of the Prime Contractor and each Sub-Contractor on the team.
- An organizational chart of the respondent and all sub-contractors.
- The name and telephone number of person(s) in the respondent's organization authorized to negotiate/expedite the proposed contract with CATA.
- Executed "Buy American," "Lobbying," and "Debarment, Suspension and other responsibility matters" certificates.

II-I Cost of Project

Respondents to include with their proposal detailed and total project cost. Costs should be described in the proposal as follows:

- Number of hours by person, by task, for each firm
- Cost per hour by person
- Total Cost by Task Order
- Direct Costs
- Overhead Costs
- Fixed Fee/Profit
- Total Project Cost

SECTION III: COMPLIANCE REQUIREMENTS

III-A FTA and MDOT Required Clauses

The Contractor will comply with all relevant provisions required by the Federal Transit Administration (“FTA”) and the Michigan Department of Transportation (“MDOT”) including, but not limited to, the following:

1. Energy Conservation Requirements
2. Clean Water
3. Lobbying
4. Access to Records and Reports
5. Federal Changes
6. Clean Air
7. No Government Obligation to Third Parties
8. Program Fraud and False or Fraudulent Statements and Related Acts
9. Termination (See Section 12.0)
10. Government Wide Debarment and Suspension (Non-procurement)
11. Civil Rights
12. Disadvantaged Business Enterprises
13. State and Local Requirements

The website address of the Federal Transit Administration is www.fta.dot.gov/index.html.

The website address of the Michigan Department of Transportation is www.mdot.state.mi.us.

The Contractor shall furnish to CATA, upon request, certificates of compliance with all such laws, rules and regulations. The Contractor shall, at its own expense, be responsible for obtaining all necessary permits and licenses required for performance of the Contract.

All contractual provisions required by the FTA as set forth in FTA Circular 4220.1D, are hereby incorporated by reference. The Contractor shall not perform any act, fail to perform any act or refuse to comply with any CATA requests which would cause CATA to be in violation of the FTA terms and conditions.

III-B Disadvantaged Business Enterprises

Disadvantaged Business Enterprises (“DBE”) are encouraged to bid on this project. Any applicable DBE firm’s certifications must be included in the proposal. Cost proposals must list the amount and activity of service provided by the DBE firm, as applicable. Information on becoming certified as a Disadvantaged Business Enterprise is available from Michigan Department of Transportation (“MDOT”) at the following website address: <http://mdot270.state.mi.us:8080/UCP/HomePageServlet>.

III-C Compliance with Laws

The Contractor shall comply with all federal, state, and municipal laws, ordinances, rules, regulations, and orders, including, but not limited to:

1. Motor Carrier Safety Act, 1963 P.A. 181, as amended.
2. Motor Bus Transportation Act, 1982, P.A. 432, as amended.
3. Rules and Regulations of the Department of Transportation may promulgate to accomplish the purpose of P.A. 339 of 1990.
4. Motor Safety Carrier Regulations, being 49 CFR, Parts 387, 390-393, 395-397, and 399 including appendices C, D, E, and G.

5. Drug-Free Workplace Act of 1988.
6. Procedures for Transportation Workplace Drug Testing Progress, 49 CFR 40.
7. Physical Qualification Requirements of 49 CFR 391.41 to 391.49
8. Lobbying Disclosure Act of 1985; must be signed by respondent and included in proposal submittal.
9. Surface Transportation Assistance Act of 1982 ("Buy America Act"); must be signed by respondent and included in proposal submittal.
10. Debarment Certification per 49 CFR 29, Appendix C; must be signed by respondent and included in proposal submittal.
11. Non-Discrimination Clause per 49 CFR, Part 26.
12. Prohibition of Discrimination per Michigan Public Act 453, Public Acts of 1976.

Upon request, Contractor shall furnish to CATA certificates of compliance with all such laws, rules and regulations. The Contractor shall, at its own expense, be responsible for obtaining all necessary permits and licenses required for performance outlined in this RFP.

Information regarding the regulations listed above may be obtained from the Federal Motor Carrier Safety Administration at www.fmcsa.dot.gov/rulesregs/fmcsr/fmcsrguide.htm.

III-D Ownership

All original documents, calculations, and work product produced by the contractor, whether produced on paper or on electronic media or otherwise in performance of the contract, shall be the property of CATA. The contractor shall have the right to retain a copy of such documents, calculations, and work product. The contractor shall make available to CATA copies of all contractor correspondence, notes, and other documents relating to the work, upon request of CATA. All works of original authorship created in the scope of this contract are "works made for hire", as that term is used in connection with the U.S. Copyright Act. To the extent that by operation of law, the contractor retains any intellectual property rights to any work product, the contractor hereby assigns to CATA all rights, title, and interest in such work product, including copyrights and patents. The work product produced by the contractor in performance of services under this contract is intended for use by CATA solely for the purpose intended. Any use or reuse of such work product by CATA for any purpose other than its intended purpose shall be at the sole risk of CATA and without any liability or responsibility of the contractor. To the extent that the work product produced by the contractor contains standard design or construction details or other standardized material previously developed by the contractor in its professional architectural, engineering, and planning practices, then the contractor shall have the right to reuse any such material on other products for other clients or persons without the prior knowledge or permission of CATA and without the payment of any compensation to CATA, provided that the reuse or continued use of such material contains no CATA identifying information or confidential information.

III-E News Releases

News releases pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written approval from CATA and then only in accordance with the instructions from CATA's Executive Director.

III-F Audit and Inspection of Records

In the case of all negotiated contracts, and contracts for construction, reconstruction, or improvement of facilities and equipment which were entered into under other than competitive bidding procedures, the Contractor agrees that the grantee, the Comptroller General of the United States, or any of their duly authorized representative shall, for the purpose of audit and examination, be permitted to inspect all work, materials, payrolls, and other data and records, and accounts with regard to the project. Further, the Contractor agrees to maintain all required records for at least three (3) years after grantees makes final payments and all other pending matters are closed.

III-G Contractual Terms and Conditions

See attached CATA Terms and Conditions for detailed terms and conditions.

APPENDICES

Appendix A: CATA Standard Terms and Conditions