

# State of Minnesota

## Minnesota Department of Transportation



### REQUEST FOR PROPOSAL

Southern Minnesota Mobility-as-a-Service Platform

SWIFT Event 2-11464

Date Posted: Friday, January 29, 2021

- Responses must be received not later than 2:00 PM, Central Time, Thursday, March 25, 2021.
- Late responses will not be considered

#### **Minnesota's Commitment to Diversity and Inclusion**

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to [the Office of Equity in Procurement home page, at www.mn.gov/admin/oep](http://www.mn.gov/admin/oep).

**SPECIAL NOTICE:** This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

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### Solicitation Attachments

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### Sample Contract

- Exhibit A: Contract Terms
  - Supplement 1: IT Terms
  - Supplement 2: Federal Transit Administration Contract Clauses
- Exhibit B: Insurance Requirements
- Exhibit C: Specifications, Duties, and Scope of Work
- Exhibit D: Pricing
- Exhibit E: Contractor Payment Form- DBE

## SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for  
Completing Your  
Response

Follow the steps below to complete your response to this Solicitation:

- Step 1: Read the solicitation documents and ask questions, if any
- Step 2: Write your response
- Step 3: Submit your response

Incomplete  
Submittals

A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

### STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

**Pre-Proposal  
Conference/How  
to Ask Questions**

The State is holding an optional pre-proposal conference starting at **2:00 PM CT on February 11, 2021**. The intent of the pre-proposal meeting is to allow vendors to ask questions of the State and the State to ask for clarifications on the questions asked. It is not the intent of the State to answer vendor questions during the pre-proposal meeting. All questions asked will be collected and answers sent out via an addendum to the SWIFT event.

To obtain information on attending the pre-proposal, contact [leah.wilhelmy@state.mn.us](mailto:leah.wilhelmy@state.mn.us).

Following the pre-proposal conference, for additional questions contact [leah.wilhelmy@state.mn.us](mailto:leah.wilhelmy@state.mn.us). Other personnel are not authorized to answer questions regarding this solicitation.

All remaining questions should be emailed to [leah.wilhelmy@state.mn.us](mailto:leah.wilhelmy@state.mn.us) by **2:00 PM CT on February 18, 2021**. The State will supplement the SWIFT event with an addendum containing all questions and answers.

### STEP 2 – WRITE YOUR RESPONSE

The Proposal Content section is in Section 4. Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. **DO NOT INCLUDE** Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

**Review, sign, and include the Responder Declarations with your response.**

### STEP 3 –SUBMIT YOUR RESPONSE

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Where to Send  
Your Response

All responses to this solicitation (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (<https://mn.gov/supplier>). Training and documentation on how to submit your response is available through the Supplier portal link above. Fax, e-mail, and printed responses will not be accepted or considered. All costs incurred in responding to this solicitation will be borne by the responder.

**Late responses will not be considered.** Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders’ control. If you need assistance please contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1.

By submitting a response, your company is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.

## SECTION 2 – SUMMARY OF SCOPE

### 1. Scope Overview

The Minnesota Department of Transportation (MnDOT) partnering with the Office of MNIT Services (MNIT) request proposals to implement a regional Mobility-as-a-Service (MaaS) platform with the execution of a cooperative agreement for an innovation and research grant from the Federal Transit Administration (FTA). This project is called the ***Southern Minnesota MaaS Platform*** and will be a pilot for a potential statewide platform.

MnDOT defines Mobility-as-a-Service (MaaS) as technology that provides access to all public transit and participating shared mobility options such as: Transportation Network Companies (TNC), taxis, bike shares, scooter shares, car shares, van pools, etc. in a defined region.

The goal of this pilot project is to offer a digital platform where Minnesota residents and visitors can plan, book, purchase, redeem, and track trips in a single place.

MnDOT would like an open application programming interface (API) environment to integrate with the MaaS consumer apps, participating service provider apps/software interface, and other third-party software interface integrating transportation service information, financial transactions, and real time trip updates.

Respondents to this RFP will be expected to provide a combination of software, services, and project leadership to launch a MaaS platform with the following primary components:

- Mobile app available on the Apple App Store and Google Play.
- Open Source API/SDK development and management to enable mobile app integration with transportation service providers.
- Utilization, management, and hosting of transit industry standard data feeds.
- Provide a transit-specific e-ticketing platform and integration with existing e-ticketing systems in use at partner agencies.
- Data analytics tool utilizing MaaS platform information to assist in transit planning and decision making.

MnDOT has also applied for an additional innovation and research grant from the FTA to examine the impact of contactless payment technologies and trip planning applications on rider safety and public perceptions of transit in Greater Minnesota in the wake of the COVID-19 pandemic. MnDOT's application included transit e-ticketing and MaaS application deployment as a field test of this technology and its safety impact with additional transit agencies outside of the Southern Minnesota MaaS Project coverage area. This project is called the ***Western Minnesota Contactless Payment Project***.

### 2. Funding Background

On August 27, 2020, the FTA announced that MnDOT was one of the agencies selected for the Accelerating Innovative Mobility (AIM) grant program. The AIM funds were designated by the FTA to support innovation throughout the transit industry by promoting forward-thinking approaches to improve transit system design, service, and financing. MnDOT's selection for AIM came from an application from its Office of Transit and Active Transportation (OTAT) which seeks to develop and deploy a MaaS platform in Southern Minnesota in the communities in and surrounding Rochester and Mankato, Minnesota. The FTA is or will be providing for 80% federal cost participation for this project under the CFDA number of 20.530; Section 5312 Public Transportation Innovation Program.

In addition, OTAT has additional State funds for the development and maintenance of General Transit Feed Specification (GTFS) data feeds. These feeds will be for transit agencies participating in the grant project and transit agencies in the rest of Greater Minnesota.

OTAT also has applied for additional funding under the FTA's Public Transportation COVID-19 Research Demonstration Grant Program to expand MaaS app, API/SDK Management and e-ticketing services for participating transit agencies in Western Minnesota. The funding for this program is designed by the FTA to support research demonstration grants to public transit agencies to develop, deploy, and demonstrate innovative solutions that improve the operational efficiency of transit agencies, as well as enhance the mobility of transit users affected by the COVID-19 public health emergency. Announcement of award under this grant from the FTA was made on January 19, 2021. If MnDOT enters into a cooperative agreement with the FTA, product/services developed through this solicitation will be expanded to the Western Minnesota transit systems identified in the grant application. The FTA is or will be providing for 100% federal cost participation for this project under the Catalogue of Federal Domestic Assistance (CFDA) number of 20.530; Section 5312 Public Transportation Innovation Program.

Funding is dependent upon execution of a cooperative agreement with the FTA for each grant application and a production launch of mobile e-ticketing functionality for transit agencies by 8/31/21 and of the MaaS platform by 02/28/22.

### **3. Partnerships**

The Southern Minnesota MaaS Platform Pilot Project will work with the following transit service providers and an academic research teams to develop, deploy, and maintain the MaaS platform solution over a 2-year period:

- Seven Greater Minnesota transit agencies: Rochester Public Transit, Greater Mankato Public Transit, Brown County Hartland Express, Minnesota River Valley Transit, Rolling Hills Transit, SMART, TRUE Transit
- Metro Transit
- Private sector bus service providers
- Growing list of shared mobility service providers
- University of Minnesota (U of M) academic research team

The Western Minnesota Contactless Payment Project will work with the following transit service providers and an academic research team to develop, deploy, and maintain transit e-ticketing system(s) and MaaS platform solution over a 2-year period:

- Eight Greater Minnesota transit agencies: Central Community Transit, Morris Transit, Prairie Five Rides, Rainbow Rider Transit, Transit Alternatives, Tri-Cap Transit Connection, United Community Transit, and Wadena County Friendly Rider Transit.
- University of Minnesota (U of M) academic research team.

## SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

### 1. Anticipated Contract Term

The term of this contract is anticipated to be from June 1, 2021 to May 31, 2023, with the option to extend up to an additional three years in increments determined by the State.

General timing of the contract is expected to be development, testing, and public launch in year 1. Support, updates, and data analytics in year 2.

Expedited contract negotiation is expected with a signed agreement in place by June 1, 2021.

### 2. Contract Structure:

Only complete responses addressing all components of this solicitation will be accepted by the State and considered for evaluation.

Respondents are expected to partner with other entities to the extent necessary to provide the products and services required for a complete bid, if respondents cannot provide all the services within their organization. The State will contract with the primary respondent only, who should be clearly identified in the proposal response. The primary vendor should demonstrate and provide details regarding specific project component(s) that they and each of the subcontractor(s) will be responsible for. Also, the primary vendor will coordinate and manage work being done by subcontractor(s) and will be entirely responsible for quality of work performed and meeting all deadlines.

Subcontractors can participate in multiple bids with different primary respondents/vendors.

### 3. Question and Answer Instructions

Only personnel listed in Section 1 are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

### 4. Soliciting Responses from Disadvantaged Business Enterprises (DBE)

The MnDOT Office of Civil Rights has assigned a race/gender neutral goal to this project. Responders are directed to read the DBE Special Provisions, Attachment L, posted along with this RFP. The DBE Special Provisions explains how to comply with the DBE requirements. In particular, see pages one and two regarding documents that a responder must submit with its proposal. The form required in the proposal can be found on Page 3 of the Special Provisions. To view a listing of certified DBE's, please contact the MnDOT Office of Civil Rights at 651-366-3073, TTY 651-282-5799, or visit: [www.dot.state.mn.us/eeocm](http://www.dot.state.mn.us/eeocm).

## **5. Additional Tasks or Activities**

Responders are encouraged to propose additional tasks, activities, or goods above and beyond the scope of what is requested in this solicitation if they substantially improve the results of this procurement. Any costs associated with these additional tasks, activities, or goods should be clearly marked and separated from costs associated with the tasks, activities, or goods specifically requested under this solicitation. Because cost is a factor in the evaluation of responses to this solicitation, failure to separate costs for additional tasks, activities, or goods may result in those costs being included in a responder's cost proposal and result in a lower cost score for that proposal.



## SECTION 4 – PROPOSAL CONTENT

Please answer all questions and provide requested information for all items in Section 4 – Proposal Content.

### 1. MaaS Technical Architecture

- a. The MaaS platform is envisioned as Software-as-a-Service (SaaS) solution with all components residing on the cloud. No technical components, integrations, or software will reside on any MnDOT or other government agency environment. MnDOT infrastructure or systems will not transmit, store, or process any data, aside from payment tokens, as required. Does your proposal meet this requirement? If so, please describe how it meets the requirement. If an individual component cannot exist on the cloud, describe how it will be addressed.
- b. Describe the expected MaaS platform technical architecture for all components identified in “Section 4 – Proposal Content” or described in Attachment F: Functional Requirements. You may provide architecture diagrams or other visuals to describe the technical architecture, as necessary.
- c. List all software, software versions, and hardware required to design, build, integrate, use, and maintain the MaaS platform. Organize the list according to the MaaS Platform Components (Section 4, Item 2.a. – 2.g.).
- d. MaaS platform should be constructed with open source principles. Identify and describe the open source components of your proposed solution. Identify and describe any components that are proprietary and require additional licensing. NOTE: All specific costs should be described separately in Attachment C1 and C2: Cost Proposal.
- e. List and describe your anticipated API protocols and technologies (RESTful, JSON, HTTPS, etc.) and how you will securely and efficiently process data exchanged between systems.
- f. List and describe the industry best practices you’ll follow related to system design, security, and integration.
- g. Describe how data will move securely between components, where the data is when at rest, and who owns and/or is responsible for the data for the various component stages.

### 2. MaaS Platform Components

- a. MaaS App – Primary User Interface for the public to interact with the MaaS platform.
  - i. Using Attachment F: Functional Requirements, respond to specific requirements for the MaaS App component. Attachment F: Functional Requirements is scored separately from the information requested in the remainder of this section.
  - ii. Describe your process to design, develop, refine, test, and launch mobile applications.
  - iii. Describe your process for mobile app integration via API/SDK to other software and data sources.
  - iv. If the MaaS app is anticipated to contain financial information, describe how PCI DSS compliance is achieved and maintained throughout the pilot project.
  - v. If the MaaS app is anticipated to contain Personally Identifiable Information (PII), describe how industry security standards will be applied to achieve and maintain compliance throughout the pilot project.
- b. API/SDK Development and Management – Primary mechanism for data integration services.
  - i. Using Attachment F: Functional Requirements, respond to specific requirements for the API/SDK Development and Management component. Attachment F: Functional Requirements is scored separately from the information requested in the remainder of this section.
  - ii. Describe how you will lead and coordinate implementation of data interoperability between all MaaS software components.
  - iii. Describe how you will ensure all data feeds and information processing remains interoperable and secure.

- iv. Describe how you will develop, implement, and support functioning API/SDK for each software component of the MaaS platform.
  - v. Describe how will you manage the licensing and distribution of API/SDK and make it accessible to current, future, and other 3rd party mobility service providers. The API/SDK is expected to be open source and freely available to approved requestors, regardless of the platform.
  - vi. Describe how will you ensure the data from participating service providers follows data specification standards established by the pilot project.
  - vii. Define a strategy to continue to develop, update and scale APIs without impacting the MaaS platform functionality.
- c. General Transit Feed Specification (GTFS) Data Feed – Primary source of transit-related data.
- i. Using Attachment F: Functional Requirements, respond to specific requirements for the GTFS Data Feed component. Attachment F: Functional Requirements is scored separately from the information requested in the remainder of this section.
  - ii. Describe how you will develop, host, and support GTFS and GTFS-Flex data feeds for Greater Minnesota transit systems. Spec. is located at: <https://github.com/google/transit/tree/master/gtfs/spec/en>.
  - iii. Describe your process for developing the **initial** GTFS data feed. An estimated 36 fixed routes, 57 demand response routes, and 12 deviated service routes are expected as part of the pilot project.
  - iv. Describe how you will implement and/or scale the GTFS data feeds for future phases to include 29 transit agencies in the rest of Greater Minnesota with an estimate of 116 fixed routes and 239 demand response and deviated service routes.
  - v. Describe how you can modify revised data standards and incorporate them into the MaaS platform.
  - vi. Describe how you will host the GTFS feeds and distribute the standard/protocol to other transit trip planning apps and websites.
  - vii. Describe the process to add new transit providers access and support to the GTFS standard and environment.
  - viii. Describe your validation process for all transit feeds to ensure their data compliance with GTFS.
- d. Transit E-ticketing – Purchase and Redeem E-Tickets
- i. Using Attachment F: Functional Requirements, respond to specific requirements for the Transit E-Ticketing component. Attachment F: Functional Requirements is scored separately from the information requested in the remainder of this section.
  - ii. Describe your e-ticketing solution and how you will procure, implement, and support the software at public transit agencies that do not currently have an e-ticketing service.
  - iii. Describe how you will integrate with existing e-ticketing solutions for transit agencies that currently have e-ticketing software.
  - iv. Describe any on-vehicle fare reading solution and/or additional hardware in the proposal. Make sure to include this on-vehicle option as a separate item in Attachment C1 and C2: Cost Proposal.
  - v. Describe how you will work with API/SDK technologies to allow ticketing functionality within the MaaS app.
  - vi. Describe how you will collaborate with pilot participants to define data sources of information being displayed on the MaaS app.
  - vii. If the transit e-ticketing solution is anticipated to contain financial information, describe how PCI DSS compliance is achieved and maintained throughout the pilot project.
  - viii. If the transit e-ticketing solution is anticipated to contain Personally Identifiable Information (PII), describe how industry security standards will be applied to achieve and maintain compliance throughout the pilot project.

- e. Data Analysis and Planning
  - i. Using Attachment F: Functional Requirements, respond to specific requirements for the Data Analysis and Planning component. Attachment F: Functional Requirements is scored separately from the information requested in the remainder of this section.
  - ii. Name and describe the platform, software, and/or process that allows for analysis and reporting of MaaS platform data.
  - iii. Describe how your product can visualize data by transportation provider, provider type, and other industry standard criteria.
  - iv. Detail/describe recommendations for other data analytics or aspects of the MaaS platform that would benefit transit budgeting, planning, or policy making.
  - v. Describe how you would aggregate, store, process, and report on data from across the MaaS platform.
  - vi. Describe the method and data available for export of aggregated data for external system analytics and research.
  - vii. Describe how aggregated data will be scrubbed to remove personally identifiable information (PII).
- f. Integration with Dispatching/Routing Software
  - i. Describe how your software/solution is integrated with third-party or custom-built dispatching and routing software via APIs. Project scope requires integration with dispatching and routing solutions for demand response public transit services provide by: RouteMatch, TripMaster by CTS, and TripSpark Transit.
- g. Mobile-friendly Website (Optional Component)
  - i. This deliverable is optional, based on cost, scope and timing.
  - ii. Using Attachment F: Functional Requirements, respond to specific requirements for the Mobile-friendly Web Page component. Attachment F: Functional Requirements is scored separately from the information requested in the remainder of this section.
  - iii. Describe what technology will be used to develop and implement mobile-friendly website that provides the same functions as MaaS app.
  - iv. Describe how you will collaborate with pilot participants to design, develop, and configure the mobile-friendly website.
  - v. Describe how you would integrate the mobile-friendly website in the MaaS platform to ensure consistent access to data and functionality.
  - vi. If the mobile-friendly website is anticipated to contain financial information, describe how PCI DSS compliance is achieved and maintained throughout the pilot project.
  - vii. If the mobile-friendly website is anticipated to contain Personally Identifiable Information (PII), describe how industry security standards will be applied to achieve and maintain compliance throughout the pilot project.

### 3. Accessibility of Services or Products

- a. The responder must complete and submit, in an accessible format, the Section 508 and Web Content Accessibility Guidelines (WCAG) sections in a Voluntary Product Accessibility Template (VPAT®) for all software, hardware, and websites (as applicable) as proposed in response to the solicitation. Responders can use the VPAT form from the [ITIC VPAT site](#). (Under “Resources,” select the “508” option, as it contains both 508 and WCAG forms.) For systems with multiple interfaces (such as an admin and user interface), complete a VPAT for each interface. These documents will be scored according to the solicitation evaluation.
- b. Responders are encouraged to reference the “[Vendor VPAT Guidance](#)” in the “Products” tab on the [Accessible IT Procurement page \(https://mn.gov/mnit/about-mnit/accessibility/it-procurement.jsp\)](https://mn.gov/mnit/about-mnit/accessibility/it-procurement.jsp) for information and instructions on completing the VPATs. Respondents should also review the related guidance

documents on the same site for solicitation reviewers to understand expectations. The responder is strongly encouraged to provide remarks and explanation that both support compliance and detail any deficiencies, as even if you claim “supports” unless there are remarks and explanations, you may score low.

#### **4. Project Approach and Management**

- a. Describe your general approach to accomplishing the goals of the project. How are your subcontractors involved in determining the approach to work required during the project?
- b. Describe how you will manage the project to control costs, maintain the schedule, and deliver on scope.
- c. Provide a realistic, high-level schedule describing project timeframes, key milestones, major deliverables, and critical tasks. List and describe the key milestones, major deliverables, and critical tasks.
- d. Describe how you will collaborate to ensure stakeholder satisfaction with your project management plan.
- e. Describe your MaaS platform deployment strategy. How will you ensure a successful public launch of the MaaS platform?

#### **5. Qualifications and Experience**

- a. Describe your background and experience with application development and system/data integration on projects similar in scope and scale to the MaaS platform described in this solicitation. Provide your response grouped by each component described in MaaS Platform Components (Section 4, Item 2.a. – 2.g.) Clearly indicate to which specific vendor the qualifications and experience is applicable – if using subcontractors.

#### **6. References**

- a. Responder should complete and submit Attachment E: Reference Form with their response. Responder should submit 2 completed reference forms for each MaaS Platform Components (Section 4, Item 2.a – 2.g.) with each reference’s company name and contact information with their response. United States/Canadian references are appreciated due to differences in transit industries between countries.
- b. The State reserves the right to verify the information submitted on Attachment E before an award is made. The State reserves the right to contact the references listed in Attachment E. The solicitation response will be rejected if the State, in its sole discretion, receives information that indicates the responder is non-responsible or non-responsive.

#### **7. Collaboration**

- a. Significant collaboration is expected throughout the project and applied to all aspects of the MaaS platform required to achieve the project goals. Describe how you will work with project participants to achieve those goals.
- b. Describe how you will collaborate with project participants to elaborate requirements, design, build, and maintain all aspects and components of the MaaS platform.
- c. Expectation is to participate in user collaboration sessions on a monthly (minimum) basis between MnDOT and other transit agencies during the pilot of the MaaS platform. Describe how you would participate in these sessions and ensure the topics/ideas discussed are incorporated into the MaaS platform.
- d. Describe how you would collaborate with MnDOT and other transit agencies to modify or enhance the application to improve business processes.
- e. Describe how you would incorporate your subcontractors into the collaboration process with MnDOT and partner agencies.
- f. New or revised system/functional requirements will likely be discovered during the execution of this project – due to the high degree of collaboration. How will you accommodate these new/revised requirements? How will you discover these new/revised requirements early enough to accommodate them in design, build, and test processes?

#### **8. Testing/Quality Management**

- a. Describe your quality management plan.
- b. Describe the testing process/testing plan to ensure all features of the MaaS Platform Components function consistently and as designed.
- c. Describe how pilot project participants will participate in the testing and quality processes.
- d. Describe how defects will be tracked, managed, escalated, and resolved.

## 9. Security Standards

- a. Describe how **ALL** MaaS platform components meet the State’s Security Standards. Security standards are listed at: <https://mn.gov/mnit/about-mnit/policies/security/>. If your product or service currently does not meet a specific standard, detail how and when the product or service will meet the standards.

## 10. Training

- a. Describe your recommendations for a training on the MaaS platform, i.e. overall training plan, timing, training materials, training technology, distribution channels, intended audience (end-user or administrators), etc.
- b. Describe training recommendations and documentation for platform administration, integration, and maintenance.

## 11. Support and Maintenance

- a. Describe customer support systems and services for all MaaS components that are a part of the MaaS platform available to end users and system administrators.
- b. What hours is support available?
- c. Describe what technology is available to for customer support engagement, i.e. chat, text, phone, e-mail, etc.
- d. Describe any Service Level Agreements (SLA) that would be applicable to the MaaS platform. Specify applicable platform components, as necessary.
- e. Describe support available for MaaS platform related to system performance, updates, upgrades, and general administration/maintenance.

## 12. Cost Proposals

- a. Complete and submit 2 separate cost proposals:
  - i. Attachment C1 – Cost Proposal **Southern** Minnesota Phase
    - 1. Response should describe all costs related to the development, testing, implementation, and support of the MaaS platform for Southern Minnesota. The region is described in Attachment I – Grant Map.
  - ii. Attachment C2 - Cost Proposal **Western** Minnesota Phase
    - 1. Response should describe all costs related to the **expansion** of the MaaS platform developed in the Southern Minnesota Phase to Western Minnesota, as described in Attachment I – Grant Map.
    - 2. Western Minnesota phase is dependent upon grant award as described in the Funding Background section of this solicitation.
- b. Please ensure all costs related to the term of the contract (e.g. licensing, professional services, development, and support services) are detailed in Attachment C1 and C2 – Cost Proposals.
- c. Ensure all optional components are identified and related costs are described in Attachment C1 and C2 – Cost Proposal on the CostOptional spreadsheet.
- d. MnDOT requests respondents group costs by MaaS platform components: MaaS App, API/SDK Development and Management, General Transit Feed Specification (GTFS) Data Feed, Transit E-ticketing, Data Analysis and Planning, Integration with Dispatching/Routing Software, and Optional Components.

- e. Only the aggregate total of all costs will be scored, not the individual cost of each MaaS platform component. Optional components are not considered in cost scoring.

**13. License Agreements, Maintenance Agreements, or Other Terms and Conditions.**

- a. Responder must provide any license agreements, maintenance agreements, or any other terms and conditions relevant to the work under a resulting contract. Review and approval by the State will be required prior to contract execution. In the event Responder fails to comply with this provision, Responder agrees that it will not seek to enforce terms and conditions of any such agreement against the State. Further, failure to provide any of the pertinent documents upon request may result in the State not agreeing to sign any additional documents, rejecting your response, or cancelling the award.

**14. Conflicts of Interest**

- a. One of the goals of the Southern Minnesota MaaS Platform is to provide an open marketplace for transit and shared mobility services. All public transit systems and shared mobility providers that service the project focus area will be invited to participate as listed providers on the MaaS app. Potential transportation providers include public transit, intercity bus, private commuter bus, TNC, taxi, microtransit, car share, bike share, scooter share, car pool, and van pool. Responders providing components of MaaS that also provide competing transportation services with these vendors may serve as a barrier to participation of all eligible transportation providers.
- b. Please list any transportation services your company, subsidiaries, or strategic partners provide to the public in any market or are in development to serve the public in any market that could compete directly for customers with any of the potential transportation service providers on this project.

**15. Submit all requested documentation, including, but not limited to, the following documents:**

- a. Attachment A: Responder Declarations
- b. Attachment B: Exceptions to State's Standard Terms and Conditions
- c. Attachment C1: Cost Proposal Southern Minnesota Phase (submitted in a separate document)
- d. Attachment C2: Cost Proposal Western Minnesota Phase (submitted in a separate document)
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  - iii. Equal Pay Certificate Form (If Proposal Exceeds \$500,000, Including Extension Options)
  - iv. Certification Regarding Lobbying
  - v. Affidavit of Non-Collusion
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- g. Attachment F: Functional Requirements
- h. Attachment G: Minimum Qualification Matrix
- i. Attachment H: Platform Context Diagram (Informational Only)
- j. Attachment I: Grant Map (Informational Only)
- k. Attachment J: Glossary (Informational Only)
- l. Attachment K: Federal Transit Administration Contract Clauses
- m. Attachment L: DBE Provisions

## SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted using a two-tier scoring methodology described below.

### 1. TIER 1

#### a. Phase 1 - Responsiveness and Pass/Fail Requirements.

- The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.
- The following will be considered on a pass/fail basis:
  - Responses must be received by the due date and time specified in this RFP.
  - Responder must complete Attachment G: Minimum Qualification Matrix with a “Yes” indicated for each qualification listed.

#### b. Phase 2 - Evaluate Responses

- Only responses found to have met Phase I criteria will be considered in Phase II.
- In Tier 1, responses will be rated as follows:

Rating Factor	Points
Proposal Content, Including: MaaS Technical Architecture, MaaS Platform Components, Project Approach and Management, Qualifications and Experience, Collaboration, Testing/Quality Management, Security Standards, Training, Support and Maintenance	400 points
Functional/Technical/Service Requirements (Attachment F) <b>Note:</b> Demonstratable proof the solution meets requirements is expected in the Demo/Interview portion of the Tier 2 evaluation. The 400 points here (Tier 1) are based on the vendor’s written self-assessment in the response to Attachment F.	400 points
Accessibility of Products and Services (VPAT)	100 points
Cost (Cost Proposal Attachment C1 and C2 - Separate Attachment)	100 points
<b>Total</b>	<b>1000 points</b>
Targeted Group/Economically Disadvantaged/Veteran Owned preference points	60 points

- Preferences points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

#### c. Phase 3: Shortlist

- Each Responder will be ranked based on each Responder’s Tier 1 total score. The State will shortlist the highest scoring Responders by determining the natural break in Responders’ scores. Only the highest scoring Responders in Tier 1 will advance to Tier 2.

2. TIER 2

a. Phase 1 - Evaluate Responders

- All Responders' scores will be re-set to zero prior to beginning Tier 2.
- In Tier 2, Responders will be rated as follows:

Rating Factor	Points
Software Demonstrations and Interviews (4 hours, with option for additional sessions as determined by the State.) <b>Note:</b> Vendor must provide proof their solution meets the requirements as stated in the vendor's self-assessment in Attachment F.	500 points
References (Attachment E)	100 points
Cost Proposal (Attachment C1 and C2 - Separate Attachment)	400 points
<b>Total</b>	<b>1000 points</b>
Targeted Group/Economically Disadvantaged/Veteran Owned preference points	60 points

- Preferences points are described under Solicitation Terms and will be applied to the total score after points have been awarded.

b. Phase 2 - Select Finalist

- The State will make its selection based on best value, as determined by this evaluation process.
- Each Responder will be ranked based on each Responder's Tier 2 total score.
- The State will begin negotiating with the highest scoring Responder in Tier 2. The State reserves the right to pursue negotiations on any exception taken to the State's standard terms and conditions.
- In the event negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder.
- If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.
- It is anticipated that the evaluation and selection will be completed by **April 2021.**



## SECTION 6 – SOLICITATION TERMS

### 1. Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

### 2. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

### 3. Data Security - Foreign Outsourcing of Work is Prohibited

All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all levels.

### 4. Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

### 5. Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

### 6. Rights Reserved

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information; and
- The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

## **7. Samples and Demonstrations**

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

## **8. Responses are Nonpublic during Evaluation Process**

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

## **9. Trade Secret Information**

- 9.1. Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.
- 9.2. In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.
- 9.3. The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.
- 9.4. A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

## **10. Conditions of Offer**

Unless otherwise approved in writing by the State, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

## **11. Award**

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

## **12. Requirements Prior to Contract Execution**

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

## **13. Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 6% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit [the Office of Equity in Procurement website at https://mn.gov/admin/business/vendor-info/oep/](https://mn.gov/admin/business/vendor-info/oep/) or call the Division's Helpline at 651.296.2600.

