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REQUEST FOR PROPOSALS

SEALED PROPOSALS will be received by Pace's Purchasing Department, 550 West Algonquin Road, Arlington Heights, Illinois 60005 until 3:00 PM on the day(s) listed for the purpose of purchasing the following material or service:

DESCRIPTION

OPENING DATE

Request for Proposal No. 134872  
Pre-qualification of Consulting Firms for Management  
Information Services Projects

November 14, 2007

This procurement/project may be funded in major part by the U.S. Department of Transportation, Federal Transit Administration ("FTA") and the Illinois Department of Transportation ("IDOT") and/or the Regional Transportation Authority ("RTA"), pursuant to financial assistance agreements with said agencies.

All proposals must be only in the form prescribed by Pace, and must be made in accordance with this Request for Proposals, and other Contract Documents, all of which are on file available for examination at the office of Pace at the above address and are made a part of this notice as though fully set forth herein. Copies of these documents can be obtained by downloading them from Pace's website. They may also be obtained upon written request to the Pace Purchasing Department, 550 W. Algonquin Road, Arlington Heights, IL 60005, or by calling 847-228-3573.

Pace reserves the right to reject any proposal or any part or parts thereof or to reject any and all proposals.

Pace, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Subtitle A, Part 21 (non-discrimination in Federally assisted Programs of the Department of Transportation) issued pursuant to said Act hereby notifies all Proposers that it will affirmatively ensure that Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this Invitation and will not be discriminated against on the grounds of race, color, creed, or national origin in consideration for an award.

All Proposers will be required to certify that they are not on the Comptroller General's list of ineligible contractors.

Bid Published Date:  
October 22, 2007

PACE SUBURBAN BUS SERVICE  
By: Susan Jung Lundy  
Purchasing Department Manager



Thomas J. Ross  
**Executive Director**

October 22, 2007

**SUBJECT:** Request for Proposal No. 134872  
Pre-qualification of Consulting Firms for Management Information Services Projects

Ladies/Gentlemen:

Pace, the Suburban Bus Division of the Regional Transportation Authority, is seeking proposals for the pre-qualification of consulting firms to provide application development, implementation and/or project management for management information services projects. The offeror must submit a proposal that utilizes the approach as described in the attached Scope of Work.

Proposals are due by 3:00 P.M on November 14, 2007. Proposals received after this time and date will not be accepted.

Submit five (5) copies of your technical proposal with only one copy of the signed contract along with all exhibits. The contract and exhibits submitted shall be the originals provided with this bid package and shall not be altered or modified. All submittals should be clearly marked with RFP No. 134872, the title "Pre-qualification of Consulting Firms for Management Information Services Projects" and the RFP due date of November 14, 2007. Only one copy of your price proposal is to be submitted separately, but concurrently, with your proposal in the #10 manila envelope that is enclosed for this purpose, or in one marked Price Proposal for RFP No. 134872 for the pre-qualification of consulting firms for management information services projects.

Proposals will be evaluated and the award made on the basis of the technical and price criteria contained in the proposal documents. The technical evaluation factors are listed in descending order of importance. Technical evaluation factors will be worth 100% of the total proposal score.

Pace reserves the right to award this contract without discussion: therefore offerors should put forth their best efforts in preparing their proposal to permit a thorough evaluation. Questions regarding this RFP shall be submitted in writing to my attention at [gary.sapp@pacebus.com](mailto:gary.sapp@pacebus.com) or via fax at 847-228-4204 no later than 3:00 PM, 7 business days prior to the RFP closing date of November 14, 2007.

Should you require any additional information, you may contact me at (847) 228-2311.

Sincerely,

Gary Sapp  
Senior Contract Buyer

AGREEMENT CONTRACT  
FOR PROFESSIONAL AND CONSULTING SERVICES  
PACE SUBURBAN BUS SERVICE

THIS CONTRACT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Suburban Bus Division of the Regional Transportation Authority (hereinafter called Pace) and \_\_\_\_\_ (hereinafter called (Contractor) having regional offices located at \_\_\_\_\_.

1. Scope and Description of Services: Contractor to provide application development, implementation, and/or project management for management information services projects on an “as needed” basis as outlined in various task requests, which will be issued during the term of this contract. Pace’s information technology environment is as described in Exhibit A.
2. Terms of Payment for Services: Compensation for services by the Contractor shall be paid in accordance with this section, but total compensation shall not exceed the sum of \$\_\_\_\_\_. All payments shall be made in accordance with the following:
  - a. Invoicing – The Contractor will invoice Pace Accounts Payable, 550 W. Algonquin Road, Arlington Heights, IL 60005 based on services rendered and expenses incurred. All invoices must show Pace Contract Number \_\_\_\_\_. Payment will be made within 30 days of receipt of an approved invoice. In order to ensure timely payment of all invoices, CONTRACTORS ARE REQUIRED TO:
    - (1) CERTIFY that invoices reflect actual services rendered and costs that were incurred, and that payment is due. This certification is to be signed and must appear on the Contractor’s invoices. Failure to include the certification with the invoices may be cause for delay in payment until the required certification is received.
    - (2) IDENTIFY the level of personnel who have completed the task(s) being billed, their hourly rate(s), and the number of hours worked on each task.
    - (3) ATTACH a detailed description of the work included in each completed task being billed on the invoice. The Contractor shall prepare and submit progress reports which describe the work already performed and anticipated during the coming time period as set forth elsewhere in these documents. The invoice shall include the description of services and location services were rendered
    - (4) ATTACH a detailed listing, in an invoice or series of invoices, of all equipment furnished to Pace as part of this Contract. All equipment should be itemized with corresponding part/model and serial numbers where applicable. The itemized listing shall be provided on an invoice with the shipment date and delivery location indicated. If the Contractor’s invoices are billed as progressive or acceptance payments, any

equipment shipped to Pace during that billing period must be itemized on an invoice with the associated cost for each item.

- (5) MAINTAIN on file a copy of all subcontractor's invoices paid by the Contractor on behalf of Pace. Subcontractor's invoices should be clearly identified as line item references on the Contractor's invoice. If equipment is provided and shipped to Pace by a subcontractor or the Contractor's outside supplier, the Contractor is responsible for obtaining and submitting the itemized listing of equipment that is shipped to Pace.

b. Payment – Payment will be made thirty (30) days after receipt of an approved invoice minus 0% retention. Pace will pay the 0% retention upon final acceptance of the services contracted for herein.

3. Time for Completion of Services: The Contractor shall complete all services described herein within 24 months from the effective date of this Contract and agrees to complete each phase of the work in accordance with the schedule of work, if applicable, as set forth elsewhere in these documents.

4. Contract Documents: The following Exhibits are attached hereto and made a part hereof and shall become a part of any contract award. Should there be any conflicts in the provisions contained in these Exhibits, the FTA/IDOT/RTA Addendum, if shown as an Exhibit, shall take precedence.

Exhibit A: Scope of Work

Exhibit B: General Contract Provisions

Exhibit C: Price Proposal

Exhibit D: Insurance Requirements

Exhibit E: Skills Matrix Questionnaire

Exhibit F: Company Profile Questionnaire

5. Insurance Requirements: The successful bidder will be required to submit and maintain a Certificate of Insurance evidencing the coverage, limits, endorsements, and other requirements identified in Exhibit D. The Certificate of Insurance will ensure that the required insurance policies shall reflect the following Additional Insured language in addition to the other requirements previously specified: **“The Suburban Bus Division of the Regional Transportation Authority d/b/a Pace, and the Regional Transportation Authority and their employees are named as Additional Insured for ‘liability for ‘bodily injury’, ‘property damage’, and ‘personal injury’ caused in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf: (a) in the performance of your ongoing operations; or (b) for claims brought on behalf of your employees, agents, or subcontractor and their employees.”** In addition, Pace Suburban Bus Service shall be provided with (1) A copy of your Blanket Additional Insured Endorsement or (2) a CG 20 26 Designated Organization endorsement specifically naming Pace Suburban Bus Service as an Additional insured on the actual liability policy(ies).

The "Other Insurance" policy clause shall be shown on the Certificate of Insurance identified in the first paragraph of this section with the following wording: **"This insurance is primary, not contributory, and not excess of any other insurance of Pace Suburban Bus Service."**

6. **Indemnification** – The Contractor shall indemnify, keep and save harmless Pace, its agents, officials and employees against all injuries, losses, claims, suits, costs and expenses which may accrue against Pace arising out of the services or products provided under this Contract, including any copyright or patent infringement or claim of such infringement arising from the intended use of services furnished hereunder. The Contractor shall retain independent counsel and at its expense shall assume and defend all claims, demands and suits covered in this indemnification section.
  
6. **Retention of Records**: The Contractor shall maintain records to verify the actual time devoted and costs incurred. These records shall be maintained for a minimum period of five years after completion of the contract at which time the Contractor may request permission from Pace to dispose of the records. Upon fifteen (15) days notice from Pace, all time sheets, billings, and other documentation used in preparing said records shall be made available for inspection, copying, or auditing by Pace at any time during normal business hours at Pace's headquarters location.
  
7. **Ownership of Records**: Pace shall retain ownership of all plans, specifications, and related documents, and all other documents, including but not limited to those mentioned above, prepared by the Contractor under the contract.
  
8. **Audit and Inspection of Records**: The Contractor shall permit the authorized representative of Pace, the Regional Transportation Authority, the State of Illinois, the U.S. Department of Transportation and the Comptroller General of the United States to inspect and audit all data and records of the Contractor relating to his performance under the Contract.
  
9. **Termination for Insufficient Funds**: It is expressly agreed that Pace's obligation to pay for the services provided under this Contract shall be limited to the availability of funds from (1) Pace's revenues and budget for the fiscal years covered by this Contract and from (2) funds that may be received from the Federal Transit Administration, the Illinois Department of Transportation, the Regional Transportation Authority, and/or other funding agencies to be specifically applied for the services provided under this Contract. In the event that Pace determines that funds are not available from these sources to pay any remaining unpaid part or parts of the Contract, Pace's obligations to pay such unpaid part or parts of the Contract shall be terminated immediately and Pace shall have no further obligations under the Contract in respect to payment, with the exception of payment for authorized services already performed and costs already accrued.

**Addendum Acknowledgment**: The bidder hereby acknowledges receipt of the following Addenda that are incorporated herein by reference. (If there were No Addenda, write "NONE") \_\_\_\_\_.

Addendum No. \_\_\_\_

Addendum No. \_\_\_\_

Addendum No. \_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the dates recited below:

**CONTRACTOR**

**PACE**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number and Fax Number

\_\_\_\_\_  
E-mail Address

**4REQUEST FOR PROPOSAL NO. 134872  
PRE-QUALIFICATION OF CONSULTING FIRMS FOR  
MANAGEMENT INFORMATION SERVICES PROJECTS  
SCOPE OF WORK**

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**BACKGROUND**

Pace, the suburban bus service in the Chicago metropolitan area provides regular bus and specialized services (dial-a-ride, subscription bus and Vanpool) throughout a six county region in Northeastern Illinois. Pace was one of three service boards created to provide transportation in mid-1984 as the result of reform legislation. The other two service boards are the Chicago Transit Authority which provides transportation in Chicago and Metra, which runs commuter railroads. The Regional Transportation Authority (RTA) is the financial review and oversight agency.

Pace manages the direct operation of nine former suburban bus systems. Pace also maintains a satellite Headquarters location primarily responsible for accepting and preparing new vehicles, and an administrative office in downtown Chicago responsible for overseeing ADA services. In addition to these divisions, Pace subsidizes and contracts with private and public carriers for additional services.

**OBJECTIVE**

The purpose of this Request for Proposal (RFP) is to pre-qualify information management firms to render information technology services as determined throughout the contract period. Firms that qualify will be issued a contract enabling them to receive Task Order Requests for specific project work.

If you are interested in providing future information systems services to Pace, please prepare a concise proposal as outlined in this RFP including the enclosed Exhibit E, Skills Matrix Questionnaire, and Exhibit F, Company Profile Questionnaire. Pace shall be under no obligation to return any materials submitted by a proposer as a result of this RFP.

**GENERAL INFORMATION**

**Task Request**

A Task Request will be issued to pre-qualified contractors for review and the preparation and submittal of a proposal. The Task Request will include the scope of work, required delivery schedule, background, specifications, acceptance criteria and all other pertinent information to define the requirement.

Upon receipt of the Task Request, the contractor(s) will promptly prepare and submit a technical proposal, and a bid quotation (Price Proposal), within seven (7) days of notification, unless otherwise specified within the Task Request. The technical proposal must include staff days/hours and may also include some of the following items depending on the scope of the Task Request:

- Understanding of purpose
- Technical approach
- Staffing (who will perform what work, including resumes)

- Milestones
- Specific deliverables
- Benchmarks
- Proposed acceptance testing
- Assumptions
- Experience with comparable projects

The bid quotation (Price Proposal) will include the staff days/hours required by skill categories extended at the rate not to exceed that which was quoted in the response to this RFP, and the costs of any other unique approved items. The bid quotation must be submitted separately from the technical response.

After initial evaluations of detailed proposals for specific tasks respondents may be requested to make oral presentations or provide interviews of proposed personnel. These presentations will be held (if necessary), after the closing date, to provide an opportunity for the respondent to clarify the task proposal. Pace will schedule time and location for each oral presentation.

Negotiations may take place at a time and place designated by Pace. Following negotiations, a signed Purchase Order or Change Order will be issued. No work may be performed except as authorized by a properly signed Order.

### **Task Order**

A Task Order specifies work to be accomplished by the Contractor to satisfy a Pace requirement and will be authorized through the issuance of a Pace Purchase Order or Change Order.

Once task request proposals have been received, Pace will complete its evaluation process. After negotiations, if any, are completed, an award will be made to the winning contractor by issuing a change order to the contractor's existing task order contract. The executed change order shall constitute authorization for the contractor to start the required work. In some cases a separate Purchase Order may be issued instead of a change order. However, the terms and conditions of the contractor's existing task order shall apply to, and be incorporated into to the new purchase order.

### **Minimum Qualifications**

The following minimum qualifications must be met by any respondent to be eligible for contract award:

- Three (3) years in business as a firm
- Experience with comparable organizations, preferably governmental agencies/nonprofit organizations

### **Cost Tenure**

The rates submitted in this RFP response are fixed for the contract term. Any response to a Task Request quoting rates higher than those contained in the RFP response for each identified skill level will be rejected.



## COMPUTING ENVIRONMENT

### **Technical Computing Infrastructure Environment**

#### Host Computers

Pace has two HP e3000 MPE/iX servers, models N4000 and A500 super mini computers for processing the majority of the core applications such as TIS, MCBA, and Vanpool. Turbo-Image is used as the database standard, PowerHouse and COBOL are the standard languages for in-house developed applications, Vesoft Security 3000 is used for security and Vesoft Streamx is used for job scheduling.

Pace has two HP9000 Unix servers, models rp3440-4 and L2000, for processing ESRI GIS, IBS warehouse and the Cubic AFC applications. The rp3440-4 has a Dual Core 1.0GHz CPU with 8GB of memory. The HP StorageWorks MSA 30 DB Storage is configured with speed and high availability, has over 1 TB of disk space for data storage. ESRI ArcSDE applications have been implemented on PC workstations and Oracle is the database standard on the rp3440. The L2000 has a SureStore Disk Array FC60 system with high-speed, high-capacity, hot-swappable disk modules. High system availability feature simplifies the process of adding storage capacity and data protection. The L2000 serves as the host for the AFC applications which are written in C language with Sybase as the database standard and GQL as the report writer. Several portable PCs and eleven IBM industrial workstations running SCO UNIX Operating system serves as depot computers located at each Pace remote location. These depot computers connect to the host L2000 via shared T1 lines using TCP/IP technology. The host L2000 polls the depot computers daily and uploads the data automatically.

#### Networks, Servers, PC Configurations and Internet

Pace's corporate network (WAN) is highly automated. Pace Headquarters local area network is a single LAN made up of multiple HP NetServers and Compaq Proliant servers, one hundred seventy five printers, wide area network hardware for fifteen remote locations on T1 circuits (768K backup circuits on nine of the sites) sharing data and applications via Citrix Presentation Server 4.0. The Citrix servers publish over fifty-five applications.

Pace's network at corporate headquarters consists of about 250 workstations, mostly Omnitech/Compaq, running Windows XP. Pace maintains 10 Macintosh workstations running under System 9.0/10.0, mainly for graphic applications. There are approximately 175 PCs at the remote divisions. Several portables of various manufacturers are also maintained and can be connected to the network.

Five rack mounted Compaq/HP Proliant DL380 servers are used exclusively to run Pace's document and imaging application which is Stellant's Acorde system. All five servers run on Windows 2003 Server. The storage consists of a Compaq Disk Array subsystems connected to the servers via an array controller in each server. The rack includes an internal keyboard with internal trackball, CPU to console switch cables, stabilizers, power distribution unit, monitor, server console switch, and keyboard drawer.

Pace operates a Citrix Farm consisting of eleven servers operating on Windows Server 2003 running Citrix Presentation Server 4.0 to support the workstations at the remote sites. Pace Citrix Farm currently services approximately 175 employees daily with various Office applications, Paratransit applications, Payroll/HR, GIS, Maximo, and E-mail.

Authentication to Pace WAN is provided by 14 Microsoft Windows 2003 Active Directory controllers. Three of the Active Directory (AD) servers are located at Pacebus HQ and provide complete infrastructure to support active directory services. The other eleven (AD) servers are at the Chicago Paratransit (Chicago), South Holland and remote Pace sites where they also provide DNS and DHCP. Pace has two file servers that are a set of clustered HP DL380 servers running Windows 2003 Advanced Server with Cluster Services. These servers are attached to a shared 1.75 TB Compaq Disk Array.

Pace's backup solution is a pair of Compaq servers. One backup server consists of a tape library with one HP 80gig DLT drives for backup of applications and file servers running Arcserve 10.0. The other backup server is used to backup the Document Management databases via 1 Compaq tape array with four HP 200GB DLT running ArcServe 9.0. The minicomputers have their own integrated DLT backup devices.

An HP PC is used for automated calling every morning to poll all remote depot PCs and upload data to the General Farebox Information system for daily status reporting of farebox revenue.

The Parts Catalog system is housed on a Compaq ProLiant rack mounted server at Pace HQ keeping catalog information for maintenance and parts inventory personnel. Each Pace remote location has a PC with a touch screen monitor to access the information at HQ. The Maximo maintenance/work order system is based on a Compaq ProLiant rack mounted server at Pace HQ. Pace's fueling system (FuelForce) is made up of an HP Proliant Server using SQL at Pace HQ and various remote island based R, A, and W controllers at each Pace remote location. This system keeps track of fuel, oil, transmission fluid, and antifreeze usage from each Pace remote location and is manually entered in the system as each bus is being fueled and/or maintained. This system was upgraded in 2006 to use SQL and each R, A, and W unit were secured with a locking mechanism and external bypass key. This has resulted in an up time of the remote units to over 99.9 %.

Pace's Intelligent Bus System (IBS) is made up of 6 Compaq ProLiant rack mounted servers. ArcServe is being used as our backup software using the automated pool 5-day rotation method via a Compaq Tape Library. Remote access to the IBS programs is accessed via Citrix Presentation Server 4.0.

Voice Monitor Tracking for Paratransit consists of a Compaq ProLiant rack mounted server running Dictaphone, and an Hp Proliant Server running Nice Call. There are also local PCs connected to Dictaphone and Nice Call Voice Recorders. Each voice recorder monitors all calls being made at various Paratransit sites. At each location all calls are recorded on a local PC and uploaded via scheduled polling to the central server at Pace HQ. A Paratransit staff member can monitor recorded conversations from a local HQ PC.

Pace's web server is configured on a HP DL380 running Microsoft Windows 2003 Server with IIS 6. The firewall consist of two devices, one is a redundant PIX 515 hardware firewall and the other is a HP DL380 running Microsoft ISA Application firewall.

An HP Proliant 380 runs Hastus which is an application for bus route planning which is running Microsoft Server 2003.

E-mail services are provided via a Compaq server running Exchange 2003 running on Windows Server 2003. Pace's e-mail SMTP relay is a Windows 2003 Server running Surf Control 5.5. All workstations are running MS Outlook 2003.

### Voice Communications

Pace has standardized all telephone systems throughout the agency. Lucent's Definity 3Gi PBX system is in place at headquarters and all remote facilities. These systems are managed centrally by the Management Information Services Department at Pace's corporate headquarters. Features include Direct Inward Dialing (DID), Voice Messaging, FAX Messaging, and four digit dialing throughout the system. In addition, automated attendant call answering is being utilized by Human Resources, Vanpool, Materials Management, Passenger Services, MIS Help Desk, and in transferring inquiry calls to the RTA.

### Data Communications

The data communications environment at Pace encompasses all Pace remote offices/garages and several contract carriers connected via T1 services to Pace's minicomputers and networks located at Pace Headquarters. A network of digital service units, statistical multiplexers, routers, switches and other intelligent communications devices, make up Pace's wide area network (WAN). The WAN streamlines operations and maximizes the efficiency of communication links between Pace's remote facilities and the host computers. It allows users to simultaneously share a single communications line, while providing additional security of their data.

Cabling and electrical needs for the entire MIS environment, at all locations, are handled by outside vendors. The telecommunication staff works with the contractors to provide Pace with electrical and cabling requirements per specifications to prevent disruption in service or prepare for additional services.

In April 2003 the Telecommunication staff began working with Pace Marketing and Communication to install information kiosks throughout the Pace Service Area. There are currently kiosks located at Pace Headquarters, Northwest Transportation Center, Elgin Transportation Center and the Harvey Transportation Center. Future sites include: Davis Street CTA, River Road CTA, 95th Street CTA, Midway Airport, Des Plaines CTA and the Aurora Transportation Center. Each kiosk is connected to the Pace Intranet via Pace provided DSL lines. The Telecommunication area is responsible for these DSL lines.

### Remote Sites

Pace vehicles operate out of nine Pace-owned divisions throughout the six counties surrounding Chicago. The Management Information Services Department maintains critical network services at all division offices, 1 acceptance facility, 1 ADA Paratransit operations facility and 8 Paratransit contracted carrier offices. All remote sites have both PCs and Hewlett Packard dumb terminals, while the contract carriers have PCs only. The remote PCs are connected to Pace Corporate Headquarters through the wide area network (WAN), using Citrix thin-LAN services, to Pace Corporate Headquarters. The PCs are mainly used for office automation and transportation related applications.

## **Existing Core Business Applications**

### Budget and Planning Application

The Budget and Planning Department uses the Hyperion Pillar Budget application, combined with excel filtering, to provide monthly, quarterly and annual budget reports and forecasts, for all Pace Divisions, Public Carriers, Dial-A-Ride, ADA, Vanpool, CMAQ/JARC and Private Carriers. This information is then distributed to Pace Divisions, the Regional Transportation Authority (RTA) and other parties. The application is server-based, and contains a proprietary database structure. A General Ledger (MCBA) application interface also exists.

### Document Management Applications

Pace uses Stellent's (formerly Optika) Acorde Document Management System (DMS) to scan, log, route, and store documents into a central library. It also secures documents from unauthorized access, verifies user identification, maintains a log, and provides storage. This application automates paper-intensive processes, provides users connected to the application with access to specific information when needed, and provides an electronic, on-line system to facilitate workflow in selected applications.

There are two categories of Document Management System applications at Pace; COLD (Computer Output to Laser Disk) and Image. COLD facilities are used to capture computer generated reports from legacy systems and convert them into electronic documents for storage and retrieval in DMS. Image is a term used for documents kept in page image format, usually from paper documents processed through a scanning device to produce an electronic image. Pace has 22 different types of COLD reports and 39 image applications available to DMS users. The COLD applications save an enormous volume of paper each month. The COLD Accounting, Purchasing and Materials Management reports are no longer printed. They go directly to the Document Management System in electronic form.

Each day, corporate records are scanned and stored in the image applications. Once the electronic versions are verified by the document owner, the paper documents are scheduled for disposal, according to Illinois State Statutes.

Certain Document Management System users can also scan documents from their desktop scanners or directly store universal electronic documents like spreadsheets, word processing documents, presentations, charts, graphs, etc. The mainstream methods of the Document Management System document storage is through two high volume scanner workstations or the use of an outside contract service company.

### eDocFiler Technical Details

The eDocFiler is a custom application developed at Pace for indexing the electronic documents and placing them in the Acorde DMS System. The eDocFiler has features to facilitate faster document searching and retrieval, such as an ability to index multiple documents and to index electronic document placed on the network drives. The eDocFiler application has been setup to automatically use the Window's log in authentication and does not prompt users for a separate log in.

### Financial Management Applications

The MCBA Accounting/Financial application suite is one of the oldest application suites at Pace. Most applications reside on the HP e3000. Applications include Accounts Payable, Accounts Receivable, Electronic Billing, Farebox Revenue Collection, Fixed Assets, General Ledger, Grants Management, Procard, Recurring Billing, Subscription Bus, Ticket by Mail, and Vanpool Management. Various third party maintenance and enhancements have been applied over the years. Significant enhancements that have been implemented include automatic interfaces into the Accounts Payable application (namely, Purchasing and Receiving, Vanpool and Risk Management applications).

The Accounts Payable and General Ledger application functions are centralized at Pace Headquarters. These applications provide proper reporting in a timely fashion through centralized divisional databases and charts of account.

The Electronic Billing application allows customers using Vanpool, Subscription Bus and Ticket-by-Mail services to make payments directly from their checking accounts or credit cards to Pace. Customers can apply for these convenient payment plans after approval.

The Farebox Revenue application provides automated processes for Cash Management and Accounting. Receipts are transferred to the HP e3000, based on data provided by the armored car service. The application interfaces with both the Accounts Receivable and General Ledger applications. On a regular basis, these amounts are posted to the Accounts Receivable application by location of pickup. Entries are made to the General Ledger application, allowing for monthly adjustments due to split months.

The Fixed Assets module is used for entering data after biennial manual inventories are taken at all locations. Bar coded identification tags are attached to all assets. The Fixed Assets database is downloaded to a Microsoft Access database stored on a laptop PC. RF scanners are used to inventory the assets, verifying data via access points connected to the PC. Corrections and new assets are then directly entered into the database via the scanner. After the inventory, the data is uploaded back to the HP e3000.

The Ticket-by-Mail application processes mail orders for a variety of passes, including 10-ride and monthly. Central to this application is the Customer Master, which contains key information and ordering history for more than 3,700 subscribers. When a customer orders a ticket, the application generates a new order form for easy reordering purposes. Several reports on sales and allocations, by carrier, are also available.

### Geographic Information Applications

Geographic Information Systems (GIS) applications provide Pace with a wide range of geospatial analysis tools for effective transit planning and management. Pace has adopted GIS technology to help create mapping products for customers, plan new routes, evaluate ridership patterns on existing routes, manage transit infrastructure, information for Legislative interests, and assist in scheduling and run-cutting. Other applications combine GIS with other technologies such as the customer database for marketing and analysis of transit availability for welfare-to-work clients. ESRI's GIS applications, ArcInfo and ArcView databases and all software reside on an HP 9000/L2000 Unix Server. All shared GIS data is in the Oracle 8i geodatabase format. This data is accessible via ESRI's ArcSDE technology, utilizing TCP/IP connectivity for PC users.

Pace began upgrading its traditional GIS applications to ESRI's ArcGIS 8.x suite of products, which includes scalable versions of ArcMap, ArcCatalog, and ArcToolbox. This upgrade, coupled with the deployment of ArcSDE and the development and deployment of a geodatabase, provides a common architecture and development environment that streamlines development efforts and enhances overall application performance. Enhancements were made to the ArcGIS desktop template to add a number of functions, such as a user file interface for faster access to shared data stored in the geodatabase, and provide a tool that enables users to mask, or hide, areas outside the study area. To standardize and streamline map production at Pace, a map layout template also exists.

Pace utilizes ESRI's MapObjects technology in order to provide a platform for developing simplified GIS applications that provide limited functionality to meet specific business objectives. Current deployments include a geocoding tool that enables Pace's customer service representatives to provide clients with immediate analysis of potential VIP group formation during the initial site visit, and to answer questions concerning the location of Pace's VIP routes. A tool also exists that provides non-GIS users to access both digital orthophotography, and Pace's shared GIS from the geodatabase, for initial response to customer service questions.

A MapObjects application is used to generate route files from the "bread crumb trails" collected during the Intelligent Bus System (IBS) route survey process.

Pace began development on an inter/intra-net based GIS applications to more efficiently provide solutions to specific problems, and to provide customers with the ability to access additional information about Pace service. The initial effort focused on the creation and deployment of an intranet application serving an interactive map displaying Pace's VIP routes and associated information, such as times of arrival and departure from the work location. Pace is currently developing an application to assist the Risk Management and Administration and Safety Departments analyze accident and incident data captured by the IBS, and display this information geographically. This project is scheduled to be completed by the end of 2003.

Field data collection was tested using Global Positioning System (GPS) satellite technology. Locational data for VIP pick-up locations is recorded using handheld GPS receivers, and stored as shapefiles using ESRI's ArcPad application on Compaq iPAQ 3650 Pocket PC's. The data is then transferred to a desktop PC and converted and stored in the geodatabase. This technology can be utilized to assist Pace in managing other spatially decentralized assets, such as bus shelters, signs, Park and Ride locations, and other assets subject to relocation or that are not readily identified with a street address.

#### Grants Management Applications

The Grants Management System (GMS), which resides on the HP e3000, is comprised of a Unified Work Program (UWP) application and Grants Labor Tracking application that provide control and reporting of grants on multiple levels, tracking of over-budget conditions and later modification and cost recovery, replacement of existing hand logs and/or reports with computer-generated reports, and complete audit tracking of all labor activities affecting grants and contracts. A Regional Transportation Authority (RTA) funds requisition module exists, which supports the tracking of funds due and received, and the necessary reporting documents needed for controlling, auditing, and reporting capital grant funds for reconciliation between Accounting, Purchasing and Capital Grants applications. A means is

also provided to track and report labor expense by project. A Grants Capital Planning and Construction Reporting PC-based application also is utilized.

#### Human Resources Management, Payroll, Claims, and Safety Management Applications

Pace utilizes a network-based Human Resources application, ProBusiness. This application interfaces with the Payroll and Safety applications and supplies labor data for the special budget requirements of Pace. In addition to standard reports, Crystal Reports is used to develop and print specialized reporting needs. Pace additionally utilizes ProBusiness for its payroll processing services. Pace Headquarters and Divisions have their employee and payroll data available on a secured server. Payroll coordinators and other authorized users perform ad hoc reporting with the R&R Report Writer provided in the Pro Business application. The Payroll application tracks available vacation, leave and sick time for each employee and displays the current information on employee paycheck stubs.

Various applications exist to process driver-related functions for drivers pay, appraisals, and drivers' picks. These include the Drivers Pay System, which is PC-based at Pace's three main divisions, Drivers Appraisal system, which is MS Word/PC-based, and the Runcutting & Scheduling (HASTUS) system, which is PC server based.

#### Intelligent Bus Applications

Over the past four years, Revenue Services, Strategic Services and Internal Services have been jointly working towards the creation of the Intelligent Bus System (IBS). This project involved creating a state-of-the-art method of tracking vehicles, empowering dispatchers and providing management with a wealth of information for scheduling and planning service. Pace customers have improved service through internal audio and visual stop announcements, external audio route announcements, and transfer connection protection. Pace operators can concentrate on their primary responsibility of driving the bus, as voice radio traffic has been reduced significantly through the use of Mobile Data Terminals (MDT) that constantly inform the operator if s/he is ahead of or behind schedule, and display messages from Dispatch. Pace customer service representatives have near real-time information for vehicle locations and delays.

Major components comprising IBS include Computer Aided Dispatch (CAD), Automatic Vehicle Location (AVL) and Schedule/Route Adherence (SRA), Traffic Signal Priority, Automatic Passenger Counters, Engine/Transmission/Lift Monitoring, Transfer Connection Protection, Police Jurisdiction Pop-ups, Automated Next Stop Audio and Visual Announcements, Automated Stepwell Announcements, Instant Voice Replay, Mobile Data Terminals, and various interfaces to Fareboxes, Destination Signs, and Passenger Services Representatives.

The Intelligent Bus System (IBS), which runs in a Windows Server environment, receives data from several existing Pace applications. Route, schedule and stop information is supplied from the Hastus Scheduling application. Driver, supervisor and mechanic badge number data is received from the Human Resources application, and vehicle information comes from the Transit Information System (TIS). In the future, the Intelligent Bus System (IBS) will supply data to the RTA Trip Planning application, the Illinois Transit Hub, Pace/RTA kiosk and Bus Information projects.

### Passenger and Fare Collection Applications

The Consumer Complaint application, which resides on the HP e3000, allows all Pace properties and Paratransit employees the ability to view customer data and respond quickly to customer complaints and requests for information.

The Pace Customer/Employer Contact Management Database application, which resides on the HP e3000, allows Pace to use the contact information (customers and employers) by combining all of the old manual and electronic sources of information into a single multi-user application.

An additional Customer Database application is utilized that receives much of its data from the customer database residing on the HP e3000. This database incorporates geocoding and examines each record to eliminate duplicate entries. Being network-based, the application allows for easier with other PC-based tools, such as word processing and spreadsheets. The goal of this supporting application is to make an entry for each customer or potential customer that has contact with Pace. The database is automatically updated each night from Consumer Complaints, Paratransit, Vanpool, Subscription Bus and Ticket-by-Mail. It accepts keyboard data entry input, and provides analysis for selective mailings, analytical reports, and surveys.

The Automatic Fare Collection application provides Pace with an accurate history of ridership trends. The main feature of this application is the Bus Ticket Processing Units (BTPU), which are attached to the fareboxes on every fixed route bus. The BTPUs issue and accept transfers, process passes and stored value cards and are capable of handling smart cards. Additional data from the farebox is passed to the BTPU for cash fares. Each evening, data from each BTPU is transferred from the bus to a Unix-based PC at each facility where it is immediately uploaded and stored in a Sybase database on an HP 9000 computer. Most ridership and revenue reports are generated from this data. The fareboxes on each bus provide the raw data for ridership reporting. As the buses are fueled each night, the farebox is probed and all data is collected on a local computer at each garage. During the early morning, each PC is polled and all data is transferred to an administrative server at Pace Headquarters, where reports are produced.

### Request Control Application

The Request Control System (RCS) application is utilized to electronically create, approve and monitor the status for all customer requests (work orders) received by the Management Information Services Department. Requests span applications, telecommunications (both voice and data), LAN and WAN services, and comprise of software, hardware, network and telephone requests.

### Transit Management and Operations Applications

The Transit Information System (TIS) application suite, with the majority of applications residing on the HP e3000, supports a broad spectrum of business functions for management of Pace's bus fleet at garage facilities.

Advanced Barcode Technology provides the ability to do cycle counting of spare parts inventory each week at all Pace Divisions. Which specific parts are to be counted is determined by algorithms built into the Materials Management System (MMS) application. The use of new Radio Frequency (RF) barcode technology makes this procedure faster and more accurate. The same technology is used for issuing and transferring parts, as well as tracking and inventory of fixed assets. This application also provides tools



for Marketing to develop, catalog, control and follow-up on literature locations, and assists Reprographics to better control print requests for bus schedules with finely-tuned volume estimates.

The Bus Schedule Distribution System (BUSLIT) supports the Passenger Services function of controlling and distributing bus schedules to over 1,700 stocking locations, Pace garages, RTA, Metra and individual riders.

The Bus Signs and Shelters Tracking application tracks the location of signs and shelters, and records repairs, maintenance and relocation activities.

An Electronics Parts Catalog application, which is server-based, enables mechanics and inventory controllers to lookup parts and maintenance documents via touch screen terminals located in the garage area at each Pace Division. Division personnel are able to zoom in on scanned images stored on a server to determine which parts need to be replaced. Catalog part numbers are cross-referenced with Pace's SKU numbers, making the finding of parts much easier. The application provides the ability for the mechanic to generate a parts requisition for the inventory controller so that the part can be available by the time the mechanic arrives at the stockroom.

The Fuel Force PC based application controls the authorization, via a Site Control Processor (SCP), to dispense combustible liquid fuels, compressed natural gas (CNG) and/or other products at a fueling site, and provide for fuel/product inventory reconciliation and monitoring. It provides for authorizing and controlling the dispensing of products to fleet vehicles and equipment. The term product includes combustible liquid fuels (i.e., unleaded gasoline, diesel fuel). Alternative fuels (i.e., CNG and LPG), engine oil, or any other metered product used on a fleet vehicle. Any given site can dispense any combination of products. FuelForce automatically records, stores, compiles, and reports transaction data continuously on a 24-hour per day basis. This application also has a reporting interface into the TIS application suite.

Inventory accounting, planning, and forecasting functions are installed at all Pace divisions, as an integrated part of the Transit Information System (TIS). These functions comprise of the Materials Management System (MMS) application that operates around a master file based on in-house part numbers. This file contains descriptive, stock keeping, and buying data for each part. The application maintains on-hand quantities; receives, transfers, and issues parts; and supports taking physical inventories. The application utilizes the ESP forms handler for all screen generation.

The Materials Management System (MMS) application incorporates cycle counting for monitoring stock inventory at facilities, which provides for inventory control and identification of obsolete parts.

The Paratransit Management Information System application provides Paratransit the ability to track financial and ridership information by project. This application is server based, and resides on approximately 9 workstations located in the Paratransit and Budget and Planning Departments.

The Paratransit Special Services application provides functions for future scheduling of rider-requested trips, reconciliation of actual versus schedule, rider registration and reconciliation of billing between contract carriers and Pace.

The Purchase Card application allows selected employees to use a Pace issued credit card for making minor purchases. Employees enroll in the program, and their manager's review and reconcile their

purchases via the internet. At month-end, the transactions are downloaded for processing in the Accounts Payable application.

The Purchasing and Receiving System (PRS) application provides a complete materials requisition and purchasing application. Purchase requisitions are entered electronically and then approved by Pace management in the same manner. Once a requisition is assigned to a buyer, the bid processing, creation of the purchase order and receiving are all controlled and tracked by the application. This application interfaces directly with the Materials Management System (MMS) application, as well as Accounts Payable, Purchase Order and Vendor datasets in the MCBA Accounting/Finance application suite. It utilizes the ESP forms handler for all screen generation.

The Trapeze4 PASS Dispatch and Scheduling application (registration, booking, scheduling and dispatching) and CT (coordinated transportation for multiple providers) are used to handle Paratransit Dispatch and Scheduling functions at five selected contract carriers, in order to meet ADA requirements. A separate network, with remote nodes at the Paratransit carriers and connections to Pace's network, is set up to transfer rider files and GIS data. Pace downloads ADA Rider registration information directly from the RTA on a daily basis. This data is then transferred to the Dispatch and Scheduling application, for immediate availability to the carriers.

Mapper is a paratransit trip scheduling and invoicing system used by 2 of the 3 Chicago Paratransit contract carriers in support of Special Services and the Taxi Access Program. This system is being phased out and replaced by Trapeze.

The Uniform Control System (UCS) application is used to track driver uniform purchases and allowances, and has standardized procedures at all garage facilities.

The Vanpool Management application monitors the use of Vanpool assignments and tracks the availability and location of spare vans.

The Vehicle Maintenance System (VMS) application supports Pace's entire range of revenue and non-revenue vehicle maintenance functions. It contains a master file of all vehicles operated by all Pace Divisions and funded carriers, and provides for tracking of maintenance history and costs through the use of work orders. It is installed at all Pace Divisions. Each of these locations is on-line, providing real-time access to vehicle and maintenance history. Data entry screens also allow Pace to capture the repairs and maintenance performed at contract carrier facilities on Pace owned vehicles. This data is incorporated into the Transit Information System (TIS) database. History and warranty tracking associated with engines and transmissions used in Pace buses is also available. The Tire Tracking and Fluid Consumption sub-systems are used to capture, collect and verify raw data at each facility on a daily basis. Bus Operations staff has the ability to monitor, modify and review these activities and prepare monthly summary reports.

The Warranty Tracking subsystem is operational at all facilities. It monitors the warranties of replacement parts used on the vehicles. Stockroom personnel are automatically warned when they are about to issue a replacement for a component still covered under warranty. If they choose to process the warranted part, they are provided with all of the data necessary for processing the warranty claim, including vendor, PO Number, original issue date and mileage.

### Vanpool VIP Program

Pace's success with the Vanpool VIP program required the development of applications to fully support the project. One automated application utilizes an order entry/accounts receivable function with recurring billing. Changes were also made to MCBA applications which also support General Accounting and Subscription Bus receivable functions.

### Internet Applications

Pace maintains a web site, <http://www.pacebus.com>, which contains details about bus routes, including maps and schedules. The site also provides information about special event services, such as special trips to the Taste of Chicago, Auto Show, Flower Shows and Cubs and Bears games. Information is posted about ADA/Paratransit services and Vanpool contact information for commuters wishing to start or join a van pool. [www.pacebus.com](http://www.pacebus.com) contains information pertaining to Pace programs such as Adopt-A-Shelter, Student Haul Pass, and Ticket-By-Mail Referral program. Customers may also contact Pace Passenger Services for information, including schedule requests for those who wish a copy to be mailed to them. [www.pacebus.com](http://www.pacebus.com) also contains information about pace history, board of directors, annual budget, and a listing of Pace's divisions.

Pace features a business-to-business service area on the web site where Invitations for Bids, Requests for Proposals (Active/In process bids) are published allowing potential vendors to immediately discover Pace business purchase requirements. Most bid specifications are available for downloading. Job applicants are served by a listing service for current Human Resources employment opportunities, including detailed descriptions of the available positions.

Pace provides an on-line store where customers may purchase passes on-line using a major credit card. For customers who do not wish to enter their credit card, bus passes may be pre-purchased without visiting a Pace office. The site allows customers to print a form which is then submitted with payment by mail. Links are also provided for Employee Passes, for companies to share fare cards with their participating employees, Board Meeting Reports, where interested parties can review the notes of the recent meetings and view agenda items for upcoming meetings. Public Hearing dates, newsletters and press releases are also available through the web site.

Other Internet related services include facilities with the ability for Pace employees to read their email from remote locations and access for high-security areas where Pace employees can access their desktop applications and files through their home ISP connections and Pace's Citrix servers.

Pace's Intranet provides web pages to internal employees and acts as a central hub for news, policies, and procedures for many departments, including related links to external websites. Pace's intranet has an online phone database of all of Pace's employee including the divisions. There are web pages for available internal jobs and information about benefits to employees including University of Pace. There is also an administrative section where selected users may upload their own content to the intranet.

### Electronic Forms and Adobe Workflow Server

In cooperation with the State of Illinois, Pace has secured the software and licenses to facilitate the use of electronic forms within the corporate structure and to allow Pace forms to be used by outside entities.

Pace began developing electronic forms and workflow processing using Adobe LiveCycle Designer and Adobe LiveCycle Workflow Server Suite version 7.0 and recently upgraded to the newest ES version. Pace Adobe electronic forms and workflows exist in the development environment. They will soon be implemented into the production environment in concert with the new Pace electronic forms catalog facility.

All Pace electronic forms have been cataloged and are available through a custom Pace Intranet eForms web page. This electronic catalog includes both interactive eForms and images of paper forms for printing and handwritten entries. This web page eForms catalog will be the focal point for all Pace electronic forms including Adobe LiveCycle Designer and Adobe LiveCycle workflow applications.

### RiskMasterX Application

The web based RiskMasterX application replaced the Sucaba Claims System on August 16, 2007. The RiskMasterX is a true thin client application. The RiskMasterX has a separate application server and a database server, which run on Microsoft SQL\*Server 2000. The application server is also the BusinessObjects server for the RiskMasterX application and the BusinessObjects Web Intelligence tool is used for generating adhoc reports, detailed and summary reports.

RiskMasterX application is used to capture the following details:

- Accidents/Incidents
- Worker Compensation Claims
- General Liability
- Auto or Vehicle Accident Claims

RiskMasterX application has some special features like:

- The ability to create Mail Merge documents based on the data related to Claims and Accidents
- The option to add in supplemental fields to capture additional details about Claims and Accidents that are specific for Pace
- The ability to create a quick Summary and Executive Summary reports for each Claim and Accident
- The ability to create, view and maintain diaries
- The attach files to Claims and Accidents

RiskMasterX application interfaces with HP3000 Accounts Payable for payments. Starting from January 2008, RiskmasterX application will interface with Oracle Accounts Payable system for payments. Risk Master Employee details are populated based on the initial load from HR Employee information and on going maintenance of the information will be manual due to restrictions on the RiskMasterX system. There is a plan to load the claim details from Fleet Response and CCMSI into RiskMasterX application with the help of CSC's support. MIS GIS plans to extract information from RiskMasterX system and create an application that maps Accident and Incident information.

The Safety System, which resides on the HP e3000, tracks safety information for all drivers. It interfaces with other applications such as Claims Reporting, Consumer Complaints, Vanpool, Human Resources, Attendance Reporting, Insurance Claims Reporting, and Training.

## **Proposed New Business Applications**

The following is a brief description of projects which are currently in the planning or idea generation stage at Pace. It is anticipated that all new work will be developed and run in Pace's existing computing environment, and be performed by a combination of Pace in-house staff and consulting professionals.

Intelligent Transportation System (ITS) – Development and implementation of Intelligent Transportation System (ITS) related projects, ensuring they are compatible with Pace's Intelligent Bus System (IBS) and can take advantage of data provided by IBS. These projects include the Paratransit AVL/MDT system, Communications Department implementation of kiosks and Next Bus Arrival signs, and providing more real-time bus information to the Pace website.

HP3000 Migration Project (H3M) – Pace purchased the Oracle e-Business Suite and has engaged a professional consulting firm who is presently responsible for implementing Phase II of the project. Phase II consists of implementing all technical components required for the Oracle e-Business Suite (Release 12) and Enterprise Data Warehouse and Storage Area Network, as well as implementing the Oracle e-Business Suite financial and procurement functional components and related interfaces, data conversions, cross reference tables, and vendor upgrades and patches. Phase II is presently in progress and is planned to be completed by May, 2009. The implementation plan for the remaining phases is: Phase III-Enterprise Asset Management 12/2008-12/2010, Phase IV-Human Resources 12/2008-12/2010, Phase V-Customer Relationship Management 12/2010-12/2012, and Phase VI-Remaining HP3000 Systems Replacements 12/2010-12/2012.

Document and Imaging – Upgrade to the most current versions of Stellent (Optika) Acorde as they become available and stabilize. Design and develop additional application for imaging and document storage. Coordinate all technical functions with the business functions.

Electronic Forms and Adobe Workflow Applications – Continue the effort to implement the Pace Intranet eForms electronic catalog web page, in concert with the development and deployment of Adobe electronic forms and Adobe workflow applications. This includes Adobe technical and user training while proceeding with the production implementation of the Adobe LiveCycle ES Designer and Workflow Server Suite.

All Pace electronic forms have been cataloged and are available through a custom Pace Intranet eForms web page. This electronic catalog includes both interactive eForms and images of paper forms for printing and handwritten entries. This web page eForms catalog will continue to be the focal point for all Pace current and future electronic forms including Adobe LiveCycle ES Designer and Adobe LiveCycle ES workflow applications, as they are developed.

Generalized Auditing Application – Investigate a generalized auditing application system. The application should provide specialized software to perform and maintain internal audits in various aspects of its responsibility, including automated work papers, time summaries, analysis, financial analysis, statistical sampling, research, reports, graphs, Board presentations and budgeting. Develop requirements that are consistent with the users' needs, take advantage of any new technology and seamlessly interface with Pace's network environment. Purchase the selected package, providing for a 10 person multi-user license, and install on appropriate computers.

Telecommuting – Develop a formal plan for Management Information Services Department support of telecommuting, including verification of time on-line. Provide cost benefit analysis and alternatives, with the recommended approach.

Headquarters – Pace will be moving into a new building in 2008. In anticipation of this, the MIS staff has been reviewing the feasibility of VOIP and Video Conferencing. Staff will continue to monitor what is currently available and the development of VOIP, to ensure the best possible solution at time of implementation. The current plan is for a hybrid system. After installation MIS staff will continue to monitor and make any necessary changes for optimal performance. VOIP will continue to be studied as a better solution for communication between the divisions and Pace Headquarters.

### **SKILL CATEGORIES**

Specialized experience is defined as experience directly related to or immediately leading to the specific skill category. Key personnel must have full-time specialized experience in computer-based information systems, preferably for government agencies, nonprofit organizations, and/or transportation agencies. The experience need not be consecutive or in a single position, but should be relatively current.

General experience is defined as experience in a responsible position which is directly or indirectly related to information technology, or high level experience in administration, technical, or investigative work. Clerical work, data entry, or work experience gained in connection with formal class work will not be considered.

Key personnel having less than the required general experience may substitute college-level academic work at the bachelor's level (not associate) for up to two years of general experience.

The required skill categories indicated in Exhibit C, Price Proposal, are defined below together with the minimum experience required for each level. These skill categories are intended to be very general and may encompass several position titles.

#### **Project Administrator**

The individual identified for this position will be evaluated as to the depth of specialized technical experience and the length and quality of project management experience. This person should be held in high esteem by the firm and have discretionary authority as to budget and staff.

#### **Project Manager**

This position requires a minimum of five years of specialized experience and an additional two years of general experience.

#### **Senior Business Analyst**

This position requires a minimum of three years of specialized experience and an additional two years of general experience.

**Senior Programmer/Analyst**

This position requires a minimum of three years of specialized experience and an additional one year of general experience.

**Business Analyst**

This position requires a minimum of eighteen months of specialized experience and an additional one year of general experience.

**Data Base Administrator**

This position requires a minimum of three years of specialized experience and an additional two years of general experience.

**Web Developer**

This position requires a minimum of one and a half years of specialized experience and an additional six months of general experience.

**Network Engineer**

This position requires a minimum of three years of specialized experience and an additional one year of general experience. Certification preferred.

**CONTRACTOR REQUIREMENTS**

The Contractor shall provide skilled, professional personnel together with the supervision, management and administrative services necessary to successfully apply skills to accomplish Pace's requirements as follows:

**Key Personnel**

Where "Key" personnel are needed, the contractor agrees to assign such personnel to the performance of the work for a specific task. Whenever, for any reason, one or more of the "Key" persons identified in the proposal is unable to devote the effort of work initially proposed, the contractor shall immediately notify Pace to that effect and shall replace such personnel with personnel of substantially equal ability and qualifications, subject to Pace's approval.

**Technical Competence**

All personnel to be assigned to a specific Task Order shall meet the minimum requirements described in this Exhibit A for each of the skill levels at which they will be billed and be capable of performing the functions described in a competent and professional manner. Resumes or qualification statements for all personnel (or additional personnel, if updating the original information previously submitted) to be assigned must be submitted to Pace prior to beginning work.

## **EVALUATION CRITERIA**

The Evaluation Committee will score each proposal according to the general evaluation criteria and scoring system described below. A total of 100 points will represent the highest point value. The minimum number of points required to be considered as pre-qualified shall be 70. Hourly rates stated in the Price Proposal will not be a part of the pre-qualification evaluation. However, price will be included in the evaluation of Task Requests that are issued during the contract term. Do not include any pricing information in your technical proposal.

### **Technical Criteria**

Technical proposals will be evaluated based on the following criteria, which are listed in descending order of importance:

#### **Organization and Staffing**

- Experience of the company on similar types of projects conducted for other companies or governmental agencies within the past 24 months; including if the personnel involved with the previous projects will be involved with this contract; prior information technology experience with government and/or public transportation will be given extra consideration
- The skills and experience of the individuals proposed for key positions with particular emphasis on matching experience to the types of applications expected under this contract based on the Skills Matrix Questionnaire (Exhibit E) and resumes of key personnel
- The availability of adequate personnel
- The availability of equipment and facilities to provide services expected under this contract
- Financial stability of company
- Company History

#### **Understanding Requirements and Technical Approach**

- Understanding Pace's requirements and your technical approach will be evaluated on the basis of your discussion of Pace's needs with regard to such aspects as: computer system(s) and language, methodology, quality assurance; project planning, monitoring control and reporting methods, response to task assignments and changes; and understanding of the work to be performed as outlined in Computing Environment, Proposed New Business Applications
- Qualifications or assumptions that may affect the firm's ability to provide services expected under this contract

#### **Contractor Profile and References**

- Your Company Profile Questionnaire (Exhibit F) response

## **PRICE**

Hourly rates must be provided by skill category in Exhibit C, Price Proposal. These rates will not be used in the evaluation for determination of qualified vendors. However, these rates will be reviewed and are subject to negotiations. Proposers may wish to indicate their internal equivalent position titles (e.g.



Business Analyst, Code Developer) in the spaces provided on the Price Proposal Page. The hourly rates submitted shall be firm, fixed rates for the duration of the contract and shall not exceed the figures noted.

Please submit your Price Proposal (Exhibit C) in a separate, sealed envelope, and identify as "Price Proposal".

### **PROPOSAL CONTENT AND REQUIREMENTS**

Technical proposals shall provide a straight-forward, concise description of Contractor's capabilities to satisfy the requirements of the RFP. Pace shall not be liable for any expense incurred in the preparation of the proposals. Pace shall be under no obligation to return any responses to this RFP or other materials submitted as a result of this RFP.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective RFP are not necessary or desired. Elaborate art work, expensive paper and binders, and expensive visual and other presentation aids are also not necessary.

When submitting your detailed response, the following minimum information **must** be provided under the following headings:

1. **Understanding Requirements:** Provide a statement and discussion of the requirement as it is analyzed by your company
2. **Proposed Technical Approach:** Provide a general explanation of your company's technical approach for achieving the objective of Pace's anticipated requirements as outlined in Computing Environment – Proposed New Systems; include a narrative outlining how your firm intends to meet the requirements as each task is awarded and specific information concerning the normal time required to start work after a task has been awarded; include a discussion of your methodology and how it relates to Pace
3. **Respondent's Availability:** Provide a statement describing your firm's facilities and the organization of the work force that will provide service to Pace; describe the plan to make staff available to respond to task requests and to be available to correct problems and/or latent defects as they are encountered.
4. **Previous Experience:** Provide a statement of your company's experience including the firm's general background, qualifications, and a description of any work performed of a similar or related nature, whether in the Public or Private sector – also see Exhibit F
5. **Proposed Organization and Staffing:** Describe each individual's general qualifications and recent experience with similar programs

Provide resumes of personnel for those skill levels indicated in Skill Categories, as well as any other skill categories relevant to anticipated and/or specialized work. Each resume must show the skill category for which the individual is proposed, whether s/he is a "Key" person, any relevant degrees or training, and all relevant experience described in reverse chronological order.

It will be the contractor's responsibility to provide enough information about each individual proposed for a complete evaluation. Failure of an individual to meet the minimum experience or other requirements of the skill category involved will result in a lower evaluation score.

Additional personnel, if any, who will be required on a subcontract or consultant basis must be indicated, together with the expected source and qualifications.

6. **Anticipated Problem Areas:** Provide a statement and discussion of anticipated major difficulties and/or problem areas encountered during the performance of work, (change of scope, consultant not available, etc.) together with potential or recommended approaches for their resolution; include any interpretations, qualifications, or assumptions made by the respondent in regard to Pace requirements

Your proposal should also include the following:

- Submit proof of any applicable certifications/licenses
- Submit last audited financial statements
- Submit one copy of the signed contract along with all Exhibits
- Submit Exhibit C, Price Proposal

### **RFP PROCESS**

Properly submitted proposals will be evaluated based on the criteria described in an earlier section. Successful proposals may be further evaluated through oral presentations and interviews. Questions regarding this RFP shall be submitted in writing to Gary Sapp, Senior Contract Buyer at [gary.sapp@pacebus.com](mailto:gary.sapp@pacebus.com) or via fax at 847-228-4204 no later than 3:00 PM, 7 business days prior to the RFP closing date. The RFP closing date is November 14, 2007 at 3:00 PM. Proposals submitted after this date and time will not be accepted.

### **ILLINOIS FREEDOM OF INFORMATION ACT/CONFIDENTIALITY**

As a government agency, Pace is subject to the Illinois Freedom of Information Act (5 ILCS 140/1, et. seq. as amended). Therefore, the contents of this Request for Proposals (RFP) and the Contractor's proposal submitted in response to this RFP are subject to the Illinois FOIA statutes. However, there are various items that may be exempt. If any proprietary, privileged, or confidential information or data is included in the Contractor's proposal, ***each page that contains this information or data should be marked as such (e.g., "Proprietary and Competition Sensitive")*** in order to indicate your claims to an exemption provided in the Illinois FOIA.

It is Pace's sole right and responsibility, however, to make the determination whether these items are exempt or not exempt under the Illinois FOIA statutes. ***See Exhibit B for additional details.***

**PACE SUBURBAN BUS SERVICE**  
**GENERAL CONTRACT PROVISIONS**  
**SERVICE CONTRACTS**  
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PACE SUBURBAN BUS SERVICE  
INSTRUCTIONS TO CONTRACTORS & GENERAL CONTRACT CONDITIONS

The following instructions, terms and conditions shall apply to Pace solicitations and Contracts. All Bidders or Proposers shall be referred to as "Contractors" and all bids or offers as "Bids" or "Bid Quotations" in this section of the Contract.

SECTION A - INSTRUCTIONS TO CONTRACTORS & GENERAL TERMS AND CONDITIONS

1. Conditions of Acceptance of Bid – This Invitation for Bid or Request for Proposal expressly limits acceptance to the terms and conditions stated herein and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by the Contractor are objected to and hereby rejected unless accepted by Pace prior to the time and date of bid opening. The Contractor further understands and agrees that if this bid is accepted, the Contractor is to furnish any and all of the services upon which prices are quoted, at the price and delivery time stated, subject to all terms, conditions, and requirements set forth in the bid and in the resulting Contract. Pace reserves the right to extend the bid quotation opening date and to reject any or all bid quotations or any part thereof. Pace further reserves the right to excuse informalities in the bid quotations and bidding when, in the judgment of Pace, the best interests of Pace will be served and the spirit of competition will be maintained.

Any questions regarding this Invitation for Bid or Request for Proposal must be submitted no later than seven (7) business days prior to the bid opening. Questions submitted after this date will not be accepted.

2. Authorities and Limitations

2.1. This Contract is made and shall be interpreted under the laws of the State of Illinois and Contractor agrees and consents that only the courts of Illinois and Federal appellate courts shall have jurisdiction over controversies arising out of this contract.

2.2. The articles, sections, paragraphs or other headings shown are for convenience and reference only and in no way define, limit or describe the scope or intent of this Contract or its Exhibits.

2.3. This Contract together with any other document expressly incorporated herein contain the entire agreement between the parties hereto and there are no prior or contemporaneous oral or written understandings or agreements binding on Pace affecting the subject matter of this Contract other than those expressly referred to therein. No agreement, other understanding or acknowledgment, invoice, or other form used by contractor to modify or alter the provisions of this order resulting from acceptance by Contractor of this Contract will be binding upon Pace unless made in writing and signed by Pace's authorized representative.

2.4. All services/work shall be performed under the direction of the Pace Purchasing Department Manager who alone shall have the power to bind Pace and to exercise the rights, responsibilities, authorities and functions vested in him by the Contract documents, except that he shall have the right to designate authorized representatives to act for him. Wherever any provision in this contract specifies an individual (such as, but not limited to, Engineer, Resident Engineer, Inspector, Site Manager or Architect) or organization, whether Pace or private, to perform any act on behalf of or in the interests of Pace, that individual or organization shall be deemed to be Pace Purchasing Department Manager's authorized representative under this Contract but only to the extent so specified.

The Pace Department Manager, Purchasing may, at any time during the performance of this Contract, vest in any such authorized representatives, additional power and authority to act for him or designate additional representatives, specifying the extent of their authority to act for him or designate additional representatives to the extent deemed necessary by him.

2.5. The Contractor shall perform the Contract in accordance with any order (including but not limited to instruction, direction, interpretation or determination) issued by an authorized representative in accordance with the authority to act for the Pace Department Manager, Purchasing; but the Contractor assumes all the risk and consequences of performing the Contract in accordance with any order (including but not limited to instruction, direction, interpretation, or determination) of anyone not authorized to issue such order.

3. Withdrawal of Bids – Once submitted, bids may only be withdrawn with Pace's consent prior to bid opening and may be superseded by a subsequent timely bid. Any bid received after the time and date specified for opening, or any postponement thereof, will not be considered. Bids shall be irrevocable for a period of ninety (90) days after the opening thereof by Pace.

4. Errors in Bids – The Contractor is cautioned to verify any Bids made before submission. No bid may be withdrawn or changed after it has been opened unless Pace has determined:

- a. That an obvious mistake of a mechanical or clerical nature was actually made; not just an error in judgment, such as underestimating material or service costs.
  - b. That the "mistaken" Contractor was not guilty of culpable negligence in making the error, or in delay in communicating the fact to Pace on discovery.
5. Irregular Bids – The Contractor understands that the bid must show the unit prices for all services which are proposed to be furnished, and that extensions must be shown and that if not so shown, their bid may be rejected as irregular.
6. Performance – It is understood and agreed that time of performance is of the essence of this Contract. If the Contractor is delayed in the performance of the services purchased under the Contract by a cause beyond his control, he must immediately upon receiving knowledge of such delay, give written notice to Pace and request an extension of time for completion of the Contract. Pace shall examine the request and determine if the Contractor is entitled to an extension. Pace shall notify the Contractor of the decision in writing.
7. Assignments – The Contractor agrees that neither this Contract nor any part of it or any of the monies due from this Contract may be assigned without the prior written consent of Pace. Any successor or assign under this Contract will be required to accede to all of the terms, conditions and requirements of this Contract as a condition precedent of such succession or assignment. Assignment of any portion of the work by subcontract must be approved in advance by Pace, in writing.
8. Waiver – Pace’s failure to promptly enforce any of the conditions of this Contract shall not constitute a waiver of any of Pace's other rights.
9. Termination – Pace may terminate this Contract at any time hereafter, with or without cause, by giving written notice to the Contractor at the address specified above. Termination shall be effective upon receipt of such notice by the Contractor. If Pace terminates this Contract other than for breach thereof by the Contractor, Pace agrees to pay the Contractor, and Contractor agrees to accept as its sole remedy, cancellation charges equal to the remaining unpaid costs accrued and obligated to date of cancellation. In the event of breach or violation by the Contractor of any provision of the Contract, Pace may allow the Contractor a reasonable opportunity to cure the breach prior to termination under this provision. Upon termination of this Contract for breach by the Contractor, the Contractor assumes liability for all excess costs incurred by Pace to complete the Scope of Services specified in the Contract.
10. Price Warranty – The Contractor warrants that the unit price(s)/hourly rates(s) charged herein do not exceed the unit prices/hourly rates charged by the Contractor to any other customers in substantially similar transactions. The Contractor agrees to make any price rebate which this warranty may require.
11. Payment – Payments will be made in accordance with the terms in the Contract, or the Contractor's invoice, whichever are more favorable to Pace. The payment date shall be calculated from the receipt of invoice or final acceptance of the goods or services, whichever is later in accordance with the Local Government Prompt Payment Act. Under the Act, Pace will pay the Contractor within thirty (30) days of its approval of the Contractor’s invoice. The Contractor agrees that it shall pay all subcontractors who have completed satisfactory work under the subcontract no later than thirty (30) days from receipt of payment by Pace. The Contractor further agrees to return any retainage payments withheld from subcontractor within thirty (30) days after the subcontractor’s work is satisfactorily completed. Pace is exempt from State of Illinois and local taxes, Tax Exemption Number E9984-2793-05.
12. Warranties – The following warranty will apply unless otherwise provided for in the Contract documents. The Contractor warrants that articles or work products delivered hereunder shall be free from defects of material and workmanship and that all products furnished will conform to samples, specifications and/or drawings submitted as may be applicable, and are fit for the purpose for which purchased. The warranty period shall be for one (1) year from the date of delivery or date of final acceptance whichever is later. Pace may return any nonconforming or defective items or work products to the Contractor or require correction or replacement of the item at the time the defect is discovered, all at the Contractor's risk and expense. Acceptance of items or work products by Pace or payment therefore, shall not relieve the Contractor of his responsibilities hereunder.
13. Additional Charges – The price quoted for each service is the full purchase price, including delivery charges, and includes all premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. The Contractor warrants that prices include all charges for packing, crating and transportation to F.O.B. points.
14. Contractors Record and Qualifications – The Contractor, within forty-eight hours after being requested in writing by Pace, shall furnish evidence satisfactory to Pace of the Contractor's ability and responsibility, financial and otherwise, to furnish the service specified in the manner and at the time prescribed and in accordance with the specifications of Pace.

15. Modifications to Contract

- a. Request for any change in the Contract bid documents must be received in writing by Pace no later than seven (7) business days prior to the date scheduled for the submission of Bids
- b. Request for any change in the Contract after award shall be submitted to Pace for its prior approval. Oral change orders are not permitted. No change in the Contract shall be made except in writing signed by the Department Manager of Purchasing or his designated representative. The Contractor shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the Contract and signed by Pace.

16. Cash Discounts – The Contractor offering the lowest bid shall be determined by comparing the gross individual unit prices, or the gross bid total, as applicable. Cash (early payment) discounts are not taken into consideration when determining the lowest bid.

17. Indemnification – The Contractor shall indemnify, keep and save harmless Pace, its agents, officials and employees against all injuries, losses, claims, suits, costs and expenses which may accrue against Pace arising out of the services or products provided under this Contract, including any copyright or patent infringement or claim of such infringement arising from the intended use of services furnished hereunder. The Contractor shall retain independent counsel and at its expense shall assume and defend all claims, demands and suits covered in this indemnification section.

18. Processing Data Between Years and Centuries – Hardware, software and firmware delivered under this purchase order shall be able to accurately process data between years and centuries.

19. Regulatory Compliance – All services furnished hereunder by the Contractor shall comply with all Federal, State and local laws, rules and regulations as applicable, including, but not limited to:

- a. Surface Transportation Assistance Act of 1982, Section 165a of Public Law 100-17 (Buy America)
- b. The Occupational Safety and Health Act of 1970, and the Illinois Toxic Substance Act, with respect to the design, construction or use for their intended purpose of said goods or services and the labeling of all goods and containers for the protection and safety of persons and property

20. Disclosures – The Contractor shall not use or disclose any data, designs or other information belonging to or supplied by or on behalf of Pace, unless expressly authorized in writing by Pace. Upon Pace's request, such data, designs or other information and any copies thereof shall be returned to Pace. Where Pace's data, designs or other information are furnished to the Contractor's suppliers for procurement of services by the Contractor for use in the performance of Pace Contracts, the Contractor shall insert the substance of this provision in its Contract.

21. Non-Collusion – In submitting a signed bid proposal to Pace, the Contractor warrants and represents that it has not paid and agrees not to pay any bonus, commission, fee or gratuity to any employee or official of Pace or to any other Contractor for the purpose of obtaining this Contract.

22. Conflict of Interest – Members of the Board, officers and employees of Pace, their spouses, their children, their parents, their brothers and sisters and their children, are prohibited from having or acquiring any Contract or any direct pecuniary interest in any Contract which will be wholly or partially performed by the payment of funds or the transfer of property of Pace in accordance with Section 4.03 of the Pace Regulations Governing Public Bidding (Ordinance SBD 92-102).

23. Conflict In Provisions – In the event of a conflict between any of the terms and conditions contained in the base Contract and its referenced exhibits, the base Contract provisions shall apply unless otherwise provided for.

24. Approximate Quantities – Where approximate or estimated quantities are stated, the unit prices quoted in the bid will apply regardless of whether the actual quantities are greater or lesser than the assumed quantities, the stated total notwithstanding.

25. Equal Employment Opportunity – In connection with the execution of this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, ancestry, marital status, physical or mental handicap or unfavorable discharge from military service. The Contractor shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, age, national origin, ancestry, marital status, physical or mental handicap or unfavorable discharge from military service. Such action shall include but not be

limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. If the Contractor is required to file an Affirmative Action Plan with any federal, state or local agency, the Contractor assures Pace that it is in full compliance with such filing requirements.

The Contractor agrees to comply with all provisions of the "Illinois Human Rights Act", 775 ILCS Title 5, as now or hereafter amended and with all rules, regulations, and guidelines on discrimination in employment as now or hereafter promulgated thereunder. All such provisions, rules, resolutions and guidelines, including but not limited to; Article VI "Equal Opportunity Clause" of the Rules and Regulations of the Department of Human Rights are hereby incorporated into the Contract by reference.

26. Disadvantaged Business Enterprise Compliance Requirements – Pursuant to Federal regulations for Disadvantaged Business Enterprise (DBE) programs, Contractor agrees to the following DBE assurances, and agrees to include this clause in all subcontracts:

*The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Pace deems appropriate.*

**PACE HAS SET A GOAL OF 0% DBE PARTICIPATION FOR THIS CONTRACT**

If a goal has been established for this Contract Pace **REQUIRES**, as a matter of bid responsiveness, that all proposers/bidders submit with their bid or proposal, no later than the date established for opening of the bid or proposal, a completed and signed Summary of DBE Participation (Schedule A) and confirmation of DBE participation (Schedule B). (If DBE participation is to be met through a joint venture, complete Schedule D.) Schedule A includes those DBE companies who will participate in the contract, the general scope of the work the DBE company will perform and the dollar amount of participation (see DBE credit information below) for each DBE company. Schedule A requires the signature of the bidder. Schedule B accurately details the work to be performed by the DBE company and requires the signature of the DBE company.

Firms included as DBE's on these Schedules must be certified by the Illinois Unified Certification Program (IL UCP) DBE Directory at the time of bid opening.

Pace requires that all businesses seeking to participate as a DBE comply with the U.S. Department of Transportation certification standards. In order for a business to become certified in Pace's DBE program, that business must be owned and controlled in both form and substance by one or more minorities or women, and it must complete and return an application for certification. Contractors must use firms already listed in the Illinois Unified Certification Program (IL UCP) DBE directory at the time of bid opening. The IL UCP is comprised of the following five entities; Illinois Department of Transportation, City of Chicago, Chicago Transit Authority, Metra and Pace. Contractors are urged to contact Pace's DBE office prior to bud submittal at (847) 228-2439 to check their DBE compliance. If your company requires a copy of the IL UCP DBE Directory, you may view it on Pace's website, [www.pacebus.com](http://www.pacebus.com) (select Business Opportunities, click on DBE Program, then click on Illinois Unified Certification Program and go to View the IL UCP DBE Directory).

Goals may also be met through joint ventures between DBE firms and non-DBE firms. The amount that may be counted towards meeting the contract goal is that portion of a contract with a joint venture equal to the percentage of the ownership and control of the DBE partner in the joint venture. Schedule D - Joint Venture Affidavit - must be completed and submitted with the bid/proposal.

DBE participation shall be counted toward meeting the contract goal as follows:

1. Once a firm is determined to be an eligible DBE, the total dollar value of the contract awarded to said DBE firm is counted toward the applicable goal.
2. A contractor may count toward its DBE goals **60%** of its expenditures for **materials and supplies** required under a contract which are obtained from a DBE *regular dealer*, and **100%** of such expenditures if the DBE firm is a *manufacturer*.
  - a. For purposes of this section, a *manufacturer* is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the recipient or contractor.



- b. For purposes of this section, a *regular dealer* is a firm that owns, operates or maintains a store, warehouse or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a *regular dealer*, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A *regular dealer* in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock if it owns or operates distribution equipment. Brokers and packagers shall not be regarded as *manufacturers* or *regular dealers* within the meaning of this section.

DBE subcontractors may not further subcontract any portion of their work without prior approval by Pace. DBE subcontractors must, in Pace's judgment, perform a commercially useful function (i.e., be responsible for a distinct element of work under the contract). Failure to abide by the DBE participation requirements shall be viewed as a breach of contract and subject to such sanctions and penalties as are allowed by law. In the event of breach of contract provisions relating to DBE requirements, Pace may allow the Contractor a reasonable opportunity to cure the breach prior to termination under other provisions of this contract. **Substitution of designated DBE subcontractors must be approved in advance by Pace and must be based on documented valid reasons.**

### **GOOD FAITH EFFORTS**

Under very limited circumstances, a contractor may be relieved of all or a portion of the contract goal provided that the contractor demonstrates to Pace's satisfaction that it has made good faith efforts in obtaining DBE participation. Pro forma efforts that do not accomplish goal attainment are not acceptable. Examples of good faith efforts to be demonstrated and documented by the prime contractor include the following:

1. Attendance at any pre-solicitation or pre-bid meetings that were scheduled by Pace to inform DBE's of contracting and subcontracting opportunities
2. Advertisement in general circulation, trade association and minority-focus media concerning the sub-contracting opportunities
3. Provision of written notice to a reasonable number of specific DBE's that their interest in the contract was being solicited, in sufficient time to allow the DBE to participate effectively (and documenting that contact)
4. Follow up of initial solicitations of interest by contacting DBE's to determine with certainty whether the DBE were interested
5. Provision to interested DBE's of adequate information about the plans, specifications and requirements of the contract (and maintaining record of such contact)
6. Negotiation in good faith with interested DBE's, not rejecting DBE's as unqualified without sound reasons based on a thorough investigation of their capabilities (and be able to document any "unqualified")
7. Soliciting the aid of available minority community organizations; minority contractors' groups; local, state and federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of DBE's (and be able to furnish records of such solicitation)
8. Contacting Pace's DBE Office at (847) 228-2439 to obtain a listing of DBE contractors, if needed

A record of all activities to demonstrate good faith efforts should be kept and made available to Pace's DBE Office upon request. Pace's DBE Specialist shall determine whether a bidder has made "Good Faith Efforts" and shall inform the Contractor of Pace's decision in writing. In accordance with Pace's DBE Program, the Contractor may request reconsideration of Pace's determination regarding Good Faith Efforts, no later than five (5) days after receipt of Pace's decision. Pace's DBE Liaison Officer shall act as the reconsideration official.

N/A

SCHEDULE A  
PRIME CONTRACTOR  
SUMMARY OF DBE PARTICIPATION

NOTE: TO BE COMPLETED AND RETURNED WITH  
BID/PROPOSAL (See "Compliance Requirements")

NAME OF CONTRACTOR: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

TOTAL ESTIMATED CONTRACT AMOUNT: \$ \_\_\_\_\_

SPECIFICATION NUMBER: \_\_\_\_\_

NAME OF DBE SUBCONTRACTOR	ADDRESS	SCOPE OF WORK TO BE PERFORMED	PROJECTED BEGINNING/ENDING DATES OF WORK	AGREED SUBCONTRACT PRICE	NET DBE CREDITS *
<u>NOTE:</u> PRICES REPRESENTED ON THIS PAGE SHOULD ACCURATELY REFLECT AGREEMENT BETWEEN PRIME CONTRACTOR AND SUBCONTRACTOR.			TOTAL DBE CONTRACT AMOUNT \$ _____		
*/ ONLY 60% OF AGREED SUBCONTRACT PRICE MAY BE CREDITED FOR MATERIALS AND SUPPLIES.			TOTAL NET DBE CREDIT \$ _____		

LIST ONLY BONA FIDE DBE OWNED & CONTROLLED FIRMS THAT WILL PARTICIPATE IN THIS CONTRACT.

*The undersigned hereby certifies that arrangements have been made with the DBE firm(s) listed above for the work indicated in this Schedule A conditional upon receiving notice that a contract with Pace has been executed. I understand that if I knowingly provide incorrect information or false statements or fail to comply with contract DBE requirements that Pace has an obligation (49 CFR 29.17(B)) to inform the U.S. Department of Transportation who may then initiate actions which would prohibit the general contractor from participation in future government contracts. Any substitutions of the above-named subcontractors requires prior written approval from Pace.*

\_\_\_\_\_  
Signature Date

**SCHEDULE B**

N/A

**CONFIRMATION OF PROPOSED DBE PARTICIPATION**

Pace IFB No. \_\_\_\_\_ Name of Project: \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_  
(Name of DBE Firm) (Address)

hereby certifies that it is providing the following services for this Contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as provided in Schedule A of \_\_\_\_\_'s proposal.  
(bidder/offeror/Prime Contractor)

I further understand that any willful falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions, which may include debarment and/or prosecution under applicable State and Federal laws.

\_\_\_\_\_  
Print Name and Title Signature - **Must be signed by DBE** Date

DBE participation from any other contract will not count towards the DBE goal on this Contract.

\*Schedule B is required for all contracts that have a DBE goal pursuant to 49 CFR part 26.53(b)(2)(v).

N/A

**NOTE: TO BE COMPLETED AND RETURNED WITH BID PROPOSAL ONLY IF CONTRACT SPECIFIC GOALS CANNOT BE MET (See "Compliance Requirements")**

**SCHEDULE C**

**DBE UNAVAILABILITY CERTIFICATE**

*Note: The bidder is to prepare this form for each DBE contact made where the DBE was found to be unavailable to perform the work solicited. When unable to obtain the DBE firm's signature, this form must be completed by the bidder, indicating the reason(s) why the signature of the DBE was not obtained.*

Name of Project: \_\_\_\_\_

Specification No.: \_\_\_\_\_

I, \_\_\_\_\_, the \_\_\_\_\_,  
(Name) (Title)

of \_\_\_\_\_, certify that on \_\_\_\_\_, I  
(Prime or General Bidder) (Date)

contacted the following DBE firm to obtain a bid for work to be performed on the above-named project.

_____ DBE FIRM	_____ SCOPE OF WORK SOUGHT	_____ FORM OF BID SOUGHT (i.e., Unit Price, Materials and Labor, Labor Only, etc.)
----------------	----------------------------	---

The DBE firm was unavailable for work on this project for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Name of DBE Firm)

By: \_\_\_\_\_  
(Signature)

Its: \_\_\_\_\_  
(Title)

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name of Prime or General Bidder)

By: \_\_\_\_\_  
(Signature)

Its: \_\_\_\_\_  
(Title)

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Additional sheets can be obtained by calling Pace's DBE Office at (847) 228-2439.

N/A

**SCHEDULE D**  
**APPLICATION FOR JOINT VENTURE**

1. Name of joint venture: \_\_\_\_\_
2. Address of joint venture: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number: \_\_\_\_\_
4. Identify the firms which comprise the joint venture. (The DBE partner must complete Schedule A.)  
\_\_\_\_\_  
\_\_\_\_\_
  - a. Describe the role of the DBE firm in the joint venture, listing the *specific* responsibilities of the DBE firm: \_\_\_\_\_  
\_\_\_\_\_
  - b. Describe very briefly the experience and business qualifications of each non-DBE joint venturer:  
\_\_\_\_\_
5. Nature of the joint venture's business: \_\_\_\_\_  
\_\_\_\_\_
6. Provide a copy of the joint venture agreement.
7. What is the claimed percentage of DBE ownership? \_\_\_\_\_
8. Provide copies of the following indicating proof of ownership of the joint venture:
  - a. Profit and loss sharing;
  - b. Capital contributions, including equipment; and
  - c. Other applicable ownership interests.
9. Control of and participation in this contract. Identify by name, race, sex and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including but not limited to, those with prime responsibility for:
  - a. Financial decisions: \_\_\_\_\_  
\_\_\_\_\_
  - b. Management decisions, such as:
    - i. Estimating: \_\_\_\_\_
    - ii. Marketing and sales: \_\_\_\_\_
    - iii. Hiring and firing of management personnel: \_\_\_\_\_
    - iv. Purchasing of major items or supplies: \_\_\_\_\_
  - c. Supervision of field operations: \_\_\_\_\_  
\_\_\_\_\_

N/A

NOTE: If, after filing this Schedule D and before the completion of the joint venture's work on the project, there is any significant change in the information submitted, the joint venture must inform Pace's DBE Office, either directly or through the prime contractor if the joint venture is a subcontractor.

**AFFIDAVIT**

The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the grantee current, complete and accurate information regarding actual joint venture work and the payment therefor and any proposed changes in any of the joint venture arrangements and to permit the audit and examination of the books, records and files of the joint venture, or those of each joint venturer relevant to the joint venture, by authorized representatives of the grantee or the Federal funding agency. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF ILLINOIS        )  
  )  
COUNTY OF COOK        )

On this \_\_\_\_ day of \_\_\_\_\_, 200\_, before me appeared \_\_\_\_\_  
to me personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by \_\_\_\_\_  
to execute the affidavit and did so as his or her free act and deed.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF COOK        )

On this \_\_\_\_ day of \_\_\_\_\_, 200\_, before me appeared \_\_\_\_\_  
to me personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by \_\_\_\_\_  
to execute the affidavit and did so as his or her free act and deed.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

27. Retention of Records – Unless otherwise specified elsewhere in the Contract, the Contractor shall maintain all records produced under the Contract, including records to support actual time and costs incurred, for a minimum period of five (5) years after completion of the Contract. All records maintained under the Contract shall be subject to inspection and audit by Pace and/or its designated agent upon reasonable notice to the Contractor.

28. Bid Protest Procedures

**SECTION I**

**A.** Pace will hear and consider a bona fide bid protest regarding its procurement actions in accordance with the following procedures. Due to the significantly reduced role of FTA in bid protests, as described in Section II, it is anticipated that the majority of all protests will be evaluated and finally decided by Pace. Accordingly, Pace intends to provide a thorough review of all bona fide bid protests. Pace's primary concern, however, is the timely procurement of needed capital equipment, supplies or services. It does not intend to allow the filing of bid protests to unnecessarily delay the procurement process, especially if the protest involved is vexatious or frivolous in nature.

Notwithstanding the availability of these protest procedures, any interested party is encouraged to exhaust all methods described in the Contract Documents of resolving a procurement issue before filing a formal protest with Pace. In its consideration of a bid protest, Pace reserves the right to give due consideration to the good faith efforts of the protestor to resolve the issue involved through informal methods.

**B. Definitions**

For purposes of this section

1. The term "days" refers to working days of Pace
2. The term "interested party" means any person (a) who is an actual bidder/proposer or prospective bidder/proposer in the procurement involved, and (b) whose direct economic interest would be affected by the award of the contract or by a failure to award the contract

**C. Submission of Protests**

Any interested party may file a bid protest with Pace on the basis that Pace has failed to comply with applicable Federal or State law or with Pace's Procurement Regulations. The protest must be filed in accordance with the timing requirements set forth in subsection D of this section, and must include:

1. The name and address of the protestor
2. The number of the contract solicitation
3. A statement of the grounds for the protest, and in particular the Federal or State law or Authority Regulation alleged to have been violated; this statement should be accompanied by any supporting documentation the protesting party desires Pace to consider in making its decision

Protests should be submitted to: Department Manager, Purchasing  
Pace  
550 W. Algonquin Road  
Arlington Heights, IL 60005

**D. Types of Protests and Timing**

The requirement for timely filing of a bid protest with Pace will depend upon the type of protests involved. Pace will consider the following three types of protests by interested parties.

**1. Protests regarding solicitation**

Any bid protest regarding the solicitation by Pace must be filed no later than **five (5) days** before the opening of bids/closing date of the Request for Proposal. Any protest filed after that date which raises issues regarding the solicitation will not be considered by Pace.

This type of protest would include any claim that the solicitation contained exclusionary or discriminatory specifications, any challenge to the basis of award, or any claim that the solicitation documents or the solicitation process violated applicable Federal or State law, or that Pace failed to follow its Procurement Regulations in the solicitation of bids/proposals.

**2. Protests regarding bid evaluation (Invitation for Bids)**

Any bid protest regarding the evaluation of bids, submitted in response to an Invitation for Bid (IFB) issued by Pace, must be filed with Pace no later than **fifteen (15) days** after the public opening of bids. Any protest filed after such date which raises issues regarding the IFB evaluation will not be considered by Pace.

This type of protest would include any challenge to determinations by Pace of the responsiveness of a bid or the responsibility of a bidder, or any claim that the evaluation of bids violated Federal or State law or Pace's Procurement Regulations.

**3. Protests regarding proposal evaluation (Request for Proposals)**

The Request for Proposal (RFP) evaluation process, and all evaluation materials associated with this process, shall be considered confidential until final award of the contract is made. Therefore, any protest regarding the evaluation of proposals, submitted in response to an RFP issued by Pace, must be filed with Pace no later than **fifteen (15) days** after the date of contract award. Any protest filed after such date which raises issues regarding the RFP evaluation will not be considered.

This type of protest would include any challenge to determinations by Pace of the responsiveness of a proposal or the responsibility of a proposer, or any claim that the evaluation of proposals violated Federal or State law or Pace's Procurement Regulations.

**4. Protests Regarding Award of Contract**

Any protest regarding the award of the contract must be filed no later than **fifteen (15) days** after the date of award. Any protest regarding the award of the contract filed after that date will not be considered by Pace.

This type of protest will only be entertained by Pace if the protestor is able to demonstrate that the party awarded the contract fraudulently represented itself as a responsible bidder or that Pace violated Federal or State law or its Procurement Regulations in the award of the contract.

**E. Pace Response**

**1. Types of Protests**

Pace will notify the protestor upon timely receipt of a bid protest and may, where appropriate, request additional information from the protestor. Pace may, in its discretion, meet with the protestor to review the matters raised by the protest. Pace's consideration of the particular types of protests will, except as otherwise provided in Paragraph 2 of this subsection, be in accordance with the following provisions:

**a. Protests regarding solicitation**

Upon receipt of a timely filed protest regarding the solicitation, Pace will postpone the opening of bids until resolution of the protest. No additional bids will be accepted during the period of postponement.

If the protest regarding the solicitation involves a claim of unduly restrictive or exclusionary specifications, Pace will, in evaluating the protest, consider both the specific need of Pace for the feature or item challenged and whether competition is negatively impacted by including the specification regarding that feature or item. If Pace determines that such feature or item was included in the specification in order to meet justified and valid transit needs of Pace, and was not unduly restrictive of competition or designed to exclude a particular competitor, then Pace will have grounds to deny the protest.



**b. Protest regarding bid evaluation (Invitation for Bids)**

Upon receipt of a timely filed protest regarding the evaluation of bids, submitted in response to an Invitation for Bid (IFB) issued by Pace, Pace will suspend its evaluation, or award, of any or all bids submitted until resolution of the protest if Pace determines that the protestor has established that there is substantial evidence that there are doubts regarding the responsiveness of a bid or the responsibility of a bidder or regarding Pace's compliance with Federal or State law or its Procurement Regulations.

**c. Protest regarding proposal evaluation (Request for Proposals)**

Upon receipt of a timely filed protest regarding the evaluation of proposals, submitted in response to an RFP issued by Pace, Pace will issue a stop work order, if necessary, until the resolution of the protest if Pace determines that the protestor has established that there is substantial evidence that there are doubts regarding the responsiveness of a proposal or the responsibility of a proposer or regarding Pace's compliance with Federal or State law or its Procurement Regulations.

**d. Protests after award**

Upon receipt of a timely filed protest regarding the award of a contract, Pace will issue a stop work order, if necessary, until the resolution of the protest if Pace determines that the protestor has established a **Prima facie** case that the contract was awarded fraudulently or in violation of Federal or State law or Pace's Procurement Regulations.

**2. Decisions by Pace**

As indicated above, in most instances Pace will suspend the procurement process upon receipt of a bona fide bid protest. However, Pace reserves the right, notwithstanding the pendency of a protest, to proceed with the appropriate action in the procurement process or under the contract in the following cases:

- a. where the item to be procured is urgently required
- b. where Pace determines that the protest was vexatious or frivolous
- c. where delivery or performance will be unduly delayed, or other undue harm will occur, by failure to make the award promptly

After review of a bid protest submitted under this section, Pace will issue a written decision on the basis of the information provided by the protestor, the results of any meetings with the protestor, and Pace's own investigation. If the protest is upheld, Pace will take appropriate action to correct the procurement process and protect the rights of the protestor, including re-solicitation of bids/proposals, revised evaluation of bids/proposals or Pace determinations, or termination of the contract. If the protest is denied, Pace will lift any suspension imposed and proceed with the procurement process or the contract, as the case may be.

The availability of review of bid protests by FTA is described in Section II. As noted in that section, under FTA's revised procurement guidelines the role of the Federal government in bid protest review is quite limited.

**SECTION II - FTA BID PROTEST PROCEDURE**

Under Circular 4220.1E, FTA has substantially limited its review of bid protests recognizing that most protest issues are best resolved at the State or Local level. FTA will now only accept protests alleging that: Pace failed to have written protest procedures; or, Pace violated their own protest procedures.

If a protest is brought before FTA on either of these allegations, the only remedy recognized by FTA under Circular 4220.1E is to require Pace to follow its own protest procedures. FTA does not have the right to change Pace's substantive decision by substituting FTA's judgment for that of Pace.

Any protest to FTA must be filed in accordance with the requirements contained in FTA Circular 4220.1E and may only be made by an "interested party" which FTA has defined as "an actual or prospective bidder or offerer whose direct economic interest would be affected by the award of the contract or by failure to award the contract."

No protest may be filed with FTA later than five days after a final decision under Pace's procedure. As used in the preceding sentence, "filed" refers to the date of receipt by FTA and "days" refers to working days of the Federal Government.

Any alleged violation of a specified Federal requirement that provides an applicable complaint procedure shall be submitted and processed in accordance with the applicable Federal regulations instead of the requirements of FTA Circular 4220.1E. For example, see the Buy America Requirements, 40 C.F.R. Part 661 (Section 661.15); Participation of Minority Business Enterprises in Department of Transportation Program, 49 C.F.R. Section 26.107.

22. Illinois Freedom of Information Act (FOIA)

As a government agency, Pace is subject to the Illinois Freedom of Information Act (FOIA) or 5 ILCS 140/1, et. seq. as amended. Therefore, the contents of this Request for Proposals (RFP) or Invitation for Bids (IFB) and the Contractor's proposal or bid submitted in response to this RFP or IFB are subject to the Illinois FOIA statutes. However, there are various items that may be exempt, which include but are not limited to trade secrets or commercial/financial information that are proprietary, privileged, or confidential, or where disclosure of the same would result in competitive harm (refer to Section 4002 of the Technology Advancement and Development Act and to Section 7 of the Illinois Freedom of Information Act). If any such proprietary, privileged, or confidential information or data is included in the Contractor's proposal or bid, each page that contains this information or data should be marked as such (e.g., "Proprietary and Competition Sensitive") in order to indicate your claim to an exemption provided in the Illinois FOIA.

It is Pace's sole right and responsibility, however, to make the determination whether these items are exempt or not exempt under the Illinois FOIA statutes.

29. Illinois Freedom of Information Act

As a government agency, Pace is subject to the Illinois Freedom of Information Act (FOIA) or 5 ILCS 140/1, et. seq. as amended. Therefore, the contents of this Invitation for Bids (IFB) or Request for Proposals (RFP) and the Contractor's proposal or bid submitted in response to this IFB or RFP are subject to the Illinois FOIA statutes. However, there are various items that may be exempt, which include but are not limited to trade secrets or commercial/financial information that are proprietary, privileged, or confidential, or where disclosure of the same would result in competitive harm (refer to Section 4002 of the Technology Advancement and Development Act and to Section 7 of the Illinois Freedom of Information Act). If any such proprietary, privileged, or confidential information or data is included in the Contractor's proposal or bid, each page that contains this information or data should be marked as such (e.g., "Proprietary and Competition Sensitive") in order to indicate your claims to an exemption provided in the Illinois FOIA.

It is Pace's sole right and responsibility, however, to make the determination whether these items are exempt or not exempt under the Illinois FOIA statutes.

## SECTION B – FTA/IDOT/RTA REQUIREMENTS

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION (FTA);  
ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT);  
AND THE REGIONAL TRANSPORTATION AUTHORITY (RTA)**

The following terms and conditions are incorporated herein by reference and made a part of any contract(s) issued as a result of a Pace Request for Quotation, Invitation to Bid or Request for Proposal.

1. Interest of Members of Congress – No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.
2. Financial Assistance Contract – This contract is subject to the provisions of the financial assistance contracts between Pace and other sponsoring agencies which are identified in the Invitation for Bids as FTA, IDOT, and RTA.
3. Ineligible Contractors and Subcontractors – Any name appearing upon the Comptroller General of the United States' list of ineligible contractors for federally financed and assisted projects shall not be eligible to act as a subcontractor for the Contractor pursuant to this contract.

In the event the Contractor is on the Comptroller General's list of ineligible contractors for federally financed or assisted projects, this contract may be canceled, terminated or suspended by Pace.

4. Patent Rights – This Agreement shall be subject to the FTA's policy on any invention, improvement, or discovery conceived or first actually reduced to practice in conjunction with planning, research development or demonstration projects as stated in the most current FTA Master Agreement available from the FTA website.
5. Copyright and Rights in Data – This Agreement shall be subject to the FTA's policy on copyrights and rights in data with respect to reports and other technical materials developed with in conjunction with planning, research development or demonstration projects. That policy as set forth in the most current FTA Master Agreement available from the FTA website permits the author or grantee to copyright the work but FTA reserves a royalty-free nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for Government purposes.
6. Bid Evaluation Requirements – In the event a single bid is received, it may be necessary for Pace to conduct a price and or cost analysis of the bid price with the Contractor's full cooperation. The Contractor shall provide all documents requested by Pace to perform the analysis.
7. Energy Conservation Requirements – The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
8. Clean Water Requirements – (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to Pace and understands and agrees that Pace will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. (2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
9. Clean Air Requirements – (1) The Contractor agrees to comply with all applicable standards, order or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Contractor agrees to report each violation to Pace and understands and agrees that Pace will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. (2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
10. The Americans with Disabilities Act – The Contractor agrees to comply with, and assure that any subcontractor complies with all applicable requirements of 42 USC 12101 et seq.

11. Use of Metric Units of Measure and English Language – All Contract documents, conferences, letters, technical information and drawings provided by the Contractor shall be conducted or offered solely in the English language and using both the U.S. customary system of weights and measures and the Metric units system of weights and measures.

12. Audit – The Contractor shall permit the authorized representatives of Pace, IDOT, FTA, RTA and the Comptroller General of the United States to inspect and audit all work, materials, data and records of the Contractor relating to performance under the contract.

13. Employment – The Contractor, for itself, its assignees and successors in interests, agrees that it will comply with the following regulations:

(1) Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in FTA programs, Title 49, code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), and as set forth in the most current FTA Master Agreement available from the FTA website. The Contractor shall include a citation to said requirements in all subcontracts.

(2) Construction Contracts: For any contract for construction, the Contractor shall comply with the equal opportunity requirements of 41 CFR, Subsection 60-1.4(b)(1) and Subsection 60-1.4(c); the provisions of Executive Order 11246 Subsection 202 and as set forth in the most current FTA Master Agreement available from the FTA website. The Contractor shall include a citation to said requirements in all subcontracts.

14. Contract Work Hours and Safety Standards: The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-333. The Contractor certifies that it complies with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act for any construction contract over \$2,000 and mechanics and laborers contracts over \$2,500. Section 102 requires contractors to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours with compensation of 1½ times the basic rate of pay for all hours worked in excess of the 40 hours. Section 107 provides that no laborer or mechanic shall be required to work in surrounding or under working conditions which are unsanitary, hazardous or dangerous.

15. Certification of Restrictions on Lobbying – Any bidder or proposer submitting a price quotation in excess of \$100,000 is required to complete the attached certification. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Standard Form-LLL shall be submitted to the Pace Legal Department, Attn: General Counsel who, pursuant to federal regulations, will submit the form(s) to the Federal Transit Administration. Furthermore, The Contractor to whom an award is made must require any subcontractors who will be performing work for which payment in excess of \$100,000 will be made, including payments under all subcontracts, loans and cooperative agreements, to complete the same certification and forward the same disclosure forms for submission to Pace through the prime Contractor prior to the start of work.

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

This Certification is required to be completed and returned with the solicitation if the offer **EXCEEDS \$100,000**. Failure to return this Certification with the solicitation may result in a determination that the offer is non responsive or unacceptable. The undersigned certifies, to the best of his or her knowledge or belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Standard Form-LLL shall be submitted to the Pace Legal Department, Attn: General Counsel who, pursuant to federal regulations, will submit the form(s) to the Federal Transit Administration.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
(Signature of authorized official)

\_\_\_\_\_  
(printed/typed name)

\_\_\_\_\_  
(Title of authorized official)

**CERTIFICATION FOR GENERAL/PRIME CONTRACTOR**

**CONTRACTOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND  
OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The \_\_\_\_\_, certifies, by submission of this proposal,  
(Name of firm for which certification is made)

that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (If the contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal). The contractor certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 ET. SEQ. are applicable thereto.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

N/A

**CERTIFICATION FOR SUB-CONTRACTOR**

**CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Lower-tier Participant (potential or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract), \_\_\_\_\_, certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the Lower Tier Participant (potential or sub-recipient under an FTA project, potential third party contractor, or potential subcontractor under a major third party contract), is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR, OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT) \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

NOTE: This certification is required of any bidder or proposer who will be working **in excess of \$25,000** or any sub-tier contractor who will be performing work **in excess of \$25,000** for a bidder or proposer. Failure to return this certification with the solicitation may result in a determination that the offer is non-responsive or unacceptable.

**NON-COLLUSION AFFIDAVIT**

IMPORTANT: This affidavit must be properly completed and submitted with all bids

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is  
(Enter name of person making affidavit)

\_\_\_\_\_  
(Enter "Sole owner", "A Partner", "President", or other proper title)  
of \_\_\_\_\_, the bidder submitting this proposal:  
(Enter name of firm)

that such bid was not made in the interest of or on behalf of any undisclosed person, partnership, company, organization or corporation; that such bid is genuine and not collusive or sham, and that said bidder has not been a party to any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise, or to refrain from bidding and has not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the Suburban Bus Division or any bidder or anyone else interested in the proposed contract. The bidder further certifies that is it not barred from contracting with any State of unit of local government as a result of a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Illinois Criminal Code (III. Rev. Stat. Chap.38,33E-1,ET.SEQ.)

\_\_\_\_\_  
(Signature of person making affidavit)

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public

(SEAL)



**REQUEST FOR PROPOSAL NO. 134872  
PRE-QUALIFICATION OF CONSULTING FIRMS FOR  
MANAGEMENT INFORMATION SERVICES PROJECTS  
PRICE PROPOSAL**

**BASE CONTRACT – YEAR ONE**

1. **Consultant Labor Hours** – The hourly rates submitted shall be firm, fixed rates for the duration of the contract and shall not exceed the figures noted.

<b>Role/Classification</b>	<b>Proposer Equivalent Title</b>	<b>Rate/Hour</b>
Project Administrator		\$
Project Manager		\$
Senior Business Analyst		\$
Senior Programmer/Analyst		\$
Business Analyst		\$
Database Administrator		\$
Web Developer		\$
Network Engineer		\$

2. **Travel** – Travel expenses, if any, shall be billed at cost as they are incurred by the Contractor and are subject to the terms and conditions below.
- a. Pace will reimburse travel costs only for individuals traveling outside of the Chicago six-county region which includes Cook, DuPage, Kane, Lake, McHenry and Will counties.
  - b. Costs and expenses eligible for reimbursement will be those that are reasonable, allocable and allowable, as determined by Pace in accordance with Federal Acquisition Regulation (FAR) Part 31, Contract Cost Principles and Procedures, Subpart 31.2, Contracts with Commercial Organizations.
  - c. Airfare shall be the lowest customary standard, coach, or equivalent airfare offered during normal business hours.
  - d. Per Diem shall include lodging, meals, and incidental expenses. Per Diem expenses shall not exceed the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations, prescribed by the General Services Administration, for travel in the contiguous United States (CONUS).
  - e. Itemized receipts shall be required for any expense of \$75.00 or more. Contractor shall document and provide to Pace the following information; date and place of the expense, purpose of the trip, name of person on trip and that person's title or relationship to the Contractor.
  - f. Alcoholic beverages are not reimbursable.
  - g. Transportation and Per Diem costs shall not exceed the totals noted below.

**BASE CONTRACT – YEAR TWO**

3. **Consultant Labor Hours** – The hourly rates submitted shall be firm, fixed rates for the duration of the contract and shall not exceed the figures noted.

Role/Classification	Proposer Equivalent Title	Rate/Hour
Project Administrator		\$
Project Manager		\$
Senior Business Analyst		\$
Senior Programmer/Analyst		\$
Business Analyst		\$
Database Administrator		\$
Web Developer		\$
Network Engineer		\$

4. **Travel** – Travel expenses, if any, shall be billed at cost as they are incurred by the Contractor and are subject to the terms and conditions below.
- a. Pace will reimburse travel costs only for individuals traveling outside of the Chicago six-county region which includes Cook, DuPage, Kane, Lake, McHenry and Will counties.
  - b. Costs and expenses eligible for reimbursement will be those that are reasonable, allocable and allowable, as determined by Pace in accordance with Federal Acquisition Regulation (FAR) Part 31, Contract Cost Principles and Procedures, Subpart 31.2, Contracts with Commercial Organizations.
  - c. Airfare shall be the lowest customary standard, coach, or equivalent airfare offered during normal business hours.
  - d. Per Diem shall include lodging, meals, and incidental expenses. Per Diem expenses shall not exceed the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations, prescribed by the General Services Administration, for travel in the contiguous United States (CONUS).
  - e. Itemized receipts shall be required for any expense of \$75.00 or more. Contractor shall document and provide to Pace the following information; date and place of the expense, purpose of the trip, name of person on trip and that person’s title or relationship to the Contractor.
  - f. Alcoholic beverages are not reimbursable.
  - g. Transportation and Per Diem costs shall not exceed the totals noted below.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed/Typed Name

## Insurance Requirements

The Contractor, Supplier, Vendor and Subcontractors, if any, shall provide and maintain insurance covering all claims arising out of the performance of this contract. All insurers must maintain an **A-VII** rating or better by A. M. Best Company. All policies shall include a **30 day notice of cancellation** provision. **Please note the additional insurance requirements outlined on the following page(s). It is important to note that the “Additional Insured” wording shown on the following page must be shown on the Certificate of Insurance exactly as it appears in this document.** Minimum insurance requirements are those paragraphs below marked with an **X**:

- Workers Compensation and Employer's Liability Insurance** affording the following limits: **Coverage A-Statutory Benefits and Coverage B-Employer's Liability**-\$500,000 Each Accident, \$500,000 Disease-Each Employee, \$500,000 Disease-Policy Limit. Contractors not required by statute to obtain workers compensation insurance must demonstrate to Pace's satisfaction the financial capacity to indemnify Pace against claims from Contractor's employees.
- Workers Compensation Waiver of Subrogation**  
The Contractor, Supplier or Vendor and its insurer shall agree to waive their rights to subrogate against Pace or the Regional Transportation Authority for an action/incident that may have caused or contributed to an employee injury. Evidence to Pace shall be provided with the issuance of a WC 00 03 13 endorsement.
- Commercial General Liability Insurance (Broad Form)** with coverage and limits that meet or exceed the following parameters; coverage is written on an ISO CG 00 01 Coverage Form with the following limits:
- Each Occurrence-\$1,000,000  
General Aggregate-\$2,000,000  
Products/Completed Operations Aggregate-\$2,000,000  
Personal & Advertising Injury-\$1,000,000  
Medical Expense (Any one person)-\$5,000
- Business Automobile Insurance** with a Combined Single Limit (CSL) of not less than \$1,000,000 per accident for bodily injury and property damage liability arising from owned, non-owned, and hired automobiles. Coverage provided shall be not less than that provided by the current ISO form CA 00 01 and contain Symbol 1=Any “Auto” for the definition of covered autos. If the Contractor uses Pace-owned equipment to provide the service, physical damage coverage including Comprehensive and Collision should be provided using covered auto Symbols 8 and 9 for the actual cash value of the equipment. Uninsured Motorist and Underinsured Motorist Coverage shall be included at limits equivalent to the Bodily Injury and Property Damage Combined Single Limit (CSL) shown above.
- Umbrella Liability Insurance** affording limits of not less than \$2,000,000 each occurrence and \$2,000,000 Aggregate coverage. Such umbrella coverage should contain the following policy provisions/endorsements: defense, investigation, and supplementary payments “outside” or “in addition to” the policy limits, 60 Day Notice of Cancellation, Definition of “Who is an insured” shall include “Any person or organization” that is an insured under any policy of underlying coverage, and Contractor, Supplier, Vendor, or their Subcontractors must maintain underlying insurance as scheduled when the Umbrella coverage was bound.

- Professional Liability Insurance** or **Engineers and Consultants Errors and Omissions Insurance** coverage shall be provided with a limit of not less than \$1,000,000 per occurrence and \$1,000,000 policy aggregate.
- Garage Coverage** with coverage that meets or exceeds ISO CA 00 05 and Liability limits of at least \$1,000,000 each accident and \$1,000,000 aggregate. This policy should utilize Symbol 21=Any "Auto". The physical damage coverage including comprehensive and collision should have covered auto Symbol 30="Autos" left with you for service, repair, storage, or safekeeping.
- Pollution Legal Liability Insurance (PLL) and/or Contractors Pollution Liability (CPL)** with coverage afforded for third-party claims including, but not limited to: bodily injury, property damage, and remediation expenses. Due to the variation in policy types, coverage afforded, and exclusions, Pace requires that a copy of the actual policy be provided to us for a complete review prior to acceptance of the insurance terms or exhibit that make up this agreement. The minimal liability limits required for this policy are \$1,000,000.
- Fidelity Bond** Fidelity bond coverage in the amount of \$250,000 with a responsible Surety Company, with inclusion of all the bidder/proposer's employees as may be necessary to protect Pace Suburban Bus Service against losses arising out of, and not limited to: theft, embezzlement, fraud, misplacement of funds, money, or documents.

**The Contractor's General Liability, Auto Liability, and Pollution Liability (if required) insurance shall provide for the following conditions:**

- a. **The insurance policies shall be endorsed to provide that the Suburban Bus Division of the Regional Transportation Authority d/b/a Pace, and the Regional Transportation Authority and their employees are named as Additional Insured for "liability for 'bodily injury' 'property damage' and 'personal injury' caused in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf: (a) in the performance of your ongoing operations; or (b) for claims brought on behalf of your employees, agents, or subcontractor and their employees."**

Pace Suburban Bus Service shall be provided with (1) Blanket Additional Insured wording directly from the Contractor, Supplier, or Vendors policies or (2) a completed CG 20 10 07 04 **and** a CG 2037 07 04 or CG2026 Designated Organization endorsement recognizing Pace Suburban Bus Service as the designated organization. Through the issuance of these endorsements, Pace shall receive coverage for "ongoing operations" and "completed operations".

- b. **The Contractor's insurance must contain the standard Separation of Insureds provision** or an endorsement providing that, except with respect to limits, the insurance applies separately to each insured.

**The Contractor's, Supplier's or Vendor's "Other Insurance" policy clause shall be shown on the Certificate of Insurance with the following wording "This insurance is primary, not contributory, and not excess of any other insurance of Pace Suburban Bus Service."**

**Notice of Cancellation on all Policies**

Pace Suburban Bus Service shall be notified in writing at least 30 days prior to a policy cancellation for all reasons except non-payment of premium. In the case of non-payment of premium, Pace Suburban Bus Service shall receive 10 business day's advance written notification of policy cancellation. The cancellation

clause shall delete “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives”.

**Claims-Made Policy**

Claims-made policies shall either have (a) No Retroactive date or (b) A Retroactive date no later than the first date Pace Suburban Bus Service entered into a contractual agreement with the Contractor, Vendor, or Supplier. The Certificate of Insurance must indicate the retroactive date for all claims-made policies evidenced.

**Occurrence-Form Policy**

A valid Certificate of Insurance for all periods of time during which a claim might occur shall be provided to Pace Suburban Bus Service.

**Disclosure of a Deductible or Self-Insured Retention (SIR)**

The Contractor, Supplier, or Vendor shall disclose any deductible or Self-Insured Retention (SIR) under its General Liability, Automobile Liability, or Workers Compensation policy. Insurance may be provided under a plan of self-insurance, provided that the Contractor, Supplier, or Vendor notifies Pace Suburban Bus Service of its intent to self-insure (or have a deductible equal to or in excess of \$50,000) and agrees that upon request, it shall deliver to Pace each year a copy of its annual report that is audited by an independent CPA which discloses that the Contractor, Vendor, or Supplier has a minimum of \$50,000,000 in constant dollars of combined net worth and net current assets.

**Insurance Company Acceptability**-The Insurance carriers insuring the contractor, supplier, Vendor, or Subcontractor shall have a current A.M. Best rating of not less than A- VII and must be lawfully authorized to do business in the State of Illinois.

**The Contractor shall insert the substance of this section (Insurance Requirements) in subcontracts under this Contract that require work on Pace-owned property** and shall require subcontractors to provide and maintain the insurance required.

**Within 10 days of contract award and prior to commencing work, the insurance company, or its representative, shall submit an insurance certificate indicating that Pace and its employees are additional insured on the general liability, business auto (if required) and Umbrella liability insurance policies and providing thirty (30) days prior written notice of material change, cancellation, or 10 day notice of cancellation for non-payment of premium be given to:**

Purchasing Manager  
Pace Suburban Bus Service  
550 West Algonquin Road  
Arlington Heights, IL 60005

Contractor's failure to carry or document required insurance shall constitute a breach of the contract. Any failure by Pace to demand or receive proof of insurance coverage shall not constitute a waiver of Contractor's obligation to obtain the required insurance. The Contractor shall require all subcontractors to carry the insurance required herein and comply with these requirements. Contractor expressly agrees that these insurance provisions in no way limit Contractor's responsibilities under other provisions of the Contract, including the hold harmless and indemnification clause. Contractor or Contractor's insurance agent shall, upon request by Pace, furnish a copy of the insurance policy addressed to the Purchasing Section Manager. The Contractor shall not commence work herein until he has obtained the required insurance and has received Pace's approval.

**REQUEST FOR PROPOSAL NO. 134872  
PRE-QUALIFICATION OF CONSULTING FIRMS FOR  
MANAGEMENT INFORMATION SERVICES PROJECTS  
SKILLS MATRIX QUESTIONNAIRE**

Name of Firm: \_\_\_\_\_

Please fill out all of the following seven (7) pages concerning the skills makeup of full-time employed consulting personnel within each skill category and the entire information systems staff for your firm.

Under the columns marked **E** - enter the number of employed personnel in that particular skill category that have achieved **Expert** status through prior experiences for the representative Skill Area / Category.

Under the columns marked **M** - enter the number of employed personnel in that particular skill category that have **Moderate** experience for the representative Skill Area / Category. For the purposes of this RFP, Moderate is defined as having some significant experience in the area but not enough to be considered as expert. Training without any practical experience does not qualify for moderate.

Please feel free to add any additional categories that you feel would be beneficial to Pace for any skill area on Form G. - Miscellaneous.

<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b>							
Enter number of personnel with Expert (E) or Moderate (M) experience in each position.							
	Project Administrator	Project Leader	SR. Systems/Analyst	Sr. Programmer/Analyst	Programmer/Analyst	Programmer	Total Staff

Skill Area/Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>A. Microcomputers</b>														
1. Windows XP														
2. Windows Vista														
3. Unix, Linux														
4. Citrix														
5. MS Office 2003														
6. MS Exchange														
7. Adobe Acrobat 7 Pro or higher														
8. MS Access														
9. MS PowerPoint														
10. MS Visio														
11. Visual Basic 6/.NET														
12. Crystal Reports 11														
13. Business Objects														
14. Internet Explorer 7.0														
15. Html, ASP, Java, Perl, COM														
16. Hardware Install/Config														

Name of Firm: \_\_\_\_\_

	<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b> Enter number of personnel with Expert (E) or Moderate (M) experience in each position.						
	Project Administrator	Project Leader	SR Systems/ Analyst	Sr. Programmer/ Analyst	Programmer/ Analyst	Programmer	Total Staff

Skill Area/ Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>B. HP-3000 Computer</b>														
1. COBOL Programming														
2. Job Streaming (StreamX)														
3. Utilities														
4. Intrinsic					□□□									
5. PowerHouse QUIZ 8.19														
6. PowerHouse QUICK 8.19														
7. PowerHouse QTP 8.19														
8. VPLUS Generation														
9. ESP-3000 Screen Handler														
10. Database Design														
11. TurboImage														
12. TurboImage SQL														
13. File Systems														
14. MPE/iX OS														
15. MiniSoft 92														

Name of Firm: \_\_\_\_\_



	<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b> Enter number of personnel with Expert (E) or Moderate (M) experience in each position.						
	Project Administrator	Project Leader	SR.Systems/ Analyst	Sr. Programmer/ Analyst	Programmer/ Analyst	Programmer	Total Staff

Skill Area/Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>C. Networks/ Data Base</b>														
1. LAN Design/Implement														
2. MS Advanced Server 2003														
3. Active Directory Services														
4. Citrix Presentation 4.5														
5. WAN Design/Implement														
6. TCP/IP, Ethernet														
7. VPN														
8. VoIP														
9. Switches/Hubs														
10. PIX/Firewalls														
11. Bridges/Routers/Gateways														
12. Cisco Products														
13. Internet Design/Implement														
14. Web Development														
15. Oracle 9i / 10g														
16. SQL Server 2003														

Name of Firm: \_\_\_\_\_

	<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b> Enter number of personnel with Expert (E) or Moderate (M) experience in each position.						
	Project Administrator	Project Leader	SR. Systems/ Analyst	Sr. Programmer/ Analyst	Programmer/ Analyst	Programmer	Total Staff

Skill Area/ Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>D. Applications</b>														
1. Oracle e-Business Suite R12														
2. Intelligent Transit Systems														
3. Vehicle Maintenance														
4. Financial, Budgeting														
5. Human Resources, Payroll														
6. Purchasing/Receiving														
7. Inventory Management														
8. Virtualization														
9. Arc GIS 9.1 or higher														
10. Consumer Complaints														
11. Grants Management														
12. Safety														
13. Claims Tracking														
14. Statistical (SPSS/SAS)														
15. Bar Coding Applications														
16. Document Management														

Name of Firm: \_\_\_\_\_

	<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b> Enter number of personnel with Expert (E) or Moderate (M) experience in each position.						
	Project Administrator	Project Leader	SR. Systems/Analyst	Sr. Programmer/Analyst	Programmer/Analyst	Programmer	Total Staff

Skill Area/Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>D. Continued</b>														
1. CSC's RiskMaster														
2. Unisys' Mapper														
3. Adobe Live Cycle Design														
4. Adobe Live Cycle Workflow														
5. Adobe Professional 7.0 or greater														
6. XML														
7. Business Objects XI Info View and CSC														
8. Web Intelligence reports XI														
9. Oracle Discoverer BI Tool														
10. Oracle User Productivity Kit														

Name of Firm: \_\_\_\_\_

	<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b> Enter number of personnel with Expert (E) or Moderate (M) experience in each position.						
	Project Administrator	Project Leader	SR. Systems/Analyst	Sr. Programmer/Analyst	Programmer/Analyst	Programmer	Total Staff

Skill Area/Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>E. Specialties</b>														
1. Public Transportation														
2. Project Management														
3. Conceptual Design														
4. Detailed System Design														
5. Coding														
6. Documentation														
7. Procedure Writing														
8. Training														
9. Post Implementation Review														
10. Quality Review														
11. Expert Systems														
12. Disaster Recovery Planning														
13. Business Resumption														
14. EAI, EDI														
15. Network Management														
16. Storage Management														

Name of Firm: \_\_\_\_\_

<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b>							
Enter number of personnel with Expert (E) or Moderate (M) experience in each position.							
	Project Administrator	Project Leader	SR. Systems/ Analyst	Sr. Programmer/ Analyst	Programmer/ Analyst	Programmer	Total Staff

Skill Area/ Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>F. Telecommunications</b>														
1. PBX Phone Systems														
2. Call Distribution Systems														
3. Digital Switches														
4. ISDN/T1/T3/OC3														
5. X.25 Packet Switching														
6. WAP														
7. Televideo Conferencing														
8. Voice Mail Integration														
9. Interactive Voice Response														
10. Microwave Systems														
11. Satellite Communication														
12. Wireless Communication														
13. Cabling Systems														
14. Fiber Optics														
15. FAX Networks														

Name of Firm: \_\_\_\_\_

	<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b> Enter number of personnel with Expert (E) or Moderate (M) experience in each position.						
	Project Administrator	Project Leader	SR. Systems/Analyst	Sr. Programmer/Analyst	Programmer/Analyst	Programmer	Total Staff

Skill Area/Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>G. GIS</b>														
1. Arc IMS														
2. Arc GIS Server														
3. Arc GIS Engine														
4. Arc SDE														
5. Arc Pad														
6. Arc Objects														
7. Map Objects														
8. Arc GIS Explorer														
9. Java Script														
10. ASP/ASP.Net														
11. (G) XML														
12. IIS														
13. Tom Cat														
14. Java														
15. Ajax														
16. VBA														

Name of Firm: \_\_\_\_\_

<b>PROFESSIONAL PERSONNEL SKILLS MATRIX</b>							
Enter number of personnel with Expert (E) or Moderate (M) experience in each position.							
	Project Administrator	Project Leader	SR. Systems/ Analyst	Sr. Programmer/ Analyst	Programmer/ Analyst	Administrator	Total Staff

Skill Area/ Category	E	M	E	M	E	M	E	M	E	M	E	M	E	M
<b>H. ORACLE E-BUSINESS SUITE - Release 12</b>														
1. Oracle Financials (Accounts Payable, Accounts Receivable, Budget, General Ledger, Projects and Grants)														
2. Oracle Procurement (Purchasing, Receiving, Requisitions)														
3. Oracle Discoverer BI Tool														
4. User Productivity Kit														
5. Oracle 10g Database Administration														
6. Oracle Real Application Clusters														
7. EVA8000 Storage Area Network-Mirrored														
8. Oracle 10g Oracle Backup and Recovery (RMAN)														
9. Oracle 10g Data Guard and Standby Database														
10. Oracle 10g GRID OEM														
11. Upgrades and Patches														

Name of Firm: \_\_\_\_\_

**REQUEST FOR PROPOSAL NO. 134872  
PRE-QUALIFICATION OF CONSULTING FIRMS FOR  
MANAGEMENT INFORMATION SERVICES PROJECTS  
COMPANY PROFILE QUESTIONNAIRE**

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web Address: \_\_\_\_\_

Licensed in Illinois: Yes \_\_\_\_ No \_\_\_\_

Date Established: \_\_\_\_\_

Annual Billing: \_\_\_\_\_

Staffing: If your firm is selected, the following person will be fully responsible for Pace's account:  
(A resume or statement of qualifications must be submitted)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

This person will be supported by the following persons:  
(please submit a statement of their professional qualifications and educational background)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

How long has your company been in the information technology or related consulting business?

\_\_\_\_ years

How many full-time consulting employees do you currently employ? \_\_\_\_\_

How many of these employees can be available for Pace? \_\_\_\_\_

How many sub-contractors do you currently employ? \_\_\_\_\_



How many of these persons can be available for Pace? \_\_\_\_\_

Provide a list of at least 5 current and/or recent clients, each with the following information:

- Name of company or government agency
- List of services provided and period of performance
- Approximate size and/or dollar value of work performed
- Contact person associated with the services provided
- Telephone number of the contact person. (Use additional pages if necessary)

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Additional comments you may wish to make: \_\_\_\_\_

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