

RFP Section	Page	Question	Answer
	7	Hardware: Please describe the manufacturer make and model of any equipment currently in use or planned for use on the vehicles including cameras, safety/security systems, routers, signs, passenger counters, tablets and fare boxes.	All vehicles are equipped with the following (supplied and maintained by MTA): Qstraint 5 point wheel chair tie down systems; seat belts in each passenger seat; 7 onboard REI Cameras DVR systems (per bus); digital destination signs - header and boarding side displays; manual fare box/vault drop boxes.
	8	Please provide the annual Total Miles for the fleet to assist in pricing insurance.	Annual combined miles are estimated at 130,000 per year.
P	13	DBE - Please confirm there is no goal for this contract and that the 'region goal' of 4% (page 41) is informational. If there is a contract goal, please provide name/contact for any current DBE vendors used	The regional goal is informational; DBE proposers are encouraged to disclose in RFP
B.2.	14	Manager - Please clarify whether the 'manager' position is to be fully dedicated and located in Alturas or whether this position can be shared and remote	The Manager position is currently shared and remote and MTA prefers it to continue to be shared and remote.
V.A.1.	16	Employee pay rates - Please confirm/clarify that employee pay rates will be adjusted over time to meet at a minimum CA minimum wage regulations, local economics, etc and that the new rates are billed as a pass through	MTA will review and revise wages and is required to meet or exceed CA minimum wage regulations, local economics, etc. Any rate changes or MTA set paid time off, safety bonuses, holiday pay, etc. will be paid for by MTA; rate changes will be billed as a pass through.
	18	Please confirm driver billable time includes all work hours to include pre/post trip inspection, deadhead, revenue hours, safety meetings, retraining, etc. If only specific hours are billable please provide a specific definition of billable hour	Drivers are paid for all work hours including pre/post trip inspection, deadhead, revenue hours, safety meetings, training, mandated testing. Drivers are paid a 2 hour minimum for reporting to work for scheduled route, safety meeting, etc.
	19	Price Sheets - Driver 1 Pay Rates - Please confirm it is anticipated that Driver 1 will not receive a pay increase until FY24 remaining at \$20.40 per hour	Driver 1 will make the top of the pay range in FY 19/20 based on the current pay scale. MTA will review the pay scales (typically each 2 years) and may adjust the pay scale. Any salary increases or pay scale adjustments would be billed as pass through. MTA establishes the pay.
App A	26	Please provide information regarding the current benefits and co-pays for the current employees to include drivers and staff. Please include as many specifics as possible.	Currently the employees are offered medical (including dental and vision) and life insurance. Employee Assistance Program (up to 3 sessions per issue, per year - free). Employees, and their eligible dependents, that work an average of 30 hours per week are eligible. MTA is being billed \$755 a month for the employer cost (2 employees). The insurance meets the federal and state requirements.
7	30	Request all references to "volunteers" be deleted from the insurance and indemnification language as they are outside the proper scope.	Volunteers may be deleted from insurance and indemnification language as negotiated with the final contract. The draft contract language is presented for reference; Caltrans will review and approval the agreement and provisions prior to execution by Contractor and Agency
9.5	33	Please provide a listing of any liquidated damages charged or incentives earned over the past 12 months by category and month. Please clarify if the liquidated damages listed in the RFP differ from the current contract.	There have been no liquidated damages charged/incurred and no incentives have been earned over the past 12 months. Liquidated damages listed in the draft contract are the same as the current contract.
9.4.1	33	Statistics - Please clarify if the noted reports/data is to be submit by 'MTA to Contractor' or 'Contractor to MTA'	The draft contract refers to a process that is currently in place; these items may be modified/negotiated with Contractor/Agency prior to agreement. MTA currently prepares the raw monthly data for Contractor to invoice.
9.5 #2	33	Please confirm the CHP inspection only refers to the Contractors employee records since the Agency has responsibility for the fleet	This confirms that the Contractor is responsible for employee records for the CHP inspection; MTA is responsible for the fleet. Contractor shall supply the USDOT number for Agency to operate under
11.3	34	Request that Option Years be based on mutual agreement recognizing that many things can change over the base 5 year term	Each option year is based on mutual agreement and in accordance with Caltrans' requirements.
12	35	Request that Terminations provide a minimum 30 day notification. Request that Termination for Default include a 30 day cure notice period to allow for correction of any noted item.	This request would require approval from Caltrans as they currently administer the federal funds utilized in the transit services. Contractor/Agency may propose agreed to changes to Agreement.
14.12	46	49 U.S.C § 5333(b) under the Federal Transit Act (also referred to commonly as "13c") - Please confirm that there are no outstanding employer liabilities that would carry over from the current contract to the new Contractor that need to be accounted for. In some cases, there are underfunded pension programs that cause a financial concern.	There are no employer liabilities that could carry over from MTA's current contract. There is no pension program offered to the drivers.
1.8	52	Please confirm that MTA provided maintenance includes vehicle washing and cleaning	MTA provides vehicle maintenance (Schedule A, C; wheelchair lift inspections, tires, fuel); vehicle washing and cleaning are the responsibility of each driver. The drivers are paid an hourly rate and time in their work schedule to perform these duties.
2.5	53	Please provide copies of the last three months of management reports from the Contractor. If not included in the reports, please provide the actual performance levels for each of the Standards listed by month for the past 12 months	No management reports have been received from the current Contractor. This provision is negotiable.
2.6	54	Please provide a list of the positions currently provided by the contractor for this operation. Please indicate whether these positions are 100% dedicated to this contract.	The current contractor provides 3 full time and one part time driver 100% dedicated to this contract. They also provide backup drivers from other divisions on an 'as needed' basis (in the event MTA is short drivers). Classroom and BTW for new drivers; general manager/supervisor (approval for hiring, firing, coaching, disciplinary actions for their drivers) from another division - neither of these are 100% dedicated positions.
2.6	54	Are the current drivers/employees part of a labor union? If yes, please provide a copy of the current labor agreement and the contact name and number for the union representative.	No, there is not a labor union.
2.7	54	Please clarify the minimum experience required for the Manager. Page 14 section 3 notes minimum 3 years while page 54 notes minimum 5 years	Page 14, Section 3 is the minimum experience required for the manager which specifies 3 years of supervision with minimum of 6 employees supervised during that period.
2.7	54	This section implies the Contractor provides drivers, operators, mobility manager and other office laborers. Please provide a seniority list for each of these employees to include their hire date, current pay rate and regularly scheduled hours each week.	Currently there are three full time drivers.
2.12	56	Please clarify the 'required to monitor' level of Road Supervision. Is a non-driver to be available, on-duty during all hours of service acting solely as a road supervisor?	Contractor is responsible to provide a ride-along and certify the driver in wheel chair lift operations annually. A driver may receive coaching from Contractor in the form of a ride along or at the beginning of their employment.
2.14	57	What Scheduling system is currently being used?	MTA currently schedules drivers for the routes; time is entered into an excel spreadsheet from the driver's manifest. The manifest is used by the driver throughout the day.
2.16	57	Please clarify the hours a staff person needs to be in the office available for information and reservation calls. The Price Sheets only list 3 drivers and their pay rates. Who handles dispatch/phone service and what are their pay rates?	MTA staff reserves passenger trips for intercity services. Drivers self dispatch via blue tooth and cell phones for the local bus service.
2.16	57	Please provide information and schedules for the current dispatch personnel. How many need to be on duty at any given time to 'effectively respond to incoming calls at a quality and level consistent with SAGE STAGE patron demand.'	MTA Staff is responsible for intercity; drivers self dispatch for the local bus service (demand response).
2.16	57	Please provide the current call volume, broken down by weekday, Saturday and Sunday to include hourly levels if possible.	We do not currently track this data - MTA staff cover all incoming calls to the office. Drivers may retrieve messages from the office phone occasionally.

3.3	59	Please provide information and schedules for the current vehicle cleaning staff used to meet the contract requirements. Please include their pay rates and hours worked each week.	Driver job duties include cleaning and washing the buses; MTA provides all cleaning supplies
		Please provide the current rates paid to the existing contractor for variable and fixed costs. Also, please indicate the total amount paid to the contractor for the last fiscal year.	The total amount paid to the contractor for the past fiscal year (2017/18) was \$203,475.00
		Does the MTA have any requirements regarding support vehicles or the need for Contractor provided vehicles? Type, number, age limit, fuel type. How many are currently being supplied by the contractor?	No vehicles are being supplied by the contractor for Sage Stage services; currently the contractor uses their own vehicles to travel to Alturas and train drivers. Drivers are paid directly from MTA for per diem, mileage and lodging for initial driver training/licensing.
		During the transition, how many vehicles will be made available to the incoming contractor to perform training?	5 cutaways will be available for an incoming contract to perform training and certifications.
		Please provide copies of the last three months of invoices from the Contractor.	See attached for October, November and December 2018 Billings
		At various times, state, federal, and local governments change laws, rules and regulations which require a company to increase the wages or benefits for the employees that will be employed under this contract. If such an event occurs during the term of the agreement, how will the agency respond for a request for increased compensation. For example, the recent Affordable Care Act legislation significantly affected the level and cost of medical coverage for employees. Since these events cannot be anticipated and the costs are so significant, we need to understand the risk associated with such laws, rules or regulations.	MTA receives federal and state funds to operate transit services and is obligated to abide by laws and regulations. Since this is a pass through contract; costs incurred by the Contractor in delivering Sage Stage operations are covered expenses. These opportunities are negotiated and discussed to meet the requirements.