

**REQUEST FOR PROPOSALS**  
Dispatch Software  
**2025 CTWSI RFP-01**  
Community Transit of Watertown/Sisseton, Inc.

**PROPOSAL SUBMITTAL CLOSE: October 6, 2025, at 4:00 PM Central Time Zone**

Community Transit of Watertown/Sisseton, Inc. (CTWSI) requests proposals from vendors with the experience, knowledge and qualifications outlined in RFP to conduct an installation and training of a dispatch software system.

Proposal documents may be obtained electronically at: [www.communitytransitws.com](http://www.communitytransitws.com)

Questions regarding obtaining proposal documents can be directed to Terry Hoffman at 605-882-5287. Inquiries regarding the RFP will be directed, in writing, to Terry Hoffman at 205 1<sup>st</sup> Avenue NE; Watertown, SD 57201 or [terry@communitytransitws.com](mailto:terry@communitytransitws.com) . All inquiries, request for clarifications and request for exclusions or alternates must be received by September 15, 2025, before 5:00 PM, Central Time Zone

Notice is hereby given that sealed proposals will be received at the Community Transit of Watertown/Sisseton, Inc. building at 205 1<sup>st</sup> Avenue NE in Watertown, SD, until 4:00 PM on Central Time Zone on October 6, 2025. Envelopes or boxes containing proposal documents will be addressed to Terry Hoffman at the above address and must be sealed and clearly labeled "RFP # 2025 CTWSI RFP-01 Sealed Proposal Enclosed". Oral, email or telephone proposals and modifications will not be considered. Proposals received after said date and time will be returned unopened.

Community Transit of Watertown/Sisseton, Inc. at 4:00 PM Central Time Zone on October 6, 2025, will open proposals publicly and read aloud. Proposal shall not be withdrawn by any proposer for a period of 60 calendar days after opening proposals. CTWSI will review the proposals as prescribed in RFP as the process of selecting a vendor. CTWSI reserves the right to reject all proposals, to accept proposals it deems to be in its' best interest and to waive any or all informalities in proposing procedures.

Financial support for this project is provided through financial assistance from the Federal Transit Administration (FTA).