

Questions For Request for Proposal 2025 CTWSI RFP-01,
Dispatch Software Procurement
Community Transit of Watertown/ Sisseton Inc., South Dakota

1. What is the budget for this project in year one and subsequent years? **N/A**
2. What were the issues the Agency was facing with the incumbent, if any? **No issues with incumbent, contract expired.**
3. What are the minimum qualifications for a vendor/company to be considered a valid bidder responding to this RFP? **Cannot be suspended or debarred by SAM.gov. Must be registered with SD Secretary of state. We will be checking references. Refer to Section 1.4. PROPOSER ELIGIBILITY**
4. Can the Agency share the ridership data for the past year? Also, share the annual number of trips estimated? **Will only discuss during negotiations with top proposers.**
5. Could the Agency provide 3 days of trip scheduling data so vendors can include an analysis of this data in their proposals. **Only during negotiations with top proposers.**
6. Are there any hardware requirements? If not, then, please share the details of the existing one, e.g., MDTs/Tablets, and which configuration it is? **No hardware requirements, utilize tablets currently.**
7. In the RFP, in the section 5.1.1 Title Page under 5. Proposal Format, it states “By signing the title page, the proposer certifies compliance with the administrative requirements of the Agency (see section 0).” – Which page and section is the Agency referring to? **Title page is the first page of the company’s proposal submittal.**
8. In the RFP, under section 5. Proposal Format, there are two sub-headings named “Work Plan” and “Deliverables”- Kindly provide details on what is to be provided under each heading as well as how they are different from each other. **Deliverables are the expectations of what you provide, and the work plan is how you will provide the deliverables.**
9. Can the Agency share an editable Pricing Format with its vendors? **No**
10. Can the Agency confirm the anticipated contract execution date and target implementation timeline following an award of RFP?

| Activity | End Date & Time | RFP Section |
|---|----------------------------|--------------------|
| RFP Publication | 9/3/2025 | 1.5.2 |
| Deadline for submission of written inquiries | 9/15/2025 | 1.5.3 |
| Agency responses to Proposer questions | 09/19/2025 | |
| Proposal submission to the Agency | 10/6/2025 | 1.5.4 |
| Evaluation of proposals to determine a short list (if required) | 10/13/2025 | 1.6-1.7 |
| Demonstrations, presentations, and discussions (if required) | 10/20/2025 | 1.7-1.8 |
| Contract award | 10/24/2025 | 1.8-1.9 |

11. Please confirm if there are only two forms to be filled in for the RFP? Does the vendor need to include the forms attached in the Technical Proposal or, separately? **The last 3 pages of RFP have 2 certificates that need signed and submitted with the proposal, they are titled: GOVERNMENT-WIDE DEBARMENT AND SUSPENSION and NONPROCUREMENT) CERTIFICATION AND RESTRICTIONS ON LOBBYING.**
12. Kindly confirm how both Cost Proposal and Technical Proposal are to be submitted and to which address they are to be shipped, since the RFP addresses that no electronic submissions will be accepted.
CTWSI must receive all proposals by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will be late and ineligible for consideration.
Proposals must be signed in ink by an officer of the Proposer legally authorized to bind the Proposer to the proposal. Proposals that are not properly signed may be rejected.
The Proposer must submit an original hard copy and flash drive of the proposal. Proposer may not send the electronic copy of the proposal via email.
The cost proposal must be in a separate sealed envelope labeled "Cost Proposal" and marked with the RFP number and title. The words "Sealed Proposal Enclosed" must be prominently displayed on the outside of the shipping container.
Proposals should be labeled in capital letters as follows:

**REQUEST FOR
PROPOSAL**

PROPOSAL DUE:

BUYER:

2025 CTWSI RFP-011

Oct 6, 2025, 4:00 PM, central time zone

TERRY HOFFMAN

CO-EXECUTIVE DIRECTOR

**COMMUNITY TRANSIT OF WATERTOWN/SISSETON
INC.**

205 1ST AVE. NE

WATERTOWN, SD 57201

13. Are there any bid or performance bond requirements with this project? **No**
14. Are there any Disadvantaged Business Enterprise (DBE) goals or participation incentives associated with this procurement? **No goals or participation incentives are required. If a DBE is selected, the company must be registered with the South Dakota Department of Transportation.**
- If yes, does the vendor need to be DBE certified in VA to submit a proposal? **No**
 - If the vendor is DBE certified in other states, will this satisfy any DBE requirement for this project? **No**
15. Will the Agency accept electronic signatures on the forms and cover letter? **No**
16. In order to allow bidders to prepare a more detailed and informed response, can the Agency please extend the submission deadline for the proposals? **No.**
17. Can you please specify how many vehicles will be under this contract? **We currently have a fleet of 67 vehicles, but this number is growing.**