



Request for Proposal

for

Transit Program Administrator/Grant Specialist

(AN INFORMAL SOLICITATION FOR PROFESSIONAL SERVICES)

Due: 4:00 p.m. Pacific Time

January 10, 2025

**Baker County Commissioners
Heidi Martin, Executive Assistant
1995 Third St.
Baker City, Oregon 97814**

SOLICITATION FOR SERVICES

Baker County, a local government, located in Baker City, Oregon, is seeking to identify parties interested in responding to an Informal Request for Proposal (RFP) to administer the Baker County Transit program and to research and administer grant funds. This solicitation for proposals is made in compliance with Baker County Resolution 2005-1027, Exhibit A, Procedure for Screening and Selection of Persons or Firms to Perform Personal Services Contracts. This RFP will result in a contract for services that is over \$5,000 but not over \$150,000; therefore, the procedure for procurement may be made through Informal Procedure, as outlined in the Resolution. Baker County has chosen to solicit proposals using this document, which it is calling a Request for Proposal. Nothing in this document should be interpreted in such a way as to assume additional requirements for solicitation beyond what is included in the Resolution and Exhibit A, outlining requirements for Contracts through Informal Procedure.

INVITATION

Baker County (County), is seeking proposals that include an hourly rate for a total contract amount not to exceed \$25,000 for the transit program and an hourly rate for additional County department grant services. The County will accept proposals that fulfill the Transit Program scope of services and/or the County Grant scope of services.

Interested proposers will assist the County by implementing and administering the ODOT STIF, 5310, 5304 and future transit programs. Administration of these funds is not expected to exceed an average of 10 hours per week.

In addition, the County may ask for assistance to research and administer other grant opportunities that may benefit various County departments. This work will be done on an as-needed basis. Work may consist of a portion of or all of the scope of duties relating to grant work depending on department need and funding.

GENERAL REQUIREMENTS

- The RFP is hereby open for proposals on **December 9, 2024**.
- All proposals are due **January 10, 2025** by 4:00 p.m.
- No late proposals will be accepted.
- Proposals may be submitted electronically via email, hand delivery or by mail. All proposals must be **received** by the designated due date and time or they will not be considered. Proposals may be sent to:

Baker County Commissioners
Attn: Heidi Martin, Executive Assistant
1995 Third St.
Baker City, OR 97814
hmartin@bakercountyor.gov

- All proposals received will be considered a public record and may be subject to public disclosure as allowed by the Oregon Public Records Law.

- The inclusion of subcontractors in a submitted proposal will result in disqualification. Baker County seeks only one prime contractor to execute these duties.

Baker County is an Equal Opportunity Employer following the laws of the United States of America and the State of Oregon. The successful proposer shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the resulting contract, including but not limited to the Americans with Disabilities Act of 1990, as amended and ORS 659A.112 through 659A.139

SCOPE OF SERVICES

The awardee of this contract will work collaboratively with transportation providers of the community, government officials, County department heads and elected officials, and community members who seek to improve the accessibility and quality of transportation services within Baker County, hereinafter referred to as “stakeholders”.

The scope of work will include the following:

Transit Program

1. Attend required ODOT meetings and grant application meetings, trainings and conferences.
2. Prepare transit grant applications to include operations, administrative, mobility management and capital outlay. Submit before stated deadlines.
3. Bid and write contracts with transit service providers.
4. Provide public notice, facilitate and take minutes for Transportation Advisory Committee (TAC) meetings; approximately 4 quarterly meetings per year.
5. Provide quarterly update to the County on transportation services and projects.
6. Provide timely quarterly reports to include, STIF, FTA 5310, and 5304. This includes entering and providing statistics on reporting.
7. Request timely reimbursements from the State and County.
8. Advise the County on any program requirements needed to ensure compliance.
9. Receive customer complaints; forward and/or address the complaint with the County, provider and/or the Transportation Advisory Committee.
10. Update the Commission as needed on project and funding issues.
11. Propose and conduct transit marketing opportunities based on budget availability.
12. Ensure program requirements are met, address compliance issues; perform transit provider site visits.
13. Prepare an RFP to solicit transit providers; present the draft RFP to the County Commissioners, coordinate with the County on posting requirements; work within ODOT and County purchasing policies.
14. Maintain a positive working relationship with partners, stakeholders, County department heads, elected officials, support staff and government agency officials.

County Grants

1. Conduct research to understand the objectives and financial needs of the department or program; meet with department heads/elected officials to gather information to prepare the grant application.

2. Prepare grant application as required including technical exhibits and assembling appropriate information from County departments. This includes electronic grant filing. Communicate the mission and goals of the department in a compelling and persuasive way to potential funders.
3. Administer, supervise, coordinate, report and monitor federal, state and local grants in accordance with applicable standards, regulations and guidelines; prepare and submit reports; monitor funds, ensure grant compliance requirements are met.
4. Communicate and provide updates to the applicable County department on all grant activities including but not limited to program requirements, funding and reporting.
5. Plan and organize grant activities to ensure all deadlines are met.
6. Ensure compliance with County protocols and policies including but not limited to procurement, record retention and public notice policies.
7. Maintain a positive working relationship with partners, stakeholders, County department heads, elected officials, support staff and government agency officials.

PROPOSAL REQUIREMENTS

Each proposal shall contain the following:

1. Cover Letter: A professional cover letter must be submitted to introduce the proposal and express a general understanding of the scope of services and how those expectations will be met. The letter should contain the name of the proposing entity as well as all contact information and appropriate signature. The letter should also indicate if you are submitting a proposal for the Transit Program services, County Grant services or both.
2. Statement of Understanding: The proposal should express a general understanding of the scope of services and how the proposer will accomplish all of the requirements and meet expectations. The proposal should include a statement of knowledge, skills, abilities and experience; showcase prior successful experience in grant administration.
3. Compensation: A financial statement that includes an hourly rate, anticipated ancillary expenses including, but not limited to, travel, meals, etc.
4. References: Provide at least three references who can best comment on your prior work, knowledge, skills and abilities.

EVALUATION

Proposals will be evaluated based on the requirements listed above. Failure to include all organizational categories may be considered unresponsive by the County and cause the proposal to be rejected.

Although cost of services is important, the County will not necessarily select the lowest cost proposal for the award.

NOTICE OF AWARD

The entity submitting the successful proposal will be given notice of intent to award in person or via phone by the County.

Following award and negotiations, the County will enter into a Personal Services Contract defining specific contract conditions and obligations. Prior to entering into a contract, the successful proposer will be required to provide proof of independent contractor status by giving

Baker County documentation of at least three (3) of the following. Failure to meet these requirements may disqualify the proposer.

1. Proof of business location that is separate from County owned property.
2. Proof the business bears the risk of loss related to providing the contracted services (example: proof of professional liability insurance)
3. Proof of business advertising or marketing efforts, or show that the business offers services to two or more different people within a 12-month period.
4. Proof that I make significant investments in the business such as purchasing tools or equipment necessary to provide the contracted services, paying for the premises or facilities where the services are provided, or paying for licenses, certificates or specialized training that allows me to provide the services.
5. Show that I have the authority to hire other people to assist me in providing the services, and the authority to fire those people.

ADDITIONAL INFORMATION

This RFP does not commit the County to award or enter into a Personal Services Contract. Under no circumstances will the County pay the costs incurred in the preparation of a response to this RFP. The County reserves the right to:

- Delay any portion of the RFP process if it is in the County's best interest to do so.
- Accept or reject any or all proposals, or any portion received as a result of this RFP.
- Negotiate with any proposer.
- Accept a proposal, and/or subsequent offers due to negotiation, from any proposer.
- Determine the most responsive proposer, taking into consideration any or all information supplied by the proposer in the proposal and the County's investigation into the experience of the Proposer. In addition, the County may accept or reject proposals based on minor variations from the stated scope of services when such action is deemed to be in the County's best interest.
- Negotiate a final scope and price with the selected proposer that may differ in some respects from this RFP.
- Seek clarifications of each proposal.
- Consider proposal modifications received at any time before the award is made, if such action is in the best interest of the County.
- To negotiate a final contract that is in the best interest of the County.

Public records and confidentiality of proposals: This RFP and one copy of each original response received, together with copies of all documents pertaining to the selection of the successful Proposer and execution of a copy of the executed contract, will be kept by the County in accordance with Oregon Public Records Retention statutes. By submitting a proposal, the Proposer acknowledges that information submitted in response to this RFP is open to public inspection under Oregon Public Records Law.