

Proposer Questions Form

The Authority will provide two (2) separate question and answer periods related to this procurement. To be considered, such requests must be received no later than the date and time stated for the **Deadline for all Proposers to Submit Questions to the Authority** referenced in **Section 1.2.3, Current Schedule of Events**. The Authority shall not respond to any Proposer questions after the deadline has passed.

Proposers shall use this form to submit requests for interpretation, clarification or questions about the procurement process, the Procurement Documents or the Project. Please add rows to this form as necessary in **Microsoft Word** and submit the form to the Authority as a PDF.

Once complete, submit for C-7 to **Procurement@tampa-xway.com** addressed to the Authority’s Contracts and Procurement Manager.

Proposer Questions			Tampa Hillsborough Expressway Authority		
#	RFP Page	RFP Section	RFP Section Description	Proposer Question	Authority Response
1.	26	1	Section 1.18.4.1.B: ELOR Package Requirements, Proof of Bonding Capacity	Does the required letter of bonding capacity from the Contractor’s surety need to refer to this RFP or would a general statement regarding the Proposer’s bonding capacity ability suffice?	The letter of bonding capacity from the Proposer’s surety does not need to reference this RFP.
2.	27	1.18.4.2	ELOR PACKAGE SECTION 2 – COVER LETTER – Sub bullet 2	Referring to a question raised during the Mandatory Pre-RFP meeting on December 18th, 2024, we would like to confirm our understanding of the answer provided. Can the designated contact person during the procurement process be different from the proposed Contractor Project Manager?	Yes. Proposers only need to identify an individual that will be the main point of contact for the Authority throughout the procurement process and it does not need to be the Project Manager. This change will be documented in an addendum.
3.	241	Exhibit D, Section A, Item 16	Exhibit D: INSURANCE REQUIREMENTS, COVERAGES, and LIMITS	Will THEA accept a statement from a third-party insurance broker authorized by the respective insurance companies confirming that there are no pending claims or legal actions against the insured, which would impair the insurance company’s ability to cover the minimum aggregate insurance limits stated in the RFP?	No.

Proposer Questions			Tampa Hillsborough Expressway Authority		
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4.	242	Exhibit D, Section B, Item 2	Exhibit D: INSURANCE REQUIREMENTS, COVERAGES, and LIMITS	The General Aggregate coverage requirement (\$1,000,000) is less than the Each Occurrence coverage requirement (\$2,000,000). Can THEA confirm the coverage of the General Aggregate and Each Occurrence required for the Commercial General Liability Insurance requirement?	An addendum will be issued reflecting revisions to RFP Exhibit D (Insurance Requirements, Coverages, and Limits).
5.	242	Exhibit D, Section B, Item 2	Exhibit D: INSURANCE REQUIREMENTS, COVERAGES, and LIMITS	Does the Commercial General Liability Insurance per person limit of \$1,000,000 apply to the “each occurrence” limit?	An addendum will be issued reflecting revisions to RFP Exhibit D (Insurance Requirements, Coverages, and Limits).
6.	244	Exhibit D, Section B, Item 7	Exhibit D: INSURANCE REQUIREMENTS, COVERAGES, and LIMITS	Does the combined aggregate for Item #5: Professional Liability Insurance and Item #7: Technology Errors and Omissions mean \$5M each occurrence and \$5M aggregate or \$5M each occurrence and \$10M aggregate?	If the Technology E&O insurance coverage requirement (item #7) will be met through or combined with the Professional Liability Insurance (item #5); then the minimum coverage requirement for Technology E & O insurance shall be \$5,000,000 per occurrence and \$10,000,000 annual aggregate.
7.	254	Exhibit E	Exhibit E: Operations & Maintenance Bond Forms	Is THEA willing to accept an annual Performance bond form during the Operations & Maintenance Phase of the Contract that will reflect the updated length of the remaining portion of the Operations & Maintenance Phase?	Yes, the intent is that the Performance Bond for the Operations and Maintenance Phase will be provided on an annual basis during the term of the Operations and Maintenance Phase and the penal amount will be the O&M contract price for that year.
8.	254	Exhibit E	Exhibit E: Operations & Maintenance Bond Forms	Please confirm if THEA will use the annual Performance Bond form in Exhibit E for the two (2), two (2) year optional Operations & Maintenance renewal periods as well.	Yes, the Performance Bond for the Operations and Maintenance Phase provided in Exhibit E will be required for every year of the Operations and Maintenance Phase.

Proposer Questions			Tampa Hillsborough Expressway Authority		
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9.	11	Exhibit E	Exhibit E, Performance and Payment Bond Forms	May a Proposer submit exceptions to the provided bond forms?	The Authority does not anticipate accepting any revisions to the bond forms, but a Proposer may submit suggested or requested revisions to the bond forms for consideration within the deadline for proposers to submit Round 2 Questions to the Authority as set forth in the RFP. However, unless and until the Authority accepts any proposed revisions to the bond forms through a written addendum, Proposers must submit the bond forms as provided in the RFP.
10.	14	1.12.6	Florida Department of Transportation (FDOT) Qualification	We have noticed that Certificate of Qualification is a defined term but is not listed in Section 2. Can you please clarify the same?	The requirement for Certificate of Qualification will be removed. This change will be documented in an addendum.
11.	14	1.12.6	Florida Department of Transportation (FDOT) Qualification	Is the Certificate of Qualification a requisite for the Proposer to be able to submit a proposal, in addition to being registered to do business in Florida?	The requirement for Certificate of Qualification will be removed. This change will be documented in an addendum.
12.	19	1.18.4.1	ELOR Package Section 1 – The Pass/Fail Criteria E. Financial Information	Proposer will not have its audited and unaudited financials regarding 2024 ready in time for ELOR package submission. In this case would the ones from 2022 and 2023 suffice?	Yes. The most recently completed audited financial statements should be submitted. Proposers shall only be required to submit the executive summary/auditor’s opinion from their most recent audited financial statements. This clarification will be documented in an addendum.
13.	39	1.21.4	Price Proposal Guaranty	Can the Proposer replace the wire transfer for a standard bid bond issued by an acceptable Surety?	Yes.

Proposer Questions			Tampa Hillsborough Expressway Authority		
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14.	n/a	n/a	n/a	Please confirm that Proposer’s representatives are allowed to electronically sign all documents included in both packages.	Yes. Proposers may electronically sign. This change will be documented in an addendum.
15.	21	1.18.4.3	ELOR Package Section 3 –Staffing, Experience and Approach, B. Proposer Experience and Qualifications (5 Pages)	Item 2.a states that proposers should describe: “Past performance on three (3) projects of similar scope, complexity, and scale. One of the three (3) referenced projects must have been implemented within the last five (5) years and be under active operations and Maintenance by the Proposer.” Form C-4, item b contains a note stating: “The Proposer shall have maintained the system for at least one (1) year as of the release date for this RFP.” Please confirm that the minimum qualification is as stated in Item 2.a (one of the 3 projects implemented within the last 5 years and under active O&M) and that all 3 projects do not need to have been in active maintenance for at least one year of the RFP date.	Confirmed that one of the three projects must be in active operations and maintenance. All three projects do not have to have been in active operations and maintenance for at least one year as of the release date of this RFP.
16.	28	D. PROPOSAL SECTION 2: STAFFING AND KEY PERSONNEL QUALIFICATIONS	Table 1-5: Key Personnel Roles and Qualifications	Can you please clarify whether the Maintenance Manager needs to be onsite 100% of the time?	As identified in the RFP, the Maintenance Manager shall be responsible for managing the on-going operation and maintenance of the OBOS, including maintenance resources, system and performance monitoring, preventative maintenance, client coordination, issue resolution, and system security. The Maintenance Manager does not need to be onsite 100% of the time.

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17.	45	1.21.2.1	Price Proposal Submittal Requirements	As we cannot make assumptions in the Price Proposal, should the cost of various items in our BOM materially increase as a result of government action (not known at the time of submittal), will the Proposer be entitled to an equitable adjustment?	The prices in the Proposer’s Price Proposal submittal shall reflect the amounts that will be paid by the Authority to the Contractor.
18.	80	3.1.2	Contract Term	Given that the Contract duration is 8 years, which Maintenance year will be pro-rated? Would it be Maintenance Year 1 or the final base year of Maintenance before the contract expires/moves into optional Maintenance periods?	The Contractor’s year one (1) monthly maintenance pricing shall begin the first day that the OBOS becomes operational as the Authority’s system of record. Pricing for subsequent years (e.g. year 2, year 3, etc.) will be initiated on the one-year anniversary date of the OBOS becoming operational as the Authority’s system of record. This payment approach shall be applied throughout the contract term including any optional renewals. This clarification will be documented in an addendum.
19.	243	Exhibit D	Exhibit D, Insurance Requirements, Coverages, and Limits	Would the Authority please explain what types of activities would be covered under this section? We are wondering what the distinction is between Professional Liability Insurance, also known as “Errors and Omissions” and Technology Errors & Omissions	Exhibit D, Section 7 describes what the Technology Errors & Omissions liability must cover.
20.	244	Exhibit D	Exhibit D, Insurance Requirements, Coverages, and Limits	Would the Authority consider removing the word "all" from the following: "Covering liability for all professional products and Services performed..."	No.

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21.	24	1.18.3	Phase 1 ELOR Package Submittal Procedure	<p>“The ELOR package shall be formatted using 8½”x11” pages, Times New Roman font, and a minimum font size of twelve (12).”Would the Authority allow a smaller (no less than 10 pt Times New Roman) font size to be used for headers/footers, graphics, and tables to ensure compliance with the page count requirements?</p>	Yes.
22.	39	1.21.4	Price Proposal Guaranty	<p>The RFP states, "If the Proposer improperly withdraws its Technical and Price Proposal, or if the Proposer receives a Notice of Intent to Award the Contract and fails to execute and deliver to the Authority any of the Contract Documents or information required by this RFP within thirty (30) Calendar Days after the Authority’s written request, the Authority shall be entitled to the full amount of the Price Proposal Guaranty, not as a penalty, but in liquidation of and compensation for damages."</p> <p>Would the Authority please further define what it means by "improperly withdraws"?</p>	Refer to Section 1.3.5 Withdrawal of ELOR Package or Technical and Price Proposal of the OBOS RFP.
23.	36	1.20.5.3 & 1.20.5.4	Technical Proposal Evaluation	<p>It is unclear how demonstrations and interviews will be scored other than as part of the technical proposal score—e.g., whether they’ll be scored as part of the technical proposal score for “Approach to Scope of Work” or some other way. Kindly clarify.</p>	The demonstration and interviews will not have independent scoring. The information obtained from the Evaluation Committee from the demonstrations and interviews may be used by the Evaluation Committee in their determination of scores for the Technical Proposal, including any part of the evaluation criteria for the Technical Proposal.

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24.	39	1.21.4	Price Proposal Guaranty	The RFP provides, “A Price Proposal Guaranty in an amount of not less than five percent (5%) of the Total Contract Amount shall accompany each Proposer’s Price Proposal. The Price Proposal Guaranty shall be in the form of wire transfer to the Authority. The Authority will provide wiring instructions to shortlisted Proposers.” The RFP also provides, “The surety on any Price Proposal Guaranty shall be a company recognized to execute bid bonds for contracts of the State of Florida.” These two requirements conflict; please advise whether a bid bond that meets the RFP’s requirements may be provided with the Price Proposal in lieu of a wire transfer.	Yes.
25.	n/a	n/a	n/a	Particularly given the length of the Contract Term, we request an annual price adjustment based on changes made in the CPI, beginning in 2027 and using 2026 as the base year.	Price Proposals Forms shall allow Proposers to enter an annual escalation for the Operations and Maintenance Phase of the contract. An escalation is not included for the Design and Implementation Phase of the contract.
26.	n/a	n/a	n/a	We request that if and when the U.S. federal minimum wage or any Florida minimum wage is increased, THEA will make a corresponding price adjustment for labor.	The prices in the Proposer’s Price Proposal submittal shall reflect the amounts that will be paid by the Authority to the Contractor.
27.	n/a	n/a	n/a	Can THEA please share what the anticipated budget for this contract/program is?	No.

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28.	25	1.20.3	A. Cover Letter	The RFP states that the Contractor Project Manager shall be the main point of contact for the Authority throughout the procurement process. Is it acceptable to have a different primary contact only during the procurement process that is not the Contractor Project Manager (key personnel)?	Yes. Proposers only need to identify an individual, that will be the main point of contact for the Authority throughout the procurement process. This change will be documented in an addendum.
29.	17	1.18.3	Phase 1 ELOR Package Submittal Procedure	The RFP states, "Only one (1) ELOR package, in one (1), combined PDF file download, per legal entity is acceptable." However, in other sections (see 1.18.4.1 D. Conflict of Interest and E. Financial Information) it states that separate and/or combined PDFs should be submitted for these individual sections. Can you please clarify how the ELOR should be submitted and if one combined PDF file for the entire package is preferred?	The information required to be submitted with the ELOR package shall be submitted as one (1) combined PDF file. This change will be documented in an addendum.
30.	177	Scope of Work and Requirements	Scope of Work and Requirements – Req. #419	Can you confirm that files will be migrated according to the Appendix L - Data Retention Schedule. For example, images older than "Current Fiscal Year plus previous two Fiscal Years" will not be migrated. We're assuming that all applicable files will be copied to the "interim environment". can you confirm?	Confirmed.
31.	271-282, 381-382	Appendix B	Appendix B – RTCS/OBOS ICD Overview v4.0	Appendix B – RTCS-OBOS ICD Overview IMAGE REQUEST says that images are 300KB JPEG files. Appendix K - Authority Volumes says that the Current Bytes per image is 700KB. Can you please clarify the difference?	The image size noted in Appendix B (i.e. 300KB) is the anticipated size of future RTCS images with the new RTCS Contractor's system, and the image size noted in Appendix K (i.e. 700KB) is the current size of images from the legacy RTCS.

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32.	19	1.18.4.1	Financial Information	Are financial statements for 2023 and 2022 acceptable?	Yes. The most recently completed audited financial statements should be submitted. Proposers shall only be required to submit the executive summary/auditor’s opinion from their most recent audited financial statements. This clarification will be documented in an addendum.
33.	22	1.18.4.3	High level approach to design and implementation and operations and maintenance	As the Sinelec OBOS solution can be deployed as on-premises, Cloud or hybrid, does THEA have a preference for what approach is outlined in the High-Level Approach to Design?	The Authority does not have a preference.
34.	7	1.3.1	Pre-Proposal Meeting	Can THEA provide a list of the attendees at the mandatory pre-proposal meeting?	Yes, the list shall be placed on THEA’s website and DemandStar.
35.	17	1	1.18.3 PHASE 1 ELOR PACKAGE SUBMITTAL PROCEDURE	Are smaller font sizes than 12pts allowed on tables, schedules, or graphs?	Yes, 10pts fonts minimum shall be allowed on tables, schedules, or graphs. This change will be documented in an addendum.
36.	20	1	1.18.4.2 ELOR PACKAGE SECTION 2 – COVER LETTER	Would you be open to designating the Project Director as the primary contact throughout the procurement process instead of the Project Manager?	Proposers only need to identify an individual, that will be the main point of contact for the Authority throughout the procurement process. This change will be documented in an addendum.

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37.	29	1	E. PROPOSAL SECTION 3: APPROACH TO SCOPE OF WORK	Will the agency be contracting directly with the cloud service provider, or will the initial setup, recurring service costs, and support be included in the price proposal?	The Authority will not be contracting directly with any other entity for cloud services. All costs shall be identified and included by the Proposer in Proposer’s Price Proposal.
38.	3	1	1.1 Conceptual Diagrams	The acronym ETC is commonly used for Electronic Toll Collection but is also applied to refer to Transponder-Based Transactions. To ensure clarity and avoid confusion, could you consider using the acronym TBT exclusively for Transponder-Based Transactions?	No, TBT will not be used in this solicitation. For this solicitation when used in the context of a toll Transaction, ETC is defined as a transponder-based transaction. When used in the context of an account, ETC refers to a prepaid/prefunded account. This change will be documented in an addendum.
39.	73	4 and 7	7.5 Incident Management	Does the Authority's Security Policy include procedures for Security Audits and Penetration Testing (SAPT) and a Cyber-Attack Incident Response Plan (CAIRP), or should these components be addressed as part of the proposed technical solution?	The Authority’s Security Polices are currently under review. Proposers shall outline their proposed security approach and how security will be addressed in their submittals as required in RFP. This change will be documented in an addendum.
40.	22	1	C. HIGH-LEVEL APPROACH TO DESIGN AND IMPLEMENTATION AND OPERATIONS AND MAINTENANCE (3 PAGES)	Is the agency planning to evaluate alternative approaches to the proposed architectures from each proponent, or does it expect a single solution based on the proposer’s recommendation for the design and implementation of a specific architecture from the provided options?	Proposers shall propose a single architecture approach that they believe best meets the needs of their System and the requirements of the Authority.

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41.	24	1.20.3	In Table 1-4: Technical Proposal Page Limitations, it states: Cover Letter: 1 to 2 pages (not included in 50-page count limitation.)	Does a cover sheet count toward cover letter or other page count, or it a cover sheet not counted in page count?	<p>Proposers are allowed to provide a cover sheet on their Technical Proposal, and it does not count towards the page count limitations of the Technical Proposal. The cover sheet shall only include the Proposer’s name, Project Name and Project Number. No other text or content will be allowed.</p> <p>Proposers are also allowed to include an index/table of contents in the Technical Proposal, which will also not count towards the page limitation.</p> <p>This change will be documented in an addendum.</p>