**Memorandum**

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| TO: | Prospective Proposers |
| CC: |  |
| FROM: | Southeastern Regional Transit Authority (SRTA) |
| DATE: | June 9, 2023 |
| RE: | Notice of Intent to Release a Request for Proposals (RFP 24-01) for Information Technology Technical Assistance Consultant |

The Southeastern Regional Transit Authority (SRTA) is providing Notice of Intent to Release a Request for Proposals (RFP 24-01) for **Information Technology Technical Assistance Consultant**. The anticipated timeframe for this RFP can be found below within the *Estimated Key Action Dates* table.

The information found in this Notice is intended to provide brief *Background* information for the planned RFP in addition to a high-level view of the *Expected Scope of Services*. An outline of the *Estimated Key Action Dates* has been included to enable appropriate planning by the Vendor community. The purpose of this Notice is to provide early awareness of the impending RFP in an effort to support broad and fair competition for this Procurement and to promote a continuous project schedule.

Please note that the SRTA will not entertain any questions or comments regarding this RFP until the RFP has been officially released, as outlined in the *Estimated Key Action Dates* table.

Background / Expected Scope of Services:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as farebox revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities in which it contracts with.

The resultant contract is subject to the applicable guidelines for project administration issued by the Federal Transit Administration (FTA) of the U.S. Government Department of Transportation (DOT). Additionally, the resultant contract is subject to financial assistance contracts between the

SRTA, DOT-FTA, and the Massachusetts Department of Transportation (MassDOT). As such, all Contractors must comply with all applicable laws, rules, and regulations in effect.

Additional information regarding the *Scope of Services* will be outlined in the impending RFP.

Estimated Key Action Dates:

The dates in the following table are provided to illustrate the current expectations for the timing of key actions related to this RFP and the resultant contract:

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| **Milestone** | **Date** | **Time** |
| RFP Release | Friday, June 16, 2023 | COB |
| Pre-Proposal Meeting (Remote) | Friday, June 23, 2023 | 10:00 AM ET |
| Questions and Clarifications Submitted | Friday, June 30, 2023 | 2:00PM ET |
| Questions and Clarifications Responses | Friday, July 14, 2023 | COB |
| RFP Submission Due | Friday, July 28, 2023 | 2:00 PM ET |
| Interviews (if needed) | TBD | TBD |
| Notice of Award | Friday, August 25, 2023 | COB |

Note: All dates above are estimated and intended to serve as a guide and are subject to change. The term “COB” identifies Close of Business, which is defined as 4:00PM (ET) for this procurement.

Intent to Respond:

Each Vendor who intends to request the RFP / Solicitation Document shall submit an “Intent to Respond” via email to procurement@srtabus.com (Subject Line: Information Technology Technical Assistance Consultant RFP - Intent to Respond) on or before the date of RFP Release. The body of the “Intent to Respond” shall include the official name of the Vendor, name of the preferred Contact Person, and the Contact Information (Phone and Email Address) for said Contact Person.