

REQUEST FOR PROPOSALS

SRTA Building Access Control System

SRTA Solicitation Number: S-00020

Issued:	September 2, 2022
Contract Capacity:	Estimated budget of \$20,000
Performance Period:	Project to be completed within 6 months of contract signing
Payment Method:	Cost-reimbursement (Completion form)
Submissions Due:	3:00 p.m. PDT on Friday, October 7, 2022
Contact Person:	Michael Kuker, Associate Transportation Planner

Interested applicants must [subscribe](#) to SRTA's bid posting webpage to receive notices when information and possible RFP addenda become available.

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190



Table of Contents

<i>Procurement Summary</i>	3
<i>About the Shasta Regional Transportation Agency (SRTA)</i>	4
2022 SRTA Board of Directors.....	4
<i>Project Background</i>	4
<i>About Your Proposal</i>	5
Project Scope of Work.....	5
Project Schedule/Timeline.....	6
Proposal Contents.....	7
Pre-Proposal Meeting.....	7
Addenda and Questions About This RFP.....	8
Procurement Schedule.....	8
Proposal Submittal.....	8
Proposal Evaluation.....	9
Contract Amount and Award.....	10
Options.....	10
<i>Additional Information and Terms</i>	10
<i>Appendix</i>	13

Procurement Summary

SRTA seeks proposals from qualified consultants to install or update the access control system at the SRTA building located at 1255 East Street in Redding, California. This will replace an existing Schlage electronic door lock access control system. An option to provide on-call preventative maintenance and/or support services after completion of the initial project is also being considered as part of this contract.

This project is funded by a combination of federal and state funds. The estimated contract award budget is \$20,000. Work is expected to be complete within six months of contract signing.

About the Shasta Regional Transportation Agency (SRTA)

2022 SRTA Board of Directors

Board Member	Affiliation
Baron Browning, Chair	City of Anderson
Mark Mezzano, Vice Chair	City of Redding and Redding Area Bus Authority
Joe Chimenti	Shasta County, District 1
Patrick Jones	Shasta County, District 4
Mary Rickert	Shasta County, District 3
Kristen Schreder	City of Redding
Greg Watkins	City of Shasta Lake

The Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) for the Shasta County region. Member agencies are the cities of Anderson, Redding, and Shasta Lake; the county of Shasta; and the Redding Area Bus Authority (RABA). Information regarding SRTA, regional plans and programs, and this procurement are available online at www.srta.ca.gov.

Project Background

SRTA owns and occupies a building at 1255 East Street in Redding, California. In 2015, SRTA had a Schlage wireless electronic door lock system installed to manage access to SRTA and tenant office spaces, conference rooms, and other facilities on the second floor of the building. This included a total of ten doors between two tenants, some of which are shared. Since then that system has become burdensome for staff to administer and maintain and has degraded to a point that it is no longer usable, devices are beyond warranty, and support has been found to be minimal.

SRTA desires to update the existing access control system to one that is reliable, is easy to use and maintain, is long-lasting, has robust user management and auditing functions, is flexible in maintaining access for multiple tenants, and has override controls in the case of power failure. The system should also help SRTA maintain compliance with state requirements for access control to sensitive files or spaces, such as Information Technology rooms. Ideally, the proposed system can work with existing XceedID 7610 fobs that SRTA has or other readily available and inexpensive access control devices for users. It should also be easily expandable should the need arise to manage additional spaces and/or external doors.

SRTA's access control system only consists of the Schlage electronic door locks, an online/mobile app for access control, and the XceedID 7610 fobs. SRTA does not currently have any other access control controllers, controller boards, power boards, readers, servers, or other devices dedicated

to access control. There is a temperature-controlled Information Technology (IT) room with available rack space to house needed any additional hardware that may be needed.

SRTA's office doorways are primarily hollow metal door frames.

Additional details can be found in the Scope of Work section of this document on the following page.

About Your Proposal

Project Scope of Work

SRTA is seeking a qualified consultant to install and configure a new access control system for its office suite.

The existing system currently consists of ten (10) doors secured by electronic access control as noted in the project background section. Four (4) of these locks currently secure areas shared between SRTA and its upstairs tenant. One (1) lock secures the upstairs tenant's office suite (which SRTA has limited, controlled access for facility management purposes only). The remainder of the locks secure rooms and hallways used exclusively by SRTA.

At minimum, submitted proposals should propose the installation of a door access control system that includes the following features:

- Locks that can be configured to re-lock automatically upon passthrough or remain open, depending on various factors (e.g., time of day, day of week, door location, etc.)
- Passthrough using a fob or card
- The ability to assign different access levels to individuals, including staff, building tenants, consultants, service providers, etc. (Refer to the preceding paragraph for a likely use scenario).
- An easy-to-use administration/maintenance system, which should allow for:
 - The ability to assign, adjust, or revoke credentials
 - The ability to generate reports to audit who passed through what door(s) and when. Additionally, the ability to know if access doors remain open for an extended period is desired.
 - Easy updates that can be handled as soon as possible or be scheduled, depending on user need.
- The ability to manage the system remotely, if needed.
- A back-up system to remain active during loss of power or to at least lock all doors in case of a power failure.
- Software must be compatible with Microsoft Windows operating systems running Windows 10.
- Server-based software should be compatible with the latest versions of Microsoft SQL and Microsoft server.
- Browser based user interfaces should be compatible with Chrome, Edge, and Safari.

Desirable, but not required, features include:

- Ongoing support services and/or extended warranties (see Options section below).
- A hardwired power supply (Although a hardwired access control system is preferred, SRTA recognizes that there have been advancements in technologies such as Bluetooth Low Energy that may make a modern battery-powered system more reliable than the current system.)
- The ability to specify “lunch hours” during a workday where certain locks may change behavior (e.g., the front office door would be expected to remain unlocked once passed through after 8 a.m., then lock between the hours of noon and 1 p.m., then remain unlocked again (once passed through) until 5 p.m.).
- The ability to schedule different lock/unlock scenarios for weekends, holidays, or other different types of users.
- The ability to use an NFC-equipped (or similar) mobile phone as access credentials.

SRTA welcomes additional suggestions and innovative approaches to help achieve project goals.

Options

SRTA will consider the option of procuring ongoing support services and/or extended warranties as part of this procurement. Please list this as a separate item in your cost proposal and provide details of what services and/or extended warranties are being proposed. The following information should be included under this option:

- Provide 1-, 3-, and 5-year support options
- Provide costs in proposal outlining offsite and onsite services costs
- Provide costs of extended warranties beyond the initial product and/or labor warranties
- Clarify technical support hours and rates

Wage Requirements

Due to the nature of the work, SRTA assumes that work falls under the state of California prevailing wage rates. Proposers must comply with all applicable prevailing wage requirements and provide proof of compliance when requested. Proposers must register with the California Department of Industrial Relations (DIR) at the following link: <https://www.dir.ca.gov/Public-Works/Contractors.html>. SRTA will provide the project number registered under DIR with the successful candidate once a contract has been signed.

Proposers must include prevailing wage rate information in the cost proposal section in their response to this RFP (see proposal contents section).

Project Schedule/Timeline

Once the contract has been approved, work is expected to begin as soon as possible, to complete within 3-6 months, or less, if possible. It is understood that there could be supply chain constraints that may impact the schedule, but consultants should indicate a reasonable timeframe to complete the proposed work.

Proposal Contents

Written proposals shall not exceed 35 pages (excluding attachments). At a minimum, the following information should be included and clearly labeled:

1. Transmittal letter--signed by an individual who may contractually bind the business, with a description of the firm containing the firm name, firm address, firm's status as a DBE or non-DBE, age of the firm, NAICS code, and annual gross receipts (may be a range). The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work will be performed at a not-to-exceed price.
2. Statement of understanding of the scope of work that illustrates the consultant's familiarity with the requested goods and services.
3. Warranty information for the proposed hardware and services, including (but not limited to) how long parts and labor are warrantied.
4. List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment). This includes any sub-consultants proposed for use.
5. Representative list of similar projects completed within the last five years including: project description and services provided, budget and schedule performance, and contact information for the client reference.
6. Work plan and schedule to complete the project scope of work identifying milestones and deliverables.
7. Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and total cost to complete the project. If offered, the requested options should have separate line items in the cost proposal for easier comparison and evaluation among proposals. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses.
8. How the respondent heard of the procurement.

Pre-Proposal Meeting and Site Visit

A pre-proposal meeting and site visit will be held at the SRTA building at 1255 East Street, Suite 202, in Redding, California on Monday, September 19, 2022, at 10 a.m PDT. Interested consultants will have the opportunity to review SRTA facilities and ask questions. Please indicate your interest in the pre-proposal meeting to the contact person via email. Questions asked during the meeting may be responded to during the conference or via written collective response on the SRTA website by the deadline listed in the Procurement Schedule section.

Addenda and Questions About This RFP

Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP or responses to questions received. All questions regarding this RFP will be responded to collectively and made available for all interested applicants via the bid posting webpage on SRTA's website.

Questions may be submitted via email to srta@srta.ca.gov in advance of the pre-proposal meeting to be addressed by SRTA staff during the meeting. After the pre-proposal meeting, questions will continue to be taken via email from prospective vendors until 3:00 p.m. PDT on Wednesday, September 21, 2022. All responses to questions will be posted on the [SRTA website](#) no later than 5:00 p.m. PDT on Friday, September 23, 2022.

Procurement Schedule

The anticipated procurement schedule is shown below in Table 1. Firm deadlines are shown in bold text, the other dates are subject to change.

Table 1 – Procurement Schedule

Tasks	Deadline
Release RFP	September 2, 2022
Interested Vendor Questions Due	3:00 p.m. PDT, Wednesday, September 21, 2022
Pre-Proposal Conference	Monday, September 19, 2022, at 10 a.m. PDT
SRTA Response to Vendor Questions	by 5:00 p.m. PDT on Friday, September 23
Vendor Proposals Due	3:00 p.m. PDT on October 7, 2022 (no postmarks accepted)
Evaluation and Ranking of Proposals	October 10–17, 2022
Interviews (if necessary)	October 18-20, 2022
Consultant-SRTA contract negotiation, including budget and scope of work	October 18-31, 2022
Executive Director approval	October 31, 2022
Contract Start	As soon as possible

Proposal Submittal

Please submit consultant proposals via email, USPS, or delivery to:

Shasta Regional Transportation Agency
Attn: Michael Kuker
1255 East Street, Suite 202
Redding, CA 96001
srta@srta.ca.gov

Proposal submittals must be received at the SRTA office before 3:00 p.m. PDT on Friday October 7, 2022. No proposals will be accepted after this time. **Postmarks are not acceptable.** Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview—if held—are at the sole expense of the proposer. SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at SRTA’s discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

Proposal Evaluation

A panel will be formed to evaluate the proposals via consensus scoring and make a recommendation which will then go to the executive director for approval. The proposal evaluation will be based on the scoring criteria presented in Table 2.

Table 2 – Proposal Scoring Criteria

Criteria	Maximum Possible Points
Thoroughness of proposal at addressing the project’s scope of work and the project’s overarching objectives	30
Qualifications and similar experience of the consulting firm and project team, including sub-consultants.	30
Cost and value of services to be provided	35
DBE participation level (see page 11 for more information)	5
Total	100

In circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked consultants may be invited to an interview where they may give a brief presentation of no more than 15 minutes followed by up to 15 minutes of Q&A. SRTA will evaluate the interview using the criteria presented below in Table 3, and the interview score will then be added to the proposal score above to determine the final ranking. The evaluation panel will then make a recommendation for approval to the executive director based upon the final cumulative ranking.

Table 3 – Interview Scoring Criteria (if conducted)

Criteria	Maximum Possible Points
Cost and value of proposed system	20
Quality of responses to interview questions	20
Qualifications and experience of the consultant team	10
Total	50

Contract Amount and Award

The anticipated start date is on or soon after October 31, 2022, with a one-year contract expiration for the initial work. The total estimated budget for the initial effort is \$20,000 and does not include potential costs for an optional one, three, or five-year ongoing support services contract.

The agreement is not in force until approved by the SRTA Executive Director and written authorization to proceed is provided to the selected consultant.

Options

SRTA intends to contract for an initial term of one year but reserves the option to extend the contract as needed to address any unexpected contingencies that may impact project delivery , provided there is no change to the maximum contracted compensation. Such extensions would not be automatic and would be entered into writing by both parties before becoming effective.

SRTA also reserves the option to enter into a one, three, or five-year ongoing support services contract to maintain access control systems.

Additional Information and Terms

Standard Consulting Agreement

SRTA’s standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. SRTA’s TSA template is provided by separate attachment (Attachment C) to the RFP distribution.

Protest Procedure

All protests will follow the SRTA protest procedures for procurements as delineated in the appendix.

Debriefing

SRTA will provide an informal debriefing to interested consultants not selected for this contract upon request once a final contract has been negotiated and executed.

Public Records Act

All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time as a contract is executed, all bids and proposals related to that contract become a matter of public record and will be regarded as public records and subject to the Public Records Act (Gov. Code Section 6254 et. seq.).

If consultant feels that any information in their proposal is “proprietary” in nature, then consultant must provide a second proposal (clearly labeled) with that information removed, which would be shared in the event of any Public Records Act request. Otherwise, their submitted proposal will be provided in the event of a Public Records Act request and consultant, by submitting a proposal to this RFP, waives any claims against and hold SRTA harmless for the release of their proposal.

In the event of litigation concerning the disclosure of any records, SRTA’s sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The proposer, at its sole expense and risk, shall be fully responsible for any, and all, fees for prosecuting or defending any action concerning the records and shall indemnify and hold SRTA harmless from all costs and expenses, including attorney’s fees, in connection with, any such action.

Modification or Withdrawal of Proposal

Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. To be considered, the modification must be received in writing (email acceptable) prior to the deadline. Proposals may be withdrawn following the proposal deadline for good cause; please consult with the RFP contact person to discuss this.

RFP Addendum or Addenda

Any changes to the RFP will be made by written addenda issued by SRTA and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. Any addenda will be posted on-line only. It will be the consultant’s responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation

No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations

Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

DBE Requirement

SRTA has determined that disadvantaged business enterprises, as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. For this procurement, SRTA has a disadvantaged business enterprise (DBE) goal of 22.2%. SRTA encourages respondents to include the participation of DBE businesses within your proposal.

Equal Employment Opportunity/Affirmative Action

In awarding a contract to a consultant, SRTA includes language within the contract which requires the consultant to certify their compliance with federal regulations.

PROTEST PROCEDURES FOR PROCUREMENTS

I. PROTESTS

The following procedures shall be used by Shasta Regional Transportation Agency (SRTA) to fairly and promptly respond to any protests received regarding third-party contracts or the contracting process. SRTA will consider all protests or objections regarding the contracting process or the award of an Agreement received by SRTA by 4 p.m. on the deadlines discussed below. SRTA will review only protests submitted by an actual or prospective Proposer. Protests by prospective subcontractors will be rejected. A protest by any adversely affected Proposer must be made in writing and must be mailed or hand delivered to SRTA. A protest which does not strictly comply with the SRTA protest procedures will be rejected.

A. Protests Before Bid/Proposal Opening

Protests relating to the content of the solicitation (i.e., RFP, IFB, RFQ), including protests related to DBE/UDBE requirements, must be filed within five (5) business days after the date the solicitation or addendum with the revised content is released to the public by SRTA. Failure to file a protest concerning the content of the solicitation or addendum prior to this deadline constitutes a waiver of any protest on these grounds.

B. Protests Related to Determination of Responsiveness

In the event the RFP contains a DBE/UDBE goal and SRTA makes a determination that Proposer has not met the goal or good faith effort requirements set forth in this RFP, SRTA will send the Proposer a Notice of Non-Responsiveness. Protests relating to any Notice of Non-Responsiveness must be filed within five (5) business days after the date of such notice. Failure to file a protest concerning the non-responsiveness determination prior to this deadline constitutes a waiver of any protest on these grounds and SRTA shall not be obligated to send Proposer any further notices.

C. Protests After Bid/Proposal Due Date

After Proposers are shortlisted and/or selected for negotiations, notices will be sent to all relevant Proposers. Protests relating to failure to make the shortlist must be filed within five (5) business days following protester's receipt of a notice regarding the shortlisting. Protests relating to the intent to make an award must be filed within five (5) business days following protester's receipt of the notice regarding the intent to negotiate. The date of filing shall be the date SRTA receives the protest. Untimely protests will be rejected. If deemed necessary, SRTA shall notify all Proposers of record that a protest has been filed and the award has been postponed until further notice. If necessary, Proposers will be asked to extend the time for acceptance of their proposal in order to avoid the need for readvertisement of the solicitation.

D. Protest Contents

A letter of protest must set forth detailed grounds for the protest and be fully supported with technical data, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested. The protest also must state the law, rule, regulation, or policy upon which the protest is based. Protests concerning the relative weight of the evaluation criteria or the formula used in assigning points to make an award determination will be rejected. The protester must allege or establish a clear violation of a specific law, rule, regulation, or policy. If the protester considers that the protest contains proprietary material that should be withheld, a statement advising of this fact must be affixed to the front page of the protest document, and alleged proprietary information shall be so identified wherever it appears. Protests shall be mailed to:

The Protest Administrator

Reference: SRTA Contract Solicitation No.

E. Role Of The Protest Administrator

If a protest raises solely a question of law, the Executive Director shall retain the services of SRTA Legal Counsel to serve as the Protest Committee. SRTA Legal Counsel will prepare a recommendation regarding the protest, in writing, to the SRTA Executive Director within ten (10) business days.

The Protest Administrator shall review each protest to determine if it is in compliance with the deadline, format, content, and notice requirements set forth in this Section. If a protest does not meet such requirements it may be rejected without further consideration. A written notice of such rejection shall be sent to the protester.

If the protest requires resolution of questions of fact, the Protest Administrator, his/her designee will appoint individuals to participate on a Protest Committee. The Protest Administrator will endeavor to appoint at least one of the Protest Committee members from an outside agency, and no one may sit on the Protest Committee that has a known and direct connection to the procurement that is the subject of the protest. The Protest Administrator also will appoint a chairperson for the Protest Committee. The Protest Administrator will gather the documents that the Protest Committee will need for its investigation and prepare a memo to the Protest Committee containing background information regarding the protest. Any communication regarding the protest between the protester and SRTA shall be through the Protest Administrator during the protest proceedings. Protesters may not contact anyone at SRTA other than the Protest Administrator. Protest Committee

The Protest Committee shall ensure the protest was received within the timeline specified and review the protest to determine if it itemizes in appropriate detail each matter contested as well as any factual reason(s) for the requested protest. The Committee chairperson shall schedule the date of the Protest Committee meeting, contact the Committee panel members, and distribute all protest documentation.

F. Reply To Protest

The Protest Committee will review all qualifying protests in a timely manner and may hold an informal hearing if deemed necessary in order to complete its investigation. The Protest Committee will prepare a recommendation regarding the protest, in writing, to SRTA's Executive Director within ten (10) business days of the date of receipt of the protest. All materials included with the original protest at time of submittal will be considered. Supplemental materials filed by a protester after the protest deadline will not be considered unless there are extenuating circumstances in the opinion of the Protest Committee. Protest documents will not be withheld from any interested party outside of SRTA, with the exception that information will be withheld when required by law or regulation. The Executive Director or his/her designee will either sustain or reject the protest in writing based upon the recommendation of the Protest Committee and the best interests of SRTA. This decision will be communicated in writing to the protestor and/or the party whose proposal is the subject of the protest and delivered by email or overnight delivery.

G. Results Of The Protest

If the protest relating to a contract award is sustained, the original Notice of Intent to Award may be withdrawn after the deadline for protest reconsideration has passed. SRTA then may issue a new Notice of Intent to Award to a different bidder/Proposer and a new protest period will commence using the same timelines discussed above. If the protest is rejected, the original Notice of Intent to Award will stand and SRTA will continue with contract negotiations with the awardee.

H. Federal Transit Administration Requirements Not Applicable in the absence of FTA Funding

1. FTA Review of Protests

- a. In the case of contracts funded by the FTA, the FTA will review only protests regarding the alleged failure of SRTA to have written protest procedures or alleged failure to follow such procedures.
- b. Alleged violations on other grounds are under the jurisdiction of the appropriate state or local administrative or judicial authorities. Alleged violations of a specific federal requirement that provides an applicable complaint procedure shall be submitted and processed in accordance with that federal regulation. See Buy America Requirements, 49 C.F.R. 661.15; Participation by Minority Business Enterprise in DOT Programs, 49 C.F.R. 26.
- c. The FTA will review only protests submitted by an interested party defined as an actual or prospective bidder or Proposer whose direct economic interest would be affected by the award of the contract or by failure to award the contract in accordance with FTA Circular 4220.1F. A subcontractor does not qualify as an "interested party." (See FTA Circular 4220.1E, Chapter VII, Section I (1)(c))."

2. Time for Filing

- a. Protesters shall file a protest with the FTA not later than five (5) business days after a final decision is rendered under the SRTA protest procedure. A copy of any protest documents filed with the FTA must be provided concurrently to SRTA. In instances where the protester alleges that SRTA failed to make a final determination on the protest, protesters shall file a protest with the FTA not later than five (5) business days

after the protester knew or should have known of the failure of SRTA to render a final determination on the protest.

- b. SRTA shall not award a contract for five (5) business days following its decision on a bid protest except in accordance with the provisions and limitations of subparagraph 6. After five (5) business days, SRTA shall confirm with the FTA that the FTA has not received a protest on the contract in question.
3. Submission of Protest to the FTA
 - a. The protester must exhaust its administrative remedies by pursuing the recipient's protest procedures to completion before appealing the recipient's decision to the FTA. (FTA Circular 4220.1F, Page VII-3, November 1, 2008).
 - b. Protests should be filed with the FTA Region 9 office and a copy must be sent to SRTA by the protester.
 - c. The protest filed with the FTA shall:
 - Include name and address of protester
 - Identify SRTA as the grantee, the SRTA Contract Administrator, and number of the contract solicitation
 - Contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures and be fully supported to the extent possible
 - Include a copy of the local protest filed with SRTA and a copy of the SRTA decision, if any
 4. SRTA Response
 - a. The FTA shall notify SRTA in a timely manner of receipt of a protest.
 - b. SRTA shall submit the following information not later than ten (10) business days after receipt of notification by the FTA of the protest:
 - a copy of SRTA's protest procedure
 - a description of the process followed concerning the protester's protest
 - any supporting documentation
 - c. SRTA shall provide protester with a copy of the above submission.
 5. Protester Comments

The protester must submit any comments on the SRTA submission not later than ten (10) business days after the protester's receipt of the SRTA submission.

6. *Withholding of Award*

When a protest has been timely filed with SRTA before award, SRTA shall not make an award prior to five (5) business days after the resolution of the protest, or if a protest has been filed with the FTA, during the pendency of that protest, unless SRTA determines that:

- a. The items to be procured are urgently required;
- b. Delivery or performance will be unduly delayed by failure to make the award promptly;
or
- c. Failure to make prompt award will otherwise cause undue harm to SRTA or the federal government.

The FTA reserves the right not to participate in the funding of any contract awarded during the pendency of a protest.

7. FTA Action

Upon receipt of the submissions, the FTA will either request further information or a conference among the parties, or will render a decision on the protest.