

REQUEST FOR PROPOSALS NOTICE

20-19

Travel Training Services & Support

The H.N.S. Management Company, Inc. (d/b/a *CTtransit*) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut. *CTtransit* is the Connecticut Department of Transportation owned bus system, which provides fixed route bus service within 53 towns in the Hartford, New Haven, and Stamford metropolitan areas. An operating division is located in each of the three metro areas from which the local transit service is provided.

Notice is hereby given that *CTtransit* is soliciting Proposals from qualified firms to provide Travel Training & Related Services to enable currently certified users of complimentary paratransit Americans with Disabilities Act (ADA) service.

RFP TIMELINE

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|------------------------------|-----------------------------------|
| RFP RELEASE | Friday, May 3, 2019 |
| QUESTIONS DUE BY | Friday, May 17, 2019 at 10:00am |
| CT TRANSIT ANSWERS BY | Tuesday, May 21, 2019 |
| RFP DUE BY | Wednesday, June 5, 2019 at 2:00pm |

Services shall be based on all provisions, conditions, instructions and specifications as outlined in the Proposal Forms, instructions and specifications are available from the *CTtransit* website (www.cttransit.com). By completing a onetime registration process on *CTtransit*'s website, Proposers are able to download the entire procurement package and any Addendums. Proposers may contact Greg Chapin at (860) 707-1277 for additional information or assistance with the registration process. Please include company name, address, telephone and fax number, contact name and email address in all requests.

Sealed Proposals should be clearly marked "**RFP 20-19 Travel Training Services & Support**" in capital letters and sent to the attention of Greg Chapin, PCO at PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. Any Proposal received thereafter shall not be considered and will be returned to the Proposer. It is the responsibility of the Proposer to assure that its Proposal arrives at the designated location and person by the specified time stated above.

ALL PROSPECTIVE PROPOSERS **MUST** INDIVIDUALLY REGISTER WITH *CT TRANSIT*
TO REGISTER AND OBTAIN A COPY OF THE PROCUREMENT PACKAGE GO TO WWW.CTTRANSIT.COM

All Prospective Proposers should be aware if they did not obtain this package from *CTtransit*'s website we can in no way guarantee you will receive any additional information (Addendums, etc.)

CTtransit has working relationships with the State of Connecticut and First America. Through these relationships we have the advantage of requesting the same pricing afforded on their contracts. *CTtransit* would expect that pricing, for the services requested, on any State of Connecticut and/or First America contract would be extended through this request for Proposal.

Issuance of the Request for Proposal does not commit *CTtransit* to award any contract. *CTtransit* reserves the right to waive any irregularities and formalities, to reject any and all Proposals submitted, to re-advertise and to make contracts in the best interest of *CTtransit* and/or the Department of Transportation of the State of Connecticut.

Greg Chapin
Purchasing & Contracts Officer

AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER