

Attachment A

Request for Proposal Bike Share System & Related Services

Nebraska Department on behalf of the City of Lincoln

Bidders are required to complete all forms provided in this attachment.

Forms A.1-A.3 are to be included as part of the Technical Proposal.

Form A.4 is to be submitted as the Cost Proposal.

Form A.1: Technical Requirements Traceability Matrix (TRTM) Table 1

Form A.2: Technical Requirements Traceability Matrix (TRTM) Table 2

Form A.3: Bike Share Equipment - The RFP response must include all hardware, software, tools, equipment, and licenses that the City would be required to have to support the proposed Bike Share System. ALL software licenses, both one-time and on-going, must be included on this sheet.

Form A.4: Cost Proposal Bid Sheet

Form A.5 and A.6 will not be scored.

Form A.5: Fixed Hourly Rates - After solution implementation, fixed hourly rates for any additional work will be handled under the CHANGE MANAGEMENT process outlined in Section V.B.2. Every job title identified in RFP Section V.A.2.i. SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH and fixed, all-inclusive hourly rates assigned must be listed.

Form A.6: Contractor Host Facility Form.

Form A.1

Technical Requirements Traceability Matrix (TRTM) Table 1

Request for Proposal Number R72-16

BIDDER INSTRUCTIONS

Bidders must respond to the Technical Requirements Traceability Matrix using the matrix format provided and must not change the order or number of the requirements.

The responses in the TRTM must indicate how the bidder intends to comply with each individual requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. The State and the City of Lincoln will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide the State and City with sufficient information to differentiate the bidder's technical solution from other bidders' solutions. Explain each response and describe how the proposed solution meets each requirement.

TRTM 1 Project Management		Contractor or Subcontractor	Bidder's Response
IV.B	<p>The contracts resulting from this Request for Proposal will be between the Contractor and the City of Lincoln. The contracts will be administered by the City of Lincoln Public Works Department, Zach Becker, Project Manager.</p> <p>The Contractor must assign a Project Manager who has been involved in the implementation of proposed similar system and will manage the project to ensure the project stays on task and within scope of the contract in collaboration with the City's Project Manager. The Contractor must employ appropriately skilled staff to build and support the system.</p> <p>Bidders shall detail their initial Project Management Plan, including timeline milestones starting from the Notice to Proceed to the completion of installations. In addition within this section of the Technical Requirements Matrix, Bidders should address the following components of a Project Management Plan. The Contractor shall have the bike share system fully installed and operational by <u>April 1, 2017</u>.</p>		

	<p>The Project Management Plan should include:</p> <ol style="list-style-type: none"> a. Project definition and description of tasks scheduled with key milestones defined in terms of duration communicated to the Contractor's and City's project teams; b. Descriptions of approach to knowledge transfer, including capturing and preserving the knowledge necessary to maintain the functions, applications, and services of the system; c. Data mapping and conversion of system data; d. The resources and the time commitments for training and knowledge transfer activities; e. Measurements for proving the knowledge transfer is effective; f. Roles and responsibilities as they relate to the project; g. Point of contact and procedures for managing problems or issues during the implementation period; h. Test plan and procedures; i. Risk mitigation plan and strategy; and j. Contingency plan for failed implementation 		
TRTM 2 Project Environment	Contractor or Subcontractor	Bidder's Response	
IV.C	<p>The City of Lincoln envisions a public bike sharing system that will provide convenient, healthy, and cost effective urban transportation for residents, employees, University of Nebraska – Lincoln students, and visitors. The City of Lincoln is seeking to deploy an estimated eighteen (18) public bike sharing stations in downtown Lincoln and on the University of Nebraska – Lincoln's three (3) campuses: City Campus; East Campus; and Innovation Campus. Lincoln is the second most-populace city in Nebraska, with a 2014 population of 272,996 residents in a 93 square mile area. It contains a variety of employment centers, the primary one being downtown which is also home to the State Capitol and the University of Nebraska.</p> <p>Lincoln has many of the characteristics required to make bike sharing successful, including concentrated population, employment, education, and entertainment centers. In addition, as the capital city and home to the flagship campus of the University of Nebraska, Lincoln attracts large numbers of visitors, especially during the</p>		

college football season. Lincoln has a high percentage of population age 18-49 (48.7%), a key demographic for bike sharing. Furthermore, a burgeoning cycling culture has been instrumental in establishing, growing, and maintaining Lincoln's 131-mile trails network, on street improvements, bike parking facilities, cycling clubs and social groups, organized events, and competitions. The City of Lincoln has been awarded an American Planning Association Great Places (Great Public Spaces) award for the trails network and has been recognized by the League of American Bicyclists as a Bronze level Bicycle Friendly Community. Additionally, in December 2015, the City of Lincoln opened up the first protected bikeway in the state on N Street that runs for 17 blocks and is a vital link between the trails on each end and two (2) on-street bike lanes that run north/south connecting downtown to the University of Nebraska – Lincoln's City Campus.

Lincoln also has unique challenges compared to other areas that have started bike share systems.

These include:

1. A continental climate with occasional high winds, extreme heat, and extreme cold;
2. A restriction on bikes utilizing some downtown sidewalks;
3. Advertising limitations; and
4. Heavy seasonal visitor demand during University of Nebraska – Lincoln college football game days.

As a part of the City of Lincoln's efforts to implement this vision, the City of Lincoln is interested in developing a public bike share system, which would feature a fleet of shared bicycles that may be rented from one bike share system and returned to another in a network of bike share stations, providing a transportation alternative to motor vehicles trips for residents, employees, and visitors.

Bike share can be an important addition to the city's public transportation network. In cities with established bike share networks, bike share acts as a compliment to existing transit and provides expanded access and service levels for transit riders. With bike share stations

	<p>at or near major bus stops, the effective range of the transit system can be significantly increased.</p> <p>With the development of the downtown area, including housing, jobs, and entertainment, additional transportation choices, such as bike share, are seen as a priority feature. Bike share is just one (1) amenity that is attractive to young professionals and growing businesses as a community asset. The program would help people connect to their destinations in a relatively easy manner and also serves the goal of improving the community's quality of life. Bike share can be viewed as an economic development tool to attract and retain workers and businesses as well as an asset for the University of Nebraska – Lincoln in an effort to provide additional options for the students to move around the campus and city.</p>		
TRTM 3 Scope of Work		Contractor or Subcontractor	Bidder's Response
IV.F	<p>Bike share members and daily users will be able to utilize a fleet of shared bicycles for short utilitarian, social, recreational, tourism, and fitness trips. Users will be able to pick up and return bicycles from any self-service station after purchasing daily, weekly, monthly, and yearly passes to the shared bicycle fleet.</p> <p>The bike share system will operate 24 hours per day, 365 days per year, though it may close for significant weather events or other emergencies as determined by the City of Lincoln.</p> <p>For this RFP, City staff have prepared a list of station locations that can be found in <i>Attachment B – Site Locations</i>. City staff have prioritized eighteen (18) station locations with a total of two-hundred eleven (211) docking slots that will serve one-hundred twenty (120) bicycles. The City of Lincoln has identified eighteen (18) stations as an estimated quantity; however, the actual total number of stations purchased will be dependent on the availability of funding. Station planning has been completed by city staff and stations will be located within the public right-of-way or on University property.</p> <p>Bidders are encouraged to develop proposals that</p>		

	maximize the amount of equipment and technology that can be provided. The awarded Bidder will also install, test, and assemble all equipment and technology at prepared station sites.		
TRTM 4 Federal Regulations		Contractor or Subcontractor	Bidder's Response
IV.G	Due to federal transportation funds being used on this project, Buy America regulations shall be met (See <i>Attachment C – Buy America</i>). Therefore, if steel or iron materials are to be used, all manufacturing processes, including application of a coating, for these materials must occur in the United States (per 23 CFR 635.410). A manufacturer's certification defining the material(s) used in each product (docking station, bicycle, kiosk) <u>is required and shall be included with the bid.</u>		
TRTM 5 Installation		Contractor or Subcontractor	Bidder's Response
IV.H	<p>Installation of bicycles, bike share systems and kiosks will take place at multiple locations throughout the City of Lincoln as indicated in <i>Attachment B – Site Locations</i>. Contractor shall have all installations complete and fully operational by <u>April 1, 2017.</u></p> <p>The Contractor shall be responsible for and provide as part of their bid price, the following, at no additional cost to the Nebraska Department of Roads or City of Lincoln:</p> <ol style="list-style-type: none"> 1. All labor and miscellaneous materials required to install and make operational all bicycles, bike share stations and kiosks in compliance with standard installation procedure; 2. Tools, instruments, and any other necessary equipment required to perform the installation; 3. All required software and licenses to properly operate the system; 4. Travel to and from the installation locations, to include lodging if needed; and 5. Prompt rework of any noncompliance with the standard procedure or unoperational equipment. 		

TRTM 6 Bike Share System Requirements		Contractor or Subcontractor	Bidder's Response
IV.I	<p>This section provides the requirements of the Lincoln Bike Sharing System for system installation and operations; station and bicycle equipment; software/firmware; hardware, and online presence. The burden is on the Bidder to affirmatively provide information in the <i>Technical Requirements Matrix (Attachment A)</i> how these expected system equipment and operational characteristics will be met.</p> <p>The system requirements describe the necessary components and functional capabilities of the proposed system. These requirements set forth the technical scope of the system and serve as the basis to meet the conditions of this RFP.</p> <p>System requirements are verifiable details that define what the Bike Share System will do when fully operational and address either functional or performance/operational aspects.</p>		
TRTM 7 System Components & Equipment (1.0)		Contractor or Subcontractor	Bidder's Response
IV.I.1	<p>The City of Lincoln is requesting approximately eighteen (18) bike sharing stations accompanied by approximately one hundred twenty (120) bicycles. Contractor shall provide a fully functioning bike share system, to include, but not be limited to: hardware, firmware, software, data collection, storage, equipment, and any other items relevant to the functionality of the system. All necessary materials for the satisfactory performance of the bike share system shall be incorporated, including regularly advertised equipment/accessories as part of the equipment bid, whether or not they may be specifically mentioned. All equipment and components purchased will become the property of the City of Lincoln.</p>		
Bicycle Docking Stations & Kiosks (1.1)		Contractor or Subcontractor	Bidder's Response

IV.I.1.1	<i>Bicycle docking stations and kiosks shall be simple, reliable, and designed to be flexible enough to fit in areas that do not impede pedestrian or vehicular traffic. Stations will be installed within public right-of-way within the downtown area and on the University of Nebraska – Lincoln’s three (3) urban campuses. Once purchased, delivered, and installed, these stations and kiosks shall become the property of the City of Lincoln. Below is a list of the required characteristics of the bike share stations and kiosks. The Bidder’s proposed Bike Share System stations and kiosks shall include, but not be limited to, the following:</i>		
IV.I.1.1.1	System shall be compliant with the requirements under the Americans with Disabilities Act.		
IV.I.1.1.2	System shall have the ability to maintain security during a system failure event or loss of system communication.		
IV.I.1.1.3	System shall have the ability to protect docked bicycles from theft and vandalism.		
IV.I.1.1.4	System shall issue real-time reports between stations and headquarters to report number of bikes per station to facilitate re-distribution.		
IV.I.1.1.5	System shall have the ability to self-report malfunctions and mechanical problems.		
IV.I.1.1.6	System shall operate without need to connect to electrical grid (this may be accomplished by solar power or other types of alternative energy sources, as feasible); including employment of a backup power source.		
IV.I.1.1.7	System shall have clear and prominent instructions directing users how to report problems or a bicycle in need of repair.		
IV.I.1.1.8	System shall have a unified look and feel of all stations within the network.		
IV.I.1.1.9	System shall convey safety messaging, bicycle laws and warnings affecting cyclists in an easy-to-read format in all lighting conditions.		

IV.I.1.1.10	Wireless internet connections are required, using a system that is highly reliable and secure with minimum 128 bit encryption for financial data. The bidder's system must comply with the NITC Information Security Policy to include browser client security and, at a minimum, use of Secure Sockets Layer ("SSL") with 128 bit encryption or higher. (Full NITC 8-101: Information Security Policy is at: http://nitc.nebraska.gov/standards/8-101.html . NITC 8-301: Password Standard is at: http://nitc.nebraska.gov/standards/8-301.html . NITC 8-302: Identity and Access Management Standard for State Government Agencies is at: http://nitc.nebraska.gov/standards/8-302.html .)		
IV.I.1.1.11	Modular design, so that the station can accommodate a range of rental slots and adjust capacity after initial construction, depending on user demand.		
IV.I.1.1.12	System, including all components and parts, must be highly durable. System must have rust/corrosion preventative coating and materials, and shall be graffiti resistant.		
IV.I.1.1.13	System shall have the smallest feasible footprint to enable installation in a space currently used as a parking space or on a wide sidewalk.		
IV.I.1.1.14	System station shall have the ability to customize stations with name and sponsor logos on each kiosk, map display, and/or dock as designated by the potential sponsor(s) in compliance with the City of Lincoln's sponsorship policy which is attached hereto as <i>Attachment D- Sponsorship</i> .		
IV.I.1.1.15	System shall have responsive touch screen kiosks that are in color and visible in direct sunlight.		
IV.I.1.1.16	System shall include all weather card readers that must have the ability to accept magnetic strip cards, including but not limited to: membership cards, credit cards, debit cards, including foreign credit cards, and smartcards from universities and transit agencies.		

IV.I.1.1.17	System shall have the ability for members to skip kiosk and check out bike directly from individual dock via RFID card or key.		
IV.I.1.1.18	Language options shall meet the minimum of English and Spanish included as required language options and preferred additional options of Arabic, Vietnamese, and Mandarin. (NOTE: Contractor to provide a full list of all language options offered).		
Bicycles (1.2)		Contractor or Subcontractor	Bidder's Response
IV.I.1.2	<i>The Bidder's proposed Bicycles shall include, but not be limited to, the following:</i>		
IV.I.1.2.1	Be designed to accommodate, to the greatest extent feasible, people of all shapes and sizes.		
IV.I.1.2.2	Shall be a theft and tamper resistant design, to include locking mechanism(s).		
IV.I.1.2.3	Shall be of high quality design.		
IV.I.1.2.4	Be in upright riding position for confident riding in traffic.		
IV.I.1.2.5	Front, rear, and side reflectors.		
IV.I.1.2.6	A reliable and intuitive braking system (<i>internal if possible</i>).		
IV.I.1.2.7	Be easy to operate; including in mounting and holding in stopped position.		

IV.I.1.2.8	A cargo carrying component capable of supporting up to twenty (20) pounds for items such as a typical briefcase, book bag, and/or grocery bag.		
IV.I.1.2.9	Be one size, which will fit users from 4'8" to 6'4" in height with tool-free seat-only adjustment.		
IV.I.1.2.10	Be low maintenance, durable and constructed of tamper, theft, vandalism and rust/corrosion resistant all-weather materials.		
IV.I.1.2.11	An enclosed derailleur, drive train, full fenders for protection from grease, dirt, and tire spray.		
IV.I.1.2.12	A self-charging, solid white headlight, also rear red tail light (solid and/or blinking), which are visible for at least 500 feet are required at night per City of Lincoln Municipal Code. Both lights need to have the capability to remain lit for up to 60 seconds when the bicycle is not being pedaled.		
IV.I.1.2.13	3-speed internal gears with shifters.		
IV.I.1.2.14	Puncture resistant tires and heavy duty, reflective rims.		
IV.I.1.2.15	Handlebars that cover components and cables that are outfitted with durable hand grips that are appropriate for local weather conditions in Lincoln, Nebraska.		
IV.I.1.2.16	Kickstand, bell, and durable theft and weather-resistant adjustable saddle.		
IV.I.1.2.17	Self-charging GPS with a minimum of ten percent (10%) of bikes using active GPS.		

IV.I.1.2.18	A RFID tag (anti-theft mechanism and unique identification of each bike).		
IV.I.1.2.19	The capacity to convey maintenance and customer service information on the bicycle.		
IV.I.1.2.20	Ability to customize bikes with name and sponsor logos on each bicycle's rear fender/wheel, chain guard, handlebars, and/or front placard as designated by the potential sponsor(s).		
IV.I.1.2.21	Once purchased, delivered, and installed, the bicycles shall be the property of the City of Lincoln.		
TRTM 8 Equipment Requirements		Contractor or Subcontractor	Bidder's Response
IV.I.1.3.1	All stations, kiosks, including hardware and software of the system, bicycles, and any and all equipment shall be of the latest manufacture in production as of the date of the RFP and be of proven performance and under standard design, complete as regularly advertised and marketed. All necessary materials for satisfactory performance of bike share equipment shall be incorporated whether or not they may be specifically mentioned herein.		

IV.I.1.3.2	<p>Complete specifications, manufacturer's descriptive literature and/or advertising data sheets with cuts or photographs may be required prior to an award and should be included with the bid on the IDENTICAL items proposed. Literature should be complete and the latest published. Any information necessary to show compliance with these specifications not given on the manufacturer's descriptive literature and/or advertising data sheets should be supplied in writing on or attached to the bid document. If manufacturer's specifications sheets, descriptive literature, advertising data sheets or information necessary to show compliance with these specifications is not supplied in writing on or attached to the bid document, the bidder will be required to submit requested information within three (3) business days of a written request. Failure to submit requested descriptive literature or advertising data sheets may be grounds to reject the bid.</p>		
TRTM 9 Gray Market Product Prohibition		Contractor or Subcontractor	Bidder's Response
IV.I.1.4.1	<p>The NDOR will not accept Gray Market Products for this solicitation. Gray Market is defined as the trade of a commodity through distribution channels which, while legal, are unofficial, unauthorized, or unintended by the original manufacturer. Gray Market items are not designed to be sold in a particular market and cannot be supported by the authorized importer because of various reasons. <i>Industries Regulation Act, Chapter 60, Article 14.</i></p>		
TRTM 10 Substitutions		Contractor or Subcontractor	Bidder's Response
IV.I.1.5.1	<p>Contractor will not substitute any item that has been awarded without prior written approval of the NDOR and the City of Lincoln.</p>		
TRTM 11 Storage		Contractor or Subcontractor	Bidder's Response
IV.K	<p>All data collected via the Bike Share Program by the Contractor on behalf of the City of Lincoln shall be stored by the Contractor for five (5) years beyond the life of the contract and must be readily accessible on website within two (2) business days of a request.</p>		

	All data collected is the property of the City of Lincoln; all information shall be turned over to the City of Lincoln thirty (30) calendars days from end of the contract.		
TRTM 12 Warranties		Contractor or Subcontractor	Bidder's Response
IV.L.1	Bike share stations and kiosks shall be warranted for a two (2) year period following installation and final acceptance of the Bike Share system components as defined in this RFP. Warranty to include all parts and services associated with the overall system, but may not require onsite service unless deemed necessary by both parties.		
IV.L.2	Bicycles shall be warranted for a minimum of one (1) year following installation and final system acceptance of the Bike Share system components as defined in this RFP. Warranty to include all parts and services associated with the overall system, but may not require onsite service unless deemed necessary by both parties.		
TRTM 13 Operations & Maintenance Bicycles & Stations		Contractor or Subcontractor	Bidder's Response
Overview			
IV.N.1	<p>Operations and Maintenance (O&M) activities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. Perform equipment and site maintenance. NOTE: Maintenance shall be conducted as mutually agreed upon be both the City of Lincoln and the Contractor. b. Record, track and resolve equipment defects at no additional cost to the State or City of Lincoln. c. Bicycle balancing and distribution. d. Provide technical support with predefined technical support levels. e. Support policy and process changes. f. Sponsorship. g. Marketing and public relations. h. Keep all written material, including system documentation, up to date as changes occur. 		

<i>Operating Procedures Guide</i>		Contractor or Subcontractor	Bidder's Response
IV.N.2	The Contractor shall develop and maintain documentation on operating procedures to assist technical staff in operation and maintenance of the system. These procedures help define and provide understanding of system operations and performance. The operations procedures will address all facets of the technical operation of both systems. The Operating Procedure Guide must be continuously updated to reflect the latest changes.		
<i>Bicycle Balancing & Distribution</i>		Contractor or Subcontractor	Bidder's Response
IV.N.3	Bidders must address in the Technical Requirements Matrix their plan for how they will rebalance and redistribute bikes and the procedures they will implement to reclaim lost or stolen bikes, including how their dynamic pricing structure and/or other mechanisms will be offered/utilized to end users to encourage natural system-wide balancing.		
<i>Equipment & Site Maintenance</i>		Contractor or Subcontractor	Bidder's Response
IV.N.4	Contractor shall be responsible for providing comprehensive operations and maintenance of the system. Thus, bidders must address in the Technical Requirements Matrix how they will provide comprehensive operations and maintenance of the system as well as detailing the audit procedures for these standards, including but not limited to, addressing the following which shall be the responsibility of the Contractor:		
IV.N.4.a	Inspection and repair or replacement of the drive chain to ensure proper functioning and lubrication.		
IV.N.4.b	Inspection and repair or replacement of handlebar to ensure proper centering and tightness.		
IV.N.4.c	Inspection and repair or replacement of tires to ensure proper inflation.		

IV.N.4.d	Inspection and repair or replacement of brakes for excessive wear to ensure proper working order.		
IV.N.4.e	Inspection and repair or replacement of bike seat/saddle to ensure proper tightness.		
IV.N.4.f	Inspection and repair or replacement of shifters to ensure proper functioning.		
IV.N.4.g	Inspection and repair or replacement of lights to ensure proper functioning.		
IV.N.4.h	Inspection and repair or replacement of the basket, bell, and advertisements, including ensuring all are attached properly.		
IV.N.4.i	Ensuring bicycles are clean and attractive for use.		
IV.N.4.j	Removal and repair of bicycles that have been reported as damaged or unusable within 24 hours after the initial report.		
IV.N.4.k	Repair of a bike share station and/or kiosk that has been reported as damaged or unusable within 24 hours after the initial report.		
IV.N.4.l	Replacement of any equipment that is beyond repair should be completed within ten (10) business days.		

IV.N.4.m	Contractor assumes all responsibility for costs, repair, and replacement for damages to station, bicycles, and their service vehicles.		
IV.N.4.n	Eighty-five percent (85%) of the bicycle fleet must be in working condition and available to users or a performance fee of \$100/per day will be assessed. If less than seventy percent (70%) of bikes are in working condition, a performance fee of \$250/per day will be assessed. If less than fifty percent (50%) of bikes are in working condition, a performance fee of \$500/per day will be assessed.		
IV.N.4.o	Removal of snow in and around all stations in accordance with existing snow removal schedules of the City and any other agency or organization.		
IV.N.4.p	Ability to perform maintenance work for stations and kiosks on-site.		
IV.N.4.q	Contractor shall develop a process for situations in which a user wants to return a bike to a station that is full or rent a bike from a station that is empty.		
IV.N.4.r	Provide a 24 hour a day customer service operation call center.		
IV.N.4.s	Recording of all maintenance visits, cleaning, and repairs using a modern computerized inventory management system.		
IV.N.4.t	Contractor shall replace defective stations, kiosks, and/or bikes within two (2) business days of being notified. During the warranty period, replacement units and installation services shall be provided at no additional cost to the City of Lincoln.		

IV.N.4.u	Contractor shall provide rebalancing and support for up to fifteen (15) special events per year, as requested by the City of Lincoln.		
Sponsorship		Contractor or Subcontractor	Bidder's Response
IV.N.5	<p>In an effort to set the Lincoln Bike Share program for success, the City of Lincoln has secured sponsorships to fully fund the first year of operations and partially fund the second year of operations.</p> <p>The City of Lincoln has sponsorship agreements in place with four (4) different organizations and businesses (Attachments E-H). The Contractor shall honor the existing sponsorship agreements and maintain a good, working relationship with existing and future sponsors of the Lincoln Bike Share Program. The Contractor will work with sponsors on providing free or reduced rate memberships for employees, students, program members, etc.</p>		
Marketing		Contractor or Subcontractor	Bidder's Response
IV.N.6	<p>Bidders shall propose strategies to market the bike share program including but not limited to:</p> <ul style="list-style-type: none"> a. A Marketing and PR program that generates enthusiasm prior to system launch and ongoing elements, with a modern theme; b. Providing a public relations crisis management program to address fatalities or serious injuries; c. Monthly report to the City and bike share sponsors analyzing system operations, including age statistics, origin and destination data, new subscribers, etc.; d. Creating and managing social media accounts, to keep members abreast of day-to-day operations and special communications; e. Outreach to low-income, Limited English Proficient (LEP), and other traditionally underserved populations; f. Managing and growing bike share ridership; and g. Due to the bike share program being initially funded with federal transportation dollars, describe how all 		

	profit would be used to expand the bike share system and fund future maintenance needs.		
TRTM 14 Training		Contractor or Subcontractor	Bidder's Response
IV.P	Bidder must describe in the <i>Technical Requirements Matrix – Attachment A</i> their strategy for two (2) four-hour (4) on-site training sessions for up to twenty-five (25) individuals at a designated location in Lincoln, NE, which shall include training on hardware maintenance, bicycle redistribution, software management, and customer service. All costs for training, materials and travel expenses shall be at no additional cost to the State or City of Lincoln.		
TRTM 15 Delivery Requirements/Locations		Contractor or Subcontractor	Bidder's Response
IV.Q	Contractor shall be responsible for the delivery of all items, assembled by the Contractor, to the installation locations. Neither the State nor the City of Lincoln will be responsible for hardware, equipment or other items delivered ahead of the installation, during installation or left remaining after installation is complete. Contractor shall deliver Bike Share components on-site as indicated on <i>Attachment B – Site Locations</i> .		

Form A.2

Technical Requirements Traceability Matrix (TRTM) Instructions

Request for Proposal Number R72-16

Bidders are instructed to complete a Technical Requirements Traceability Matrix for the Bike Share System and Related Services. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Technical Requirement.

The TRTM is used to document and track the project requirements from the proposal through testing to verify that the requirement has been completely fulfilled. The Contractor will be responsible for maintaining the contract set of Baseline Requirements. The TRTM will form one of the key artifacts required for testing and validation that each requirement has been complied with (i.e., 100% fulfilled).

The TRTM must indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. The State and City of Lincoln will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide the State and City with sufficient information to differentiate the bidder's technical solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the TRTM as provided. Failure to maintain these elements may be grounds for disqualification.

How to complete the TRTM:

TRTM Column Description	Bidder Responsibility
TRTM #	The unique identifier for the requirement as assigned by NDOR. This column is dictated by this RFP and must not be modified by the bidder.
Requirement Description	The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder.
Compliant	Bidder to indicate "Y" (Yes) or "N" (No) whether their solution is compliant with the requirement. If "N", the bidder must address the gap in Response section. The bidder must also address the following: <ul style="list-style-type: none">• Capability does not currently exist in the proposed Bike Share System as indicated by an Availability of "B", "C", or "D" as defined below ;• Capability not available, is not planned, or requires extensive source-code design and customization to be considered part of the bidder's standard capability as indicated by Availability of "N/A"; or• Requires an extensive integration effort of more than 500 hours.
Availability	Bidder to indicate one of the following: <ul style="list-style-type: none">• A = Capability Operating in Bidder's Solution• B = Capability Available in the Bidder's Solution Next Scheduled Release and proposed for the Solution.• C = Capability Under Development: New Release / Upgrade Version (Resources Committed) Provide Availability Date Published to Bidder's Solution

TRTM Column Description	Bidder Responsibility
	<ul style="list-style-type: none"> • D = Capability Defined and Committed to Availability in 12 Months in the Bidder's Solution • N/A = Not Available, Not Planned, or Requires Extensive Effort to be Made Part of Baseline Capability
Availability Date	Provide date capability will be available as published / release to Bidder Baseline Capability (e.g., available to Installed Customer Base). Note: For Availability value of "A", use date of proposal submission.
Contractor or Subcontractor	Indicate whether the hardware, software or service is provided by the Contractor (C) or Subcontractor (S).
Bidder Comments	<p>Bidder Responsibility</p> <p>Provide a short description for each requirement that is Compliant = "Y":</p> <ol style="list-style-type: none"> 1. Describe briefly how compliance will be established, highlighting the following: <ol style="list-style-type: none"> a. Is compliance established through rules-based modifications to the product/system (e.g., table changes, workflow updates)? b. Is compliance established through a combination of system automation and manual processes/procedures? 2. Provide an estimate of the effort needed during integration to achieve compliance using the final criteria: <ol style="list-style-type: none"> a. Minor = less than 10 man hours. b. Moderate = less than 100 man hours. c. Extensive = more than 100, less than 500 man hours. d. Significant = more than 500 man hours. <p>A restatement of the requirement is not considered a substantive response.</p>

Form A.2
Technical Requirements Traceability Matrix (TRTM)
Table 2
Request for Proposal Number R72-16

FIRM: _____

Requirements Matrix					
TRTM #	Requirement Description	Compliant	Availability	Availability Date	Contractor or Subcontractor
TRTM 1	Solution Type				
IV.D	Bidder shall list the solution type bid. 1) Existing System built for another client that can be transferred and modified to support the primary objectives; 2) Commercial Off-The-Shelf Solutions that can be configured, modified, or enhanced to support the primary objectives; or 3) Hybrid system combining the best of several different solutions.				
Bidder's Response:					

TRTM 2	Solution Hosting	Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.E	<p>The State, on behalf of the City, will be accepting proposals for Contractor hosted solutions for which the proposed solution's application hardware and infrastructure would be owned and maintained by the Contractor. The Contractor shall be responsible for all contract requirements and activities related to hosting the proposed systems and ensure that any updates or transitions occur smoothly without disruption to the City of Lincoln.</p> <p>Contractor shall host all bike share system components. The Contractor shall be responsible for all contract requirements and activities related to hosting the proposed systems and ensure that any updates or transitions occur smoothly without disruption to the City of Lincoln.</p> <p>The Bike Share System is to include, but not be limited to: bike share equipment, software/technical services, installation, operations and maintenance, marketing, program growth, and other related services.</p>				

Bidder's Response:

TRTM 3	Hardware & Software Requirements (2.0)	Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.2	<p>Contractor shall furnish and install system software and related items as described within this section. Depending on the proposed system bid, Contractor shall ensure the solution encompasses all hardware, firmware and software on kiosks, stations, and bikes as well as for the server.</p>				

Bidder's Response:

<i>Hardware (2.1)</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.2.1	<p>The RFP response must include all necessary hardware, systems firmware/software (operating systems licenses, auxiliary or support</p>				

	systems software, etc.), and disk storage space requirements necessary to optimally effect the proposed solution. The solution offered must take into consideration the City's data storage requirements over the entire contract term, including the optional renewal period(s).				
Bidder's Response:					
Software (2.2)		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.2.2	<i>Contractor shall include any and all software required to properly operate and maintain the equipment bid, at no additional cost to the State or City of Lincoln. Contractor's software must have the ability:</i>				
IV.I.2.2.1	To control/disable entire system, individual stations, kiosks and bikes from system headquarters via wireless connectivity or online operator's personal computer.				
Bidder's Response:					
IV.I.2.2.2	To provide data security, particularly for financial data, user names, and addresses.				
Bidder's Response:					
IV.I.2.2.3	For users to read and accept a liability waiver via kiosk and online via website or mobile app.				
Bidder's Response:					
IV.I.2.2.4	To issue reports to maintenance crews indicating where to rebalance and where bicycles needing repair are located.				
Bidder's Response:					
IV.I.2.2.5	To adjust hours of operation for specific stations or entire system, with the capacity to operate 24 hours a day.				
Bidder's Response:					

IV.I.2.2.6	To adjust prices for check-out and bike usage by day, time, and station.				
Bidder's Response:					
IV.I.2.2.7	System in place to enable bike check-ins and check-outs away from station locations, such as at community events or athletic events.				
Bidder's Response:					
IV.I.2.2.8	To potentially link the City of Lincoln system to other bike share systems, so that users of each can utilize all systems with a single membership card.				
Bidder's Response:					
IV.I.2.2.9	To collect email addresses, email receipts, and sign users up for e-newsletter.				
Bidder's Response:					
IV.I.2.2.10	To process paperless transactions.				
Bidder's Response:					
IV.I.2.2.11	To purchase daily, weekly, monthly, and annual memberships at the kiosk.				
Bidder's Response:					
IV.I.2.2.12	To generate detailed reports by date/week/month/quarter/year.				
Bidder's Response:					
IV.I.2.2.13	Software versions and/or updates shall not prevent the State or the City of Lincoln from using any functions, in whole or in part, or cause deficiencies or defects in the software within the system.				

Bidder's Response:				
IV.I.2.2.14	To provide software and online upgrades at no additional cost during the term of contract and all renewal terms. All software must be kept current with the latest release provided to any other system in the United States.			

Bidder's Response:				
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<i>Versions (2.3)</i>	Compliant	Availability	Availability Date	Contractor or Subcontractor
<p>IV.I.2.3</p> <p>The Contractor will, during the contract, maintain any and all third-party software products at their most current version or no more than two (2) versions back from the most current version at no additional charge to the State or City of Lincoln, provided that such third-party software version upgrades can be installed and maintained with the City staff indicated in the Proposal for the Maintenance and Support services.</p> <p>However, the contractor of the Bike Share System will not maintain any third-party software versions, including two (2) versions back, if any such version would prevent the City of Lincoln from using any functions, in whole or in part, or would cause deficiencies or defects in the software within the proposed solution. If implementation of an upgrade to a third-party software product requires contractor personnel, in addition to the City staff proposed in the proposal for the Maintenance and Support Services, the City and Contractor must mutually agree to implement such an upgrade. Any costs that are charged by a third-party software manufacturer for a necessary upgrade of this system to a third-party software product that is not covered by such Software's Maintenance and Support agreement will be charged to and paid for by the Contractor.</p> <p>The Contractor will, during the contract, maintain any and all software products that are used in the functionality of the Bike Share system at their most current version or no more than two (2) versions back from the most current version at no additional charge to the State or City of Lincoln, provided that such software version upgrades can be installed and maintained with the City staff indicated in the Proposal for the Maintenance and Support services.</p>				

	Any software upgrades or features that are not expressly created for an individual client will be considered a software version changes and subject to inclusion into the Bike Share System.				
Bidder's Response:					
<i>Licenses (2.4)</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.2.4.1	Contractor shall provide all necessary licenses, including for database, operating systems, third-party software applications, etc., used for the project including installations of such software in servers, kiosks, stations, workstations, laptops, and other computing devices. Licensing must cover all aspects of the proposed solution. All software license terms shall be perpetual with no recurring fees. The terms and conditions of software license will be incorporated into the final contract. Prior to finalizing the contract, the City reserves the right to negotiate terms of the software license. Licenses are included at no additional cost to the City of Lincoln or the State.				
Bidder's Response:					
<i>Bike Share System Software for Kiosks (2.5)</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.2.5.1	Software for kiosks shall be designed, owned and operated by the Contractor.				
Bidder's Response:					
IV.I.2.5.2	All data stored on kiosks shall be the property of the City of Lincoln.				
Bidder's Response:					
IV.I.2.5.3	Software for kiosks shall be in continuous operation 24 hours per day, 365 days per year.				

Bidder's Response:				
IV.I.2.5.4	Software for kiosks shall have a high degree of reliability with not less than 99.9% monthly uptime.			
Bidder's Response:				
IV.I.2.5.5	Kiosk hardware shall receive firmware/software updates via cellular communications equipment as "over-the-air" updates.			
Bidder's Response:				
IV.I.2.5.6	Secure with minimum 128 bit encryption for financial data. The bidder's system must comply with the NITC Information Security Policy to include browser client security and, at a minimum, use of Secure Sockets Layer ("SSL") with 128 bit encryption or higher. (Full NITC 8-101: Information Security Policy is at: http://nitc.nebraska.gov/standards/8-101.html . NITC 8-301: Password Standard is at: http://nitc.nebraska.gov/standards/8-301.html . NITC 8-302: Identity and Access Management Standard for State Government Agencies is at: http://nitc.nebraska.gov/standards/8-302.html .)			
Bidder's Response:				
<i>Bicycle Rental Options (Passes) (2.6)</i>		Compliant	Availability	Availability Date
IV.I.2.6.1	Bicycle rental shall have the capability to be processed online, by mobile app and at individual kiosks.			
Bidder's Response:				
IV.I.2.6.2	Daily passcode rental option, good for 24 hours in half hour increments.			
Bidder's Response:				

IV.I.2.6.3	Monthly membership passcode/card rental option.				
Bidder's Response:					
IV.I.2.6.4	Annual membership passcode/card rental option.				
Bidder's Response:					
TRTM 4	Contractor Components (3.0)	Compliant	Availability	Availability Date	Contractor or Subcontractor
<i>Bike Share System Server(s) (3.1)</i>					
IV.I.3.1.1	Server(s) shall be designed, owned and operated by the Contractor at a location of their choosing. Alternatively, the Contractor may use servers owned and operated by a disclosed Subcontractor.				
Bidder's Response:					
IV.I.3.1.2	All data stored on server(s) shall be the property of the City of Lincoln.				
Bidder's Response:					
IV.I.3.1.3	Server(s) shall be capable of supporting a minimum of 250 total concurrent users.				
Bidder's Response:					
IV.I.3.1.4	Server(s) shall be in continuous operation 24 hours per day, 365 days per year.				
Bidder's Response:					

IV.I.3.1.5	Server(s) shall have a high degree of reliability with not less than 99.9% monthly uptime.				
Bidder's Response:					
IV.I.3.1.6	Secure with minimum 128 bit encryption for financial data. The bidder's system must comply with the NITC Information Security Policy to include browser client security and, at a minimum, use of Secure Sockets Layer ("SSL") with 128 bit encryption or higher. (Full NITC 8-101: Information Security Policy is at: http://nitc.nebraska.gov/standards/8-101.html . NITC 8-301: Password Standard is at: http://nitc.nebraska.gov/standards/8-301.html . NITC 8-302: Identity and Access Management Standard for State Government Agencies is at: http://nitc.nebraska.gov/standards/8-302.html .)				
Bidder's Response:					
<i>Mobile Application (3.2)</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.3.2.1	Contractor shall provide access to the Bike Share Program through a mobile application. a. Mobile application shall be operable on the following platforms: • Android version 4.2.x or newer • iOS version 5.1.1 or newer				
Bidder's Response:					
IV.I.3.2.2	The ability for users to sign a liability waiver agreement through the mobile application.				
Bidder's Response:					
IV.I.3.2.3	Mobile application shall be capable of displaying bike share data, to include, but not be limited to, the following: a. Map view b. Bike Share locations c. Rental rates d. Text forecast				

	e. Alerts f. Routes				
Bidder's Response:					
Online Website (3.3) The Contractor's online website shall include, but not be limited to, the following:		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.3.3.1	Bicycle safety information, laws, and/or warnings affecting bicyclists.				
Bidder's Response:					
IV.I.3.3.2	The ability to accept and/or allow users to purchase or change their membership.				
Bidder's Response:					
IV.I.3.3.3	The ability for users to track number of available bikes and open docking points in each station via web page and/or smart phone.				
Bidder's Response:					
IV.I.3.3.4	The ability for users to sign an online liability waiver agreement.				
Bidder's Response:					
IV.H.3.3.5	The displaying phone and email contact information prominently on website.				
Bidder's Response:					
IV.I.3.3.6	The displaying logos of sponsors on website and mobile application.				

Bidder's Response:					
IV.I.3.3.7	Be personalized to the Lincoln bike sharing system, coordinated with partner organizations and/or municipalities, with basic information, FAQ's, and brochure and map downloads.				
Bidder's Response:					
IV.I.3.3.8	The offering of membership discounts to certain populations online, including students, senior citizens, and employees of a certain organization.				
Bidder's Response:					
IV.I.3.3.9	Language options shall meet the minimum of English and Spanish included as required language options and preferred additional options of Arabic, Vietnamese, and Mandarin. (please provide a full list of all language options offered).				
Bidder's Response:					
IV.I.3.3.10	The ability for users to pay monthly installments toward the price of annual membership.				
Bidder's Response:					
IV.I.3.3.11	All elements of the website shall be fully functional and thoroughly tested by March 1, 2017 before system is operational and available to the public.				
Bidder's Response:					
IV.I.3.3.12	The ability to easily navigable station map, also accessible on mobile application.				

Bidder's Response:					
IV.I.3.3.13	A mechanism for users to report problems and, make system improvement suggestions.				
Bidder's Response:					
IV.I.3.3.14	Social media integration on website, such as Twitter/Facebook/blog feeds.				
Bidder's Response:					
IV.I.3.3.15	The ability to collect survey information and customer satisfaction ratings.				
Bidder's Response:					
IV.I.3.3.16	A search engine optimization for "Lincoln Bike Share" and similar queries.				
Bidder's Response:					
IV.I.3.3.17	Personalized member webpages that provide desired user reporting metrics information.				
Bidder's Response:					
IV.I.3.3.18	Social networking features, such as member "leader boards" displaying most active users for the week, month, and year.				
Bidder's Response:					

Reports (3.4) <i>Note* The City will indicate the format of the data that shall be provided with monthly invoices. System software shall be able to track and report the following user reporting metrics, including, but not limited to:</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.I.3.4.1	Total users (24-hour/week/month/year)				
Bidder's Response:					
IV.I.3.4.2	Detailed trip characteristic reports (day/month/year)				
Bidder's Response:					
IV.I.3.4.3	Detailed miles traveled report				
Bidder's Response:					
IV.I.3.4.4	Detailed calories burned report				
Bidder's Response:					
IV.I.3.4.5	GPS bike route reports				
Bidder's Response:					
IV.I.3.4.6	User demographics				
Bidder's Response:					
IV.I.3.4.7	Vehicle miles reduced				
Bidder's Response:					
IV.I.3.4.8	Gallons of gasoline saved				

Bidder's Response:					
IV.I.3.4.9	Carbon emissions reduced				
Bidder's Response:					
IV.I.3.4.10	As requested, custom queries will be available within thirty (30) days to the City.				
Bidder's Response:					
TRTM 5	System Connectivity Set-Up/Testing	Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.M	<p>The Contractor shall define and document test requirements and a schedule for testing hardware, firmware, and all software. Testing requirements shall include any compliance testing with the industry standards and regulations. The Contractor shall be responsible for carrying out unit, system, and integration testing for all programs, modules, and sub-systems throughout the development and management life cycles. The Contractor is responsible for successfully completing system and user system acceptance testing prior to implementation.</p> <p>The Contractor is responsible for certifying that each program, module, and sub-system meets or exceeds all of the functional, technical, and performance requirements prior to implementation. The Contractor shall be responsible for working with City of Lincoln in structuring testing environments that mirror the production environment.</p> <p>The Contractor is also responsible for the initial development of user test scenarios, establishing testing procedures and protocols, etc. Final System acceptance testing will include testing by users of all system functions, including, but not limited to, proper functioning of software, hardware and network components, as well as both data content, output, and connectivity components. It will offer the opportunity to test documentation, procedures, and business processes.</p>				

Bidder's Response:					
TRTM 6	Final System Acceptance	Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.N	Final system acceptance is the point at which the solution has been fully implemented (meets all established functional and technical requirements) for the City of Lincoln. This is the point at which the Operations and Maintenance Phases begin.				
Bidder's Response:					
TRTM 7	Operations & Maintenance – System Software & Hardware (including Kiosks, Stations, & Servers)	Compliant	Availability	Availability Date	Contractor or Subcontractor
Overview					
IV.O.1	<p>Operations and Maintenance (O&M) activities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. Perform system maintenance, including testing, documentation, etc. <i>NOTE: Maintenance shall be conducted as mutually agreed upon by both the City of Lincoln and the Contractor.</i> b. Record, track and resolve system defects at no additional cost to the State or City of Lincoln. c. Conduct necessary software/firmware updates, including on Kiosks. d. Conduct maintenance of interfaces. e. Provide technical support with predefined technical support levels. f. Provide security management. g. Support policy and process changes. h. Keep all written material, including system documentation, up to date as changes occur. 				
Bidder's Response:					

<i>Operating Procedures Guide</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.2	The Contractor shall develop and maintain documentation on operating procedures to assist staff in operation and maintenance of the system. These procedures help define and provide understanding of system operations and performance. The operations procedures will address all facets of the technical operation of the system. The Operating Procedure Guide must be continuously updated to reflect the latest changes.				
Bidder's Response:					
<i>System Maintenance</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.3	<p>Contractor shall be responsible for providing comprehensive operations and maintenance of the system. Thus, bidders must address in the Technical Requirements Matrix how they will provide comprehensive operations and maintenance of the system as well as detailing the audit procedures for these standards, including but not limited to, addressing the following which shall be the responsibility of the Contractor:</p> <ul style="list-style-type: none"> a. Contractor shall perform maintenance on all firmware/software and hardware. b. Contractor shall work to resolve all operating issues for the system to restore functionality. c. Contractor assumes all responsibility for costs associated for servicing system firmware/software and hardware. d. Contractor shall have the ability to perform maintenance remotely and on-site, if required. e. Recording of all maintenance visits, repairs, and servicing using a modem computerized inventory management system. 				
Bidder's Response:					

<i>On-Going Technical Support Services</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.4	<p>Contractor shall provide phone and/or online technical support to end users at no additional cost to the City of Lincoln 24 hours a day for the duration of the contract and all subsequent renewal periods. The Contractor shall respond to calls/emails for assistance within one (1) hour or less. Technical support shall be defined as any equipment or technical issues for the entire system which may arise during the contract period to include, but not limited to:</p> <ul style="list-style-type: none"> a. Equipment operation; b. Payment issues; c. Damage reporting; d. User access. 				
Bidder's Response:					
<i>On-Call On-Site Hardware Support Services</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.5	<p>During the warranty period, Contractor shall provide on-call on-site support services to repair and/or replace faulty hardware devices installed in the kiosks at no additional cost to the City of Lincoln. Support services shall be available during normal business hours Monday through Friday, 8:00 A.M – 4:30 P.M. CST. Contractor shall be on-site within 48 hours maximum after the initial call for service. After the warranty period, on-call on-site support services will be provided at the hourly price listed on the Cost Proposal Bid Sheet.</p>				
Bidder's Response:					

<i>Emergency On-Call Hardware Support Services</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.6	On an as-needed basis during the warranty period, Contractor shall provide a certified technician for on-call emergency repair services after-hours, weekends and holidays at no additional cost to the City of Lincoln. Contractor's technician shall be on-site within 48 hours maximum after the initial call for service. After the warranty period, emergency services will be provided at the hourly price listed on the Cost Proposal Bid Sheet.				
Bidder's Response:					
<i>Emergency On-Call Software Support Services</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.7	Emergency remote support shall also be provided by the Contractor via telephone and email for maintenance problems regarding the solution's software after-hours, weekends and holidays at no additional cost to the City of Lincoln. Contractor must provide remote assistance within one (1) hour after notification. After the warranty period, emergency services will be provided at the hourly price listed on the Cost Proposal Bid Sheet.				
Bidder's Response:					
<i>Problem Resolution Plan</i>		Compliant	Availability	Availability Date	Contractor or Subcontractor
IV.O.8	The Contractor shall establish procedures for receiving, recording, and tracking problem reports and modification requests from users, and providing feedback to users. Whenever problems are encountered, the problems shall be recorded and entered into the problem resolution process. The Contractor shall implement (or establish organizational interfaces with) the configuration management process for managing resolutions to the existing system. The Contractor and City of Lincoln will develop a mutually agreeable				

	Problem Analysis and Resolution Plan prior to completion of the system implementation.				
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Bidder's Response:

Form A.3
Equipment
Request for Proposal Number R72-16

Hardware, software, tools, equipment, software licenses, etc., required for the proposed solution. Detailed specifications are required.

Qty	Item	Brand	Model Number	Version	Description//Purpose
Bike Share Hardware					
Bike Share Software					
Miscellaneous					

Form A.4

Cost Proposal Bid Sheet

Request for Proposal Number R72-16

Cost Proposal Bid Sheet: Please indicate total fixed price for each deliverable category. If desired, the bidder may breakdown each category and assign a price to each deliverable. The deliverables will be paid as fixed payments upon completion and acceptance of tasks contained in the deliverable. All costs necessary to satisfy the requirements of this RPF, including labor as well as non-labor associated costs, must be included in the pricing listed on this form.

The payment schedule for the project is tied to fixed lump sum payments for the completion and acceptance of related deliverables, and subsequent annual payments after implementation of the Bike Share System & Related Services. The bidder must propose a fixed cost per deliverable in the Cost Proposal Bid Sheet. The bidder must also include the annual amount for post-implementation maintenance in the Cost Proposal Bid Sheet. No invoice will be approved unless the associated deliverables have been approved.

All items listed below are listed in the deliverables section within the RFP.

PRICING SUMMARY TABLE

City staff have prioritized eighteen (18) station locations with a total of two-hundred eleven (211) docking slots that will serve one-hundred twenty (120) bicycles. The City of Lincoln has identified eighteen (18) stations as an estimated quantity; however, the actual total number of stations purchased will be dependent on the availability of funding.

BIKE SHARE EQUIPMENT					
Description	Est. Qty	UOM	Unit Price	Extended Price	
<i>Bicycles</i> Includes installation (Section IV.H) and all items listed in Section IV.I.1 BICYCLES and bicycle self-charging GPS with a minimum of 10% bikes using active GPS.	120	Each	\$	\$	
<i>Kiosks</i> To include installation (Section IV.H) and all items listed in Section IV.I.1 BICYCLE DOCKING STATIONS AND KIOSKS.	18	Each	\$	\$	
<i>Docking Stations</i> To include installation (Section IV.H) and all items listed in Section IV.I.1 BICYCLE DOCKING STATIONS AND KIOSKS, eighteen (18) docking stations with a total of two hundred eleven (211) docking slots, and panels/modules for maps/ads.	18	Each	\$	\$	
<i>Software License</i> One time perpetual License (for Server)	1	Each	\$	\$	

Software License One time perpetual License (for Kiosks and/or Stations)	1	Each	\$	\$
BIKE SHARE EQUIPMENT SUBTOTAL			\$	\$

STATION CONNECTIVITY SET-UP/TESTING

Description	Qty	UOM	Unit Price	Extended Price
Station Connectivity Set-Up/Testing	1	Lump Sum	\$	\$
STATION CONNECTIVEY SET-UP/TESTING SUBTOTAL			\$	\$

Operations & Maintenance Bicycles & Stations

Description	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
On-Going Operations and Maintenance for Bicycles and Stations (Section IV.N 1-6) Will not commence until after system installation, connectivity set-up and testing has occurred.	\$	\$	\$	\$	\$
OPERATIONS & MAINTENANCE BICYCLES AND STATIONS SUBTOTAL			\$	\$	\$

Operations & Maintenance System Hardware and Software

Description	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
On-Going Annual Operations and Maintenance for Hardware and Software including Kiosks, Stations, and Servers (Section IV.O 1-3, 8) Will not commence until after connectivity set-up/testing and final system acceptance of has occurred. On-going maintenance fee shall include labor costs, all	\$	\$	\$	\$	\$

technical, on-call, on-site, and emergency support services and assistance, repairs and/or replacement of faulty hardware, any other on-going costs, including mobile applications, and system software/firmware updates.					
OPERATIONS & MAINTENANCE HARDWARE AND SOFTWARE SUBTOTAL			\$	\$	\$

HOSTING COSTS					
Description	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
<i>Solution Hosting</i>	\$	\$	\$	\$	\$

OPTIONAL ITEMS & SERVICES					
Description	Quantity	Estimated UOM	Price Per	Extended Price	
<i>Secondary On-Board Lock</i>	120	Each	\$	\$	
<i>Membership Cards/ Fobs</i>	1000	Each	\$	\$	
<i>Additional Bicycles</i>	20	Each	\$	\$	
<i>Additional Docking Slots</i>	40	Each	\$	\$	
Description	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
Extended Hardware Services Warranty (Section IV.N.7) On-going maintenance fee shall include labor costs, firmware/software updates and other on-going costs. Replacement units/repairs.	\$	\$	\$	\$	\$

* Prices quoted on the Cost Proposal form shall remain fixed for the first year of the contract period which shall, for purposes of this section, commence upon acceptance by the City of the bicycles and associated bike share stations as installed. Any request for a price increase subsequent to the first year shall not exceed five percent (5%) of the previous contract period and must be submitted in writing to the City of Lincoln a minimum of 120 days prior to the end of the current contract period, and be accompanied by documentation justifying the price increase. Further documentation may be required by the City to justify the increase. The City reserves the right to deny any requested price increase. No price increases are to be billed to the City prior to written amendment of the contract by the parties.

Form A.6

Contractor Host Facility Form

Request for Proposal Number R72-16

This Contractor Host Facility Form must be completed.

Bidder Name:			
Building Address:		Mailing Address:	
City:	State/Zip:	City:	State/Zip:
Written Description of the Facility:			
Building Security Features			
Data Center Security Features			
Power Source/Back-up			