

Attach To Contract Document
New York City Department of Transportation
Executive Office

REQUEST FOR PROPOSALS

FOR

PARKING PAY BY PHONE PILOT
P.I.N. 84110MBTR518
E-PIN: 84110P0012

Addendum No. 3
September 20, 2011

This Addendum Is Hereby Made Part of the Contract Documents

Proposal Due Date has been extended from 9/21/11 to 9/30/11
(See attached Revised Section IR1 of the RFP)

Attached please find:

- 1. Addendum No. 3 – Notice to Proposers**
- 2. Revised Section IR2 of the RFP (Page 1R2), attached**
- 3. Revised Section IIIR2 of the RFP (Pages 5R2), attached**
- 4. Revised Section IVR1 of the RFP (Pages 7R1), attached**
- 5. Acknowledgement Receipt**

**REQUEST FOR PROPOSALS FOR
PARKING PAY BY PHONE PILOT**

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**ADDENDUM No. 3
September 20, 2011**

NOTICE TO PROPOSERS

**Proposal Due Date has been extended from 9/21/11 to 9/30/11
(See attached Revised Section IR1 of the RFP)**

REFER TO: REQUEST FOR PROPOSALS, SECTION IR1 – TIMETABLE (Page 1R1)

DELETE the SECTION IR1 – TIMETABLE in its ENTIRETY And

REPLACE: With the Revised SECTION IR2 – TIMETABLE, (Page 1R2), Attached

REFER TO: REQUEST FOR PROPOSALS, SECTION IIIR1 – SCOPE OF SERVICES
(Pages 5R1)

DELETE the Page 5R1 of SECTION IIIR1 – SCOPE OF SERVICES in its ENTIRETY
And

**REPLACE: With the Revised SECTION IIIR2 – SCOPE OF SERVICES,
(Pages 5R2), Attached**

REFER TO: REQUEST FOR PROPOSALS, SECTION IV – FORMAT AND CONTENT OF
PROPOSAL (Pages 7)

DELETE SECTION IV – FORMAT AND CONTENT OF PROPOSAL (Pages 7)
in its ENTIRETY And

**REPLACE: With the Revised SECTION IVR1 – FORMAT AND CONTENT OF PROPOSAL
(Pages 7R1), Attached**

SECTION IR2 - TIMETABLE

A. Release Date of Request for Proposals:

August 15, 2011

All questions and requests for additional information concerning this RFP should be directed to Junaid Syed, P.E., the Authorized Agency Contact Person, at:

Telephone #: 212-839-9297
Fax #: 212-839-4241
E-Mail Address: parkingpaybyphone@dot.nyc.gov

Proposers should submit questions by close of business day on August 31, 2011. DOT will not respond to questions received after that date.

B. Site Visit and/or Inspection of Materials:

Site visits are not necessary; however, additional material is available for your review upon request. Appointments for site visits and to review the materials must be made to the Authorized Agency Contact Person.

C. Pre-Proposal Conference:

Date: August 30, 2011
Time: 10:30 AM
Location: 55 Water Street, Ground Floor Bid Room, New York, NY 10041

Attendance by proposers is optional but recommended by DOT. All questions and requests for additional information concerning the pre-proposal conference should be directed to the Authorized Agency Contact Person.

D. Proposal Due Date and Time and Location:

Date: September 30, 2011
Time: 2:00 PM
Location: Proposals shall be submitted to NYCDOT ACCO Contract Management Unit located at: 55 Water Street, Ground Floor, New York, NY 10041, between the hours of 9am-2pm only (Entrance from south side at Vietnam Veterans Plaza)

E-mailed or faxed proposals will not be accepted by DOT.

Proposals received at this Location after the Proposal Due Date and Time are late and shall not be accepted by DOT, except as provided under New York City's Procurement Policy Board Rules. DOT will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless DOT issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.

25. Acknowledge the ability to, with a single call, elect to pay for a specific period of time, **without**, the need to call back and “stop the clock”. There is no specific requirement to allow the customer to request a refund for the time unused.”
26. Acknowledge the ability to purchase additional blocks of time (in addition to the initial purchase).
27. Acknowledge the ability to block the purchase of additional blocks of time (additional to the initial purchase).
28. Acknowledge the ability to offer customers the option to be informed at a predetermined time period of the expiration of their pre-paid parking session.
29. There is no requirement to provide the option to pay for parking by SMS message, however if this service is available it should be acknowledged.
30. Acknowledge the ability for customers to purchase electronic permits and ability to enforce same.
31. Acknowledge whether system is PCI PA DSS certified. If so provide PCI PA DSS certificate.

C. Minimum Qualifications

The vendor’s Pay by Phone payment service system shall be PCI DSS (“Payment Card Industry Data Security Standard”). Proposers shall submit a PCI DSS Level 1 compliant certificate either with their proposal documents or prior to Recommendation for Award. Failure to do so will result in a Proposal being found non-responsive.

D. Additional Information

1. This pilot program is not intended to be used as an online reservation system or prepayment option. It is to be used strictly for making payments at available (unoccupied) parking spaces within one of the designated pilot locations following all the posted regulations of the location(s).
2. The Contractor cannot change, raise, lower or modify the posted parking rates in effect in the pilot locations. All parking rates shall remain as current for the pilot program unless modified by DOT. The Contractor shall be notified in writing of any possible rate changes within thirty (30) calendar days of the effective date of the rate change.
3. Summons writing (Enforcement) **in the pilot program location(s)** shall be performed by NYPD using the new enforcement handhelds and continue as currently in place but for the following procedure:
 - Vendor shall provide handhelds and their software (or app) to lookup status of parked vehicles;
 - Vehicles not having valid muni-meter receipt will have status checked by either scanning registration barcode or license plate input;
 - The handheld must perform a check of the mobile phone parking database and display the status of the vehicle in the database (Paid or Unpaid and expiration time);
 - If unpaid, the handheld shall request acknowledgement (press a button for yes or no) from the Traffic Agent;
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Upon acknowledgement from the Traffic Agent, the handheld must automatically toggle to the summons writing software and allow for the continuation of the normal summons writing process.”

4. The handheld device as described in Section III, Para. B, Item 14, shall be considered “add-on” and part of the cost proposal. The proposer shall include the costs of the required four (4) units within the total cost per transactions (Attachment D, Price Proposal) and a separate price per handheld should additional units be required and will be determined during contract negotiation.”
5. DOT considers all data resulting from pay by phone service proprietary and requires the awarded vendor to surrender such data (customers, transactions, payment, etc.) at the end of the pilot. All data cannot be used, sourced or solicited by/from the awarded vendor for any purpose during or post pilot for any reason except with authorization by DOT.

SECTION IVR1 - FORMAT AND CONTENT OF PROPOSAL

Instructions: Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8 ½" x 11" per. The City of New York requests that all proposals be submitted on paper with no less than 30% postconsumer content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to the standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not length. Failure to comply with any of these instructions will not make the proposal non-responsive.

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A. PROPOSAL FORMAT

1. PROCEDURAL FORMS

A Procedural Forms packet has been supplied with this Request for Proposals and should be fully completed and included in the proposal package as follows in a separate sealed envelope:

- a) **PROPOSAL COVER LETTER**
- b) **ACKNOWLEDGEMENT OF ADDENDA**
- c) **AFFIRMATION FORM**

The Original Procedural Forms Packet should include all completed Procedural forms, required procedural documents, signed certifications and Supplementary information.

2. TECHNICAL PROPOSAL

The technical proposal is a clear, concise narrative to be submitted in a separate sealed envelope and addresses the following:

Minimum Qualification Requirement

Qualification Requirement and Experience

- a. **Qualifications**
 - 1. PCI DSS Certificate (Hardware)

- b. **Experience**

Describe the successful relevant experience of the proposer, each proposed sub-contractor, and the proposed key staff in providing the program described in Section IV – Scope of Services of the RFP specifically pay by phone experience.

**THE CITY OF NEW YORK
DEPARTMENT OF TRANSPORTATION
Executive Office**

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #3

REQUEST FOR PROPOSAL

FOR

PARKING PAY BY PHONE PILOT

PIN: 84110MBTR518

E-PIN: 84110P0012

**Addendum No. 3
September 20, 2011**

**I, _____
NAME AND TITLE**

**_____
A duly authorized representative of
(NAME OF PROPOSER)**

**_____
Acknowledge receipt of Addendum No. 3 dated 9/20/11 for the Contract
P.I.N. No. 84110MBTR518 for which Proposals will be received
By 2:00 PM on September 30, 2011.**