

**CITY OF SANDY, OREGON
PERSONAL SERVICES AGREEMENT**

THIS PERSONAL SERVICES AGREEMENT (“Agreement”), made and entered into this April 19, 2024, by and between the City of Sandy, an Oregon municipal corporation ("City") and Access Tech (“Contractor”).

RECITALS

WHEREAS, the City’s fiscal year 2024 - 2025 budget provides for Transit Technology Implementation Project; and

A Request for Proposal (RFP) was posted in January 2024 with notifications in the newspaper and online. Additionally, three technology vendors contacted. March 8th, 2024 the RFP was closed and two vendors had submitted responses. An evaluation committee selected a winner vendor who was issued an Intent to Award on March 25, 2024. No protest were submitted.

WHEREAS, City desires to retain Contractor to perform certain professional consulting services, as further identified in this Agreement. Contractor is willing to perform these services for and in connection with the Transit Technology Implementation Project (the “Project”), subject to and in accordance with the terms and conditions contained in this Agreement.

This project is funded by the Statewide Transportation Improvement Fund Discretionary Grant program at \$360,000 in grant funding and \$90,000 in match from the City of Sandy Transit Department.

NOW THEREFORE, in consideration of the promises and covenants contained herein, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Term.

This Agreement shall run from April 19th, 2024 through and including June 30, 2024 unless sooner terminated under the provisions of this Agreement and may be extended for additional like periods. All Services under this Agreement shall be completed prior to the expiration of this Agreement.

2. Contractor's Service.

The scope of Contractor's services under this Agreement are set forth in Exhibit A (the “Services”). The Services will be completed expeditiously, in a timely manner, and in accordance with the schedule identified in Exhibit B. All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this Agreement as if fully set

forth. Any conflict between this Agreement and Contractor's proposal (if any) shall be resolved first in favor of this Agreement. Any conflict between this Agreement and Exhibits A or B shall be resolved first in favor of this written Agreement. Contractor will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Agreement. All Contractor personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Contractor shall have all requisite permits, licenses and other authorizations necessary to provide the Services. Contractor acknowledges and agrees that City may cause or direct other persons or contractors to provide services for and on behalf of City that are the same or similar to the Services provided by Contractor under this Agreement. No information, news, or press releases related to the Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written authorization of City's Project Manager.

3. Compensation.

A. Agreement Sum. As compensation for Contractor's timely performance of the Services in accordance with this Agreement, City shall pay Contractor a total sum not to exceed \$450,000 (the "Agreement Sum"), in accordance with the "Schedule of Rates" attached hereto as Exhibit C. Contractor will submit monthly invoices to City concerning the Services performed by Contractor during the immediately preceding month (each an "Invoice"). Each Invoice will contain the following information: (a) a summary of the Services performed by Contractor (and by whom); (b) the number of hours (or fraction thereof) each person spent to perform the Services; (c) the applicable fee(s) for performing the Services; and (d) all other information reasonably requested by City. City will pay the undisputed amount due under each Invoice within Twenty-one (21) days after City has reviewed and approved the Invoice. Licensing/Monthly Management Fees will be invoiced one month prior and not in arrears. No compensation will be paid by City for any portion of the Services not performed. Payment shall not be considered acceptance or approval of any Services or waiver of any defects therein. The Agreement Sum shall constitute full and complete payment for said Services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement or agreed to by mutual written and duly signed agreement of City and Contractor. Notwithstanding the foregoing, the parties may not increase the Agreement Sum without prior written authorization of the City Manager. Failure of Contractor to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement Sum or Agreement time due to such unauthorized extra work and Contractor thereafter shall be entitled to no compensation whatsoever for the performance of such work.

B. Certified Cost Records. The Contractor shall furnish certified cost records for all billings to substantiate all charges. For such purposes, the books of account of the Contractor shall be subject to audit by the City in accordance with the terms of this Agreement. The Contractor shall complete Services and cost records for all billings on such forms and in

such manner as will be satisfactory to the City.

- C. Contractor Identification. Contractor shall furnish to City Contractor's employer identification number, as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Contractor's Social Security number.

4. Project Managers.

City's Project Manager is Andi Howell. Contractor's Operations Manager is Heather Adams. Each party shall give the other written notification of any change in their respective Project Manager.

5. Duty to Inform.

Contractor shall give prompt written notice to City's Project Manager if, at any time during the performance of this Agreement, Contractor becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the Agreement, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Contractor shall constitute neither agreement with nor acquiescence in Contractor's statement or claim and shall not constitute a waiver of any of City's rights.

6. Contractor is Independent Contractor.

Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Agreement. Contractor hereby expressly acknowledges and agrees that as an independent contractor, Contractor is not entitled to indemnification by the City or the provision of a defense by the City under the terms of ORS 30.285. This acknowledgment by Contractor shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300).

7. Work; Intellectual Property; Records.

~~A.~~ Work is Property of City. All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Contractor under this Agreement shall be the property of City. Contractor will defend all suits or claims for infringement of patent, trademark, and/or copyright for which Contractor is responsible

B. Intellectual Property. The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement and any generated work product shall vest in City. Contractor shall execute any assignment or other documents necessary to affect this section. Contractor may retain a nonexclusive right to use any intellectual property that is subject to this section. Contractor shall transfer to City any data or other tangible property generated by Contractor under this Agreement

and necessary for the beneficial use of intellectual property covered by this section.

- C. Records. Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least one (1) year after City makes final payment on this Agreement and all other pending matters are closed. Contractor shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

8. Errors.

Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost, if the error or omission was due to negligence from the Contractor.

Only the City Manager or Project Manager may authorize extra (and/or change) work. Failure of Contractor to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement Sum or project schedule due to such unauthorized extra work and Contractor thereafter shall be entitled to no compensation whatsoever for the performance of such work.

9. Indemnity.

Contractor acknowledges responsibility for any and all liability arising out of the performance of this Agreement and shall hold City, its officers, employees, elected and appointed officials, volunteers, and agents harmless from, indemnify, and defend City, its officers, employees and agents for any and all liability, settlements, loss, costs and expenses in connection with any action, suit, or claim resulting or allegedly resulting from (i) Contractor's acts, omissions, activities or services in the course of performing this Agreement; (ii) Contractor's failure to pay any tax arising out of or resulting from performance of the Services; (iii) a claim made against the City in which the City's alleged liability results directly or indirectly, in whole or in part, from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City in performance of this Agreement. Contractor's indemnification obligations provided in this Section will survive the termination of this Agreement. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification. Any work by Contractor that directly results in a design of a facility that is not readily accessible to and usable by individuals with disabilities, as defined by state and federal law, shall be considered a professionally negligent act, error or omission.

10. Insurance.

- A. Liability Insurance. Contractor shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Contractor, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property,

occurring in the course of or in any way related to Contractor's operations, in an amount not less than Two Million dollars (\$2,000,000.00) combined single limit per occurrence. Such insurance shall name City as an additional insured.

- B. Professional Liability. Contractor shall maintain a policy of Professional Liability Insurance in an amount not less than One Million dollars (\$1,000,000) per claim and Two Million dollars (\$2,000,000) aggregate.
- C. Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for State of Oregon Workers' Compensation coverage for all Contractor's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Contractor shall provide to City within ten (10) days after Agreement award a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. Contractor will notify City of any change in policy holder or coverage. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Contractor is self-insured.
- D. Certificates. Prior to commencing the Services, Contractor shall furnish to City certificates evidencing the date, amount, and type of insurance required by this Agreement. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.
- E. Primary Coverage. The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess.

11. Breach of Agreement.

- A. Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within ten (10) business days of actual notice or the City's mailing, City may terminate that part of the Agreement affected thereby upon written notice to Contractor, may obtain substitute services in a reasonable manner, and recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.
- B. If the breach is material and Contractor fails to either remedy the breach or actively begin and maintain efforts satisfactory to the City to remedy the breach within five (5) business days of the City's notice City may then treat Contractor as being in default and pursue any remedy available for such default at law or in equity.
- C. Pending a decision to terminate all or part of this Agreement, City unilaterally may order

Contractor to suspend all or part of the Services under this Agreement. If City suspends or terminates all or part of the Agreement pursuant to this Section, Contractor shall be entitled to compensation only for Services rendered prior to the date of termination or suspension, but not for any Services rendered after City ordered termination or suspension of those Services. If City suspends certain Services under this Agreement and later orders Contractor to resume those Services, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

- D. To recover amounts due under this Section, City may withhold from any amounts owed by City to Contractor, including but not limited to, amounts owed under this or any other Agreement between Contractor and City.

12. Mediation; Trial Without A Jury.

If either party has a claim or dispute in connection with this Agreement, it shall first attempt to resolve the dispute through mediation. The parties shall mutually select an acceptable mediator, shall equally share the applicable mediation fees, and shall mutually select an applicable mediation venue. If either party fails to proceed in good faith with the mediation, or the parties otherwise fail to resolve the claim via the mediation process, the claiming party may proceed with litigation. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees, in both mediation and litigation.

13. Termination for Convenience.

The City may terminate all or part of this Agreement at any time for its own convenience by written notice to Contractor. Upon termination under this Section, Contractor shall be entitled to compensation for all Services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier.

14. Payment of Claims by the City.

If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Contractor pursuant to this Agreement. The City's payment of a claim under this Section shall not relieve Contractor or Contractor's surety, if any, from responsibility for those claims.

15. Public Contracting Requirements.

- A. Overtime. Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.
- B. Payment for Labor or Material. Contractor shall make payment promptly, as due, to all persons supplying to Contract labor or material for the performance of the work provided

for in this Agreement. (ORS 279B.220)

- C. Contributions to the Industrial Accident Fund. Contractor shall pay all contributions or amounts due the Industrial Accident Fund from Contractor incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)
- D. Liens and Claims. Contractor shall not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)
- E. Income Tax Withholding. Contractor shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS 279B.220)
- F. Hours of Labor. Contractor shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 *et. seq.*)
- G. Workers' Compensation. Contractor is a subject employer that will comply with ORS 656.017. Contractor warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Contractor shall indemnify City for any liability incurred by City as a result of Contractor's breach of the warranty under this Paragraph. (ORS 279B.230)
- H. Medical Care for Employees. Contractor shall promptly, as due, make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Contractor's employee(s), all sums which Contractor agrees to pay for such services and all monies and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)
- I. Non-Discrimination. Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statues, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.
- J. Lawn or Landscaping. If the Services or Project under this Agreement contemplate lawn or landscape maintenance, Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective. (ORS 278B.225)
- K. Foreign Contractor. If Contractor is not domiciled in or registered to do business in the state of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue

and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Contractor shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.

- L. Federal Environmental Laws. Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- M. Tax Law Compliance. Contractor (to the best of Contractor knowledge, after due inquiry), for a period of no fewer than six calendar years (or since the firm's inception if less than that) preceding the effective date of this Agreement, faithfully has complied with:
- 1) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
 - 2) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;
 - 3) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and
 - 4) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.
- N. The City certifies that sufficient funds are available and authorized for expenditure to finance costs of this Agreement.

16. Law of Oregon.

The Agreement shall be governed by the laws of the State of Oregon. Venue shall be in Clackamas County, Oregon.

17. Successors and Assignments.

Both City and Contractor bind themselves and any partner, successor, executor, administrator, or assign to this Agreement. Neither City nor Contractor shall assign or transfer their interest or obligation hereunder in this Agreement without the written consent of the other party. Contractor must seek and obtain City's written consent before subcontracting any part of the work required of Contractor under this Agreement. Any assignment, transfer, or subcontract attempted in violation of this Section shall be void.

18. Modification.

Any modification of the provisions of this Agreement shall be reduced to writing and signed

by authorized agents of City and Contractor.

19. No Waiver of Legal Rights.

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

20. Method and Place of Giving Notice, Submitting Bills and Making Payments.

All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or by fax. Notice, bills, payments, and other information shall also be made via email to the parties listed in the address block below. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

CITY OF SANDY

Andi Howell

Transit Director

Email: ahowell@ci.sandy.or.us

CC:

Phone: [503] 489-0925

Contractor

Trey Lackey

President

Email: Trey@accesstech.net

Phone: 503-997-9027

Address: 16610 Champion Way Sandy,
OR 97055

Address: PO Box 68897 Portland OR
97268

When notices are so mailed, they shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this Section.

21. Conflict Between Terms.

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the Agreement, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

22. Severability.

If any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the Agreement.

23. Integration; Counterparts; Electronic Signatures.

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Personal Services Agreement between

Sandy, Oregon and _____

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject. The Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original and such counterparts shall together constitute but one and the same Agreement. Any party shall be entitled to sign and transmit electronic signatures to this Agreement (whether by facsimile, .pdf, or electronic mail transmission), and any such signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature to this Agreement agrees to promptly execute and deliver to the other parties, upon request, an original signed Agreement.

[Signatures are on the following page.]

IN WITNESS WHEREOF, City has caused this Agreement to be executed by its duly authorized undersigned officer and Contractor has executed this Agreement on the date hereinabove first written.

<hr/> <p>City of Sandy [Tyler Deems], [City Manager]</p>	<hr/> <p>[Access Tech] [Trey Lackey], [President]</p>
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March 1, 2024

Andi Howell
Project Manager
The City of Sandy
16110 Champion Way
Sandy, OR 97055
ahowell@ci.sandy.or.us

Re: Sandy Area Metro: Request for Proposals – Mobily Technology Support Services/Technology Implementation Project (TIP)

Andi,

The Access Team is excited about this opportunity!

Heather Adams and Trey Lackey founded Access Tech in 2010 to help small businesses grow with better technology.

The goal of the Technology Implementation Project is to maximize the value of current and future on-vehicle mobility technology for The City of Sandy and its partner agencies: Canby Area Transit, Clackamas County, South Clackamas Transit District, Wilsonville's SMART and Hood River Transit District.

The City has asked for flexibility from a qualified vendor that can provide resources for maintaining existing on-vehicle technology and for specialized assistance with the procurement and implementation of a new eFare system.

In addition to our response to the core scope of providing support to the eFare procurement and delivery (RFP task 3), we are pleased to offer the City the option (as requested in Addendum 1) to engage Access Tech as the project manager and provider of subject matter expertise for the eFare project for the procurement and delivery phase of the planned eFares project. In consultation with eFare specialists, Access Tech's view is that this work does not require a full-time project manager and by its nature has periods of higher and lower activity. By extending Access Tech's scope to provide the eFares project management, The City can leverage Access Tech's existing project management expertise on a part-time basis for this project. Access Tech will engage a specialist fare collection consultant to provide where needed



additional eFares specific domain expertise in support of the procurement, and, to a lesser extent, the delivery project management.

We are eager to get started.

A handwritten signature in black ink, appearing to read "Trey Lackey".

Trey Lackey (Mar 1, 2024 09:19 PST)

Trey Lackey
President
trey@accesstech.net
503-479-7024

A handwritten signature in black ink, appearing to read "Heather Adams".

Heather Adams
Operations Mgr/Lead Project Mgr
heather@accesstech.net
503-479-7023

Access Tech LLC is a Partnership LLC registered in the state of Oregon.

Physical address: 6400 Skyline Dr, West Linn, OR 97068

Mailing address: PO Box 68897, Portland, OR 97068

EIN: 45-2522441

Billing inquiries: billing@accesstech.net




SANDY AREA METRO

REQUEST FOR PROPOSALS-
MOBILE TECHNOLOGY SUPPORT SERVICES

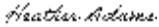


Submitted: March 1, 2024

BY: 
Trey Lackey (Mar 1, 2024 09:19 PST)

TREY LACKEY
President
503-479-7024
treyl@accesstech.net

Mailing Address:
PO BOX 68897
PORTLAND, OR 97268

BY: 

HEATHER ADAMS
Operations Manager
503-479-7023
heather@accesstech.net

Physical Address:
6400 SKYLINE DR
WEST LINN, OR 97068

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INTRODUCTION

Sandy Area Metro (“The City”) issued a bid form on January 7, 2024, requesting proposals from qualified individuals or firms for mobile technology support services, the Technology Implementation Project (“TIP”). Deliverables are to include the following:

1. RFP Task 1: Provide on-site and remote support services: tracking issues with vendor services and equipment through to their resolution, serving as the liaison between mobile tech vendors and The City, and providing on-site technical assistance when needed.
2. RFP Task 1: Create and maintain runbooks for all providers in their mobile technology stack.
3. RFP Task 1: Create and maintain an inventory of all assets in their mobile technology stack.
4. RFP Task 1: Develop a training process for all on-vehicle devices.
5. RFP Task 2: Perform business reviews: assist with reviewing technology reports and documents, advise on service agreements for each vendor, and review tickets and support services.
6. RFP Task 2: Provide a final report that includes results compared to benchmarking established during the first six months of engagement.
7. RFP Task 3: Work with The City and/or an authorized representative of The City for procurement and implementation of a Mobile ticketing/fare payment system.
8. RFP Task 4: Analysis of emerging charging management software: written list of available charging software and attributes.

In addition to the scope identified in the RFP, The City has indicated that in Addendum 1 that vendors with suitable capability to be the project manager for the eFares project include such costs and time estimates in their proposal for evaluation by The City at contract negotiation. Access Tech is pleased to offer such capability and has outlined in its response two additional optional work-packages for The City’s consideration:

- Option 1: eFares procurement project management
- Option 2: eFares delivery project management

Both options as further detailed in this proposal are proposed as a combination of Access Tech staff complemented by subcontracted specialist electronic fare collection consultants.

The TIP covers 6 agencies, (“Agencies”): Sandy/SAM, Canby/CAT, Clackamas County/MHX and Shuttles, Hood River/CAT, South Clackamas/SCTD, Wilsonville/SMART. Currently there are 138 buses spread over the Agencies.

OUT OF SCOPE

Access Tech considers item 8/RFP Task 4 to be out of scope of the TIP due to time and budget constraints.

SCHEDULE

The TIP has a scope of 15 months – on or about March 25, 2024, through June 30, 2025.

Exhibit A describes the assumptions and schedule we have assumed for the eFares project in developing our estimates for Task 3, Option 1 and Option 2.

MONTHLY BREAKDOWN

Project Name	2024										2025					
	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Onboarding/Kick Off Meetings																
Inventory - Physical Data Gathering																
Inventory - Data Colation																
Runbook Creations																
Training Program																
Troubleshooting																
Quarterly Reports																
Final Reports																

eFare Payment System

eFare Project Timing Assumptions	Note	Start	End	Duration (calendar weeks)	3/2/2024	4/1/2024	5/1/2024	6/2/2024	7/1/2024	8/1/2024	9/1/2024	10/1/2024	11/1/2024	12/1/2024	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	6/1/2025	7/1/2025	8/1/2025
Mobile Technology Support Services Contract Start		Mar 25 (Mon), 2024	Mar 25 (Mon), 2024	-																		
eFare Project Consultant Procurement	Vendor appointed end mid May	Mar 25 (Mon), 2024	May 15 (Wed), 2024	7.3																		
eFare Project Consultant Contracted		May 15 (Wed), 2024	May 15 (Wed), 2024	-																		
eFare RFP Preparation		May 15 (Wed), 2024	Jul 1 (Mon), 2024	6.7																		
eFare RFP Response		Jul 1 (Mon), 2024	Sep 1 (Sun), 2024	8.9																		
eFare RFP Evaluation		Sep 1 (Sun), 2024	Oct 1 (Tue), 2024	4.3																		
eFare RFP Contract Negotiation / Approval		Oct 1 (Tue), 2024	Oct 22 (Tue), 2024	3.0																		
eFare Vendor Contracted		Oct 22 (Tue), 2024	Oct 22 (Tue), 2024	-																		
eFare Project Delivery		Oct 22 (Tue), 2024	Nov 19 (Tue), 2024	4.0																		
eFare Project Mobilization / Jointed Planning		Nov 19 (Tue), 2024	Dec 10 (Tue), 2024	4.0																		
eFare Project Configuration Data Gathering		Nov 19 (Tue), 2024	Dec 10 (Tue), 2024	4.0																		
eFare Project System Configuration	Ahead of installation. Finish before readiness testing	Dec 10 (Tue), 2024	Feb 26 (Wed), 2025	11.1																		
eFare Project Equipment Installation	Assumes progressive install across agencies	Jan 15 (Wed), 2025	Apr 9 (Wed), 2025	12.0																		
eFare Project Operational Readiness Testing	Assumes progressive testing across agencies	Feb 26 (Wed), 2025	May 21 (Wed), 2025	12.0																		
eFare Project Pilot	Assumes progressive pilots and launch across agencies	Apr 9 (Wed), 2025	Jul 2 (Wed), 2025	12.0																		
eFare Project Full Launch	4 week pilot for each agency	Jul 30 (Wed), 2025	Jul 30 (Wed), 2025	-																		
eFare Project Post Launch Hypercare	2 months hypercare	Jun 4 (Wed), 2025	Aug 27 (Wed), 2025	12.0																		
eFare Project Sustaining Phase Start		Aug 27 (Wed), 2025	Aug 27 (Wed), 2025	-																		

SCOPE OF WORK – MOBILE TECHNOLOGY STACK

These are the deliverables that Access Tech agrees to provide for the TIP for the Mobile Technology Stack:

DISCOVERY PLANNING MEETING

Access Tech will do three-hour in-person meetings with each of the Agencies to meet the teams, tour facilities, discuss methodology, determine accessibility and availability, and begin a

requirements assessment. Our goal is to align with The City and their needs from the project's onset.

Deliverables: List of all Agencies' contacts, scheduled times and locations to access the vehicles, and an updated project plan.

GENERAL PROJECT MANAGEMENT

Weekly internal project meetings with Access Tech team and external project meetings with Agencies' stakeholders.

Deliverables: Meeting notes/minutes and memorandums.

TROUBLESHOOTING AND SUPPORT

Access Tech will act as the central support help desk for creating trouble tickets for troubleshooting assets. A dedicated support phone number and email will be provided for reporting, recording and tracking trouble tickets. The goal is single call resolution. More complex issues that require a higher skilled technician will be coordinated through Access Tech. We will liaise with vendors (as defined by the runbooks) and coordinate testing and dispatch.

We will dispatch technicians as necessary to provide covered support to the transit center of the respective agency.

An onboarding process will be performed wherein vehicle and device information will be recorded into our Professional Services Automation, "PSA", management system. The City will have portal access to open and track current and past tickets. The City will be able to see the status of projects and billing.

INVENTORY

Access Tech will create and maintain an inventory of assets in the technology stack. A technician will visit each site to document all on-vehicle assets and spares. Photos will be taken of all devices and their respective vehicles.

This documentation will include, to the best of our ability: product descriptions, serial numbers, lists of applications on MDTs, and any other identifying information. If the inventory cannot be completed within eight visits due to bus, device, or The City personnel unavailability, additional visits will be considered out of scope and charged separately.

Deliverables: An updated inventory maintained throughout the TIP's life, accessible through the PSA portal and transferable in Excel or PDF form.

SPECIALIZED RUNBOOKS

For the purposes of this proposal, we define a “runbook” as a collection of knowledge articles, instructions, and checklists documenting best practices, common troubleshooting scenarios, vendor trouble ticket creation and processing procedures, and maintenance standards for the system(s) covered by the runbook.

Access Tech will build out runbooks for the 15 technology stack vendors and systems specified in the RFQ and update them on an ongoing basis as necessary.

Deliverables: Runbooks which will be accessible through the PSA and transferable in PDF form.

TRAINING PROGRAM

Access Tech will work with The City and all vendors to understand their current training materials and processes. Access Tech will help develop a program that addresses new hires, untrained or undertrained staff, and continuing education needs. It will include training checklists, a repository for training materials and links to vendor’s online training materials. If training is required for compliance, these requirements will be included in the training checklists for each manufacturer. The scope of the training program includes scheduling and tracking training standards but does not include creating or delivering training content or sessions.

Access Tech may make recommendations for the use of third-party training software or services. Any such software or services will be at the expense of The City.

Deliverables: Documented processes and procedures for training staff which will be accessible through the PSA portal and transferable in PDF form.

BUSINESS REVIEWS

Access Tech will perform four one-hour remote business reviews, at the end of the 3-, 6-, 9-, and 12-month periods, to review: completion of runbooks, inventory, and system build out; status reports, logs, and checklists for known events and metrics; systems health and performance and effectiveness of support processes; and the status and metrics of the training program.

FINAL REPORT AND RECOMMENDATIONS

Access Tech will deliver a final report evaluating the efficacy of the TIP according to pre and post measures of success, offering opinions regarding the decisions and methods used during

the Implementation, and providing recommendations for future implementation and support of the vehicle technology stack and supporting systems and processes.

SCOPE OF WORK – EFARE PAYMENT SYSTEM

Access Tech is proposing 3 work packages as it relates to the eFare procurement and delivery for The City's consideration:

Work Package 1: RFP Task 3: eFare procurement and delivery technical support

Work Package 2: Option 1: eFare procurement project management

Work Package 3: Option 2: eFare delivery project management

Work Package 1 responds to task 3 as articulated in the RFP. Work Packages 2 and 3 are options responding to The City's answer in Addendum 1 expressing interest in the respondent's capability to act as project manager for the eFare RFP in addition to the support scope articulated in RFP Task 3.

Exhibit A describes in more detail the assumptions and eFare schedule we have assumed in developing this scope and estimates.

BASE SCOPE: RFP TASK 3: EFARE PAYMENT SYSTEM PROCUREMENT AND IMPLEMENTATION SUPPORT

Access Tech will support The City and its chosen eFares project manager by providing, as requested by The City, support in the form of technical knowledge, technical staff, and input through the procurement and delivery of the eFares (which may be Access Tech if The City exercises Options 1 and/or 2).

Deliverables: Attendance at eFares procurement and delivery project meetings as requested by The City. Comments and input on as requested on eFares RFP. Input as requested into the evaluation process. Advice and input on implementation or technical matters as relevant and requested to Access Tech's expertise to the City's project team, eFares project manager, and eFares vendor.

OPTION 1: EFARE PROCUREMENT PROJECT MANAGEMENT

Under this option, Access Tech will take on the project management of the eFare procurement. In our estimation, we have assumed the following scope for this work-package:

PROJECT MANAGEMENT

- Project managing the RFP preparation, issuance, and evaluation in collaboration with The City’s procurement lead.
- Identify and procure the services of a suitable fare collection subject matter expert to support Access Tech on eFares specific topics.

RFP PREPARATION AND ISSUANCE

- Lead the eFares project outcome and requirements discovery activities with The City and participating agencies using the existing draft RFP as a starting point for this work.
- Finalize the technical / outcome / requirements content for the RFP.
- Prepare a pricing response form for vendors to complete that takes into account the various pricing models utilized by fare collection vendors offering SaaS solutions.

RFP RESPONSE MANAGEMENT

- Maintain the clarification questions register.
- Coordinate with the City of Sandy and participating agencies the collection of data and preparation of answers to vendor questions.

RFP EVALUATION

- Review and score vendor responses in the capacity of fare subject matter expert as one of the members of the evaluation committee (the other members being appointed stakeholders from The City and participating agencies).
- Participate in vendor demonstrations.
- Prepare price and cost-of-ownership comparisons between solutions with input and support from City’s staff.

EFARE CONTRACT NEGOTIATION SUPPORT

- Provide input and support in the capacity of subject matter expert to the City to the contract negotiations.

Deliverables: RFP procurement project status reports, meeting minutes and other applicable project management documentation. RFP technical content and price sheets. Clarification questions register. RFP scoring input. Vendor price comparison analysis. Contract negotiation input.

OPTION 2: EFARE DELIVERY PROJECT MANAGEMENT

Under this option, Access Tech will take on the project management of the eFare delivery project on behalf of The City including management of the contracted eFares vendor. This work package will commence on The City entering into an agreement with an eFares vendor and

concludes once the eFares project is handed over into sustaining operations. In our estimation, we have assumed the following scope for this work-package. Please refer to our cost breakdown for additional assumptions on scope and project duration.

PROJECT MANAGEMENT

- Preparation and maintenance of project management plans including the risk management plan.
- Preparation and maintenance of an issue register.
- Preparation and maintenance of a master schedule.
- Project issue management.
- Project cost monitoring and control.
- Project change management.
- Conducting the project governance activities and meetings.
- Procuring and managing a specialist electronic fare collection subject matter expert to provide electronic fare collection expertise in support of the project management and The City.

ACCEPTANCE MANAGEMENT

- Managing the review and acceptance process for eFare vendor deliverables including documentation deliverables such as project plans, schedules, and configuration specifications.
- Manage, and, if required, perform the acceptance activities for eFare equipment and eFare equipment installations.
- Manage to resolution eFare delivery compliance and acceptance issues with the eFare vendor.

Deliverables: Project status reports (including cost monitoring), meeting minutes and other applicable project management documentation. Development and maintenance of the project management plan, project schedule, risk register, and issue register. Acting as The City's representative on project delivery issues with the eFares Vendor. Acceptance process status reports and issues registers.

Assumptions: We have estimated the anticipated effort on the following two critical assumptions:

1. eFare system will be procured under a software-as-a-service model where the agencies will be configured as tenants on an existing proven system with no custom feature development. The acceptance process is hence predominantly on validating that the eFares vendor has delivered the required equipment, performed installations in

accordance with the agreed installation plan, and configured the eFare system in compliance with the agreed configuration.

2. The chosen eFare vendor has primary responsibility for project managing all vendor deliverables. Access Tech’s role is as The City’s representative and coordinator of City / participating agency tasks. The City will appoint a lead for internal change management and rider marketing activities (not in scope for the eFares project manager).

COSTS

These are estimated costs and will be invoiced on an actual time and materials basis per the rates below.

Base RFP		
Item	# of Hours	Total Cost
Monthly Vehicle Fee		
\$50 per Vehicle per Month		\$103,500
Mobile Technology Stack		
Discovery Planning Meeting	88.5	\$12,338
General Project Management	462	\$64,350
Troubleshooting and Support	636	\$79,500
Inventory	159	\$19,875
Runbooks	208	\$27,900
Training Program	156	\$21,400
Business Reviews	48	\$6,600
Final Report and Recommendations	40	\$5,500
eFare Payment System		
Procurement And Implementation Support	311	\$62,780
TOTAL:		\$403,743

Option 1		
Item	# of Hours	Total Cost
eFare Procurement Project Management		
Project Management	57	\$11,957
RFP Preparation And Issuance	148	\$27,900
RFP Response Management	30	\$4,950
RFP Evaluation	108	\$22,050
Contract Negotiation Support	10	\$2,250
TOTAL:		\$69,107

Option 2		
Item	# of Hours	Total Cost
eFare Implementation Project Management		
Project Management	778	\$131,336
Acceptance Management	312	\$62,280
TOTAL:		\$193,616

RATES AND SCHEDULE

All time will be invoiced in 15-minute increments.

Standard Rates:

- Project management \$125/hr
- Help Desk \$125/hr
- Consulting/Design \$175/hr
- On-site technicians \$200/hr
- eFare Project management \$150/hr
- eFare Field Technician \$225/hr
- Fare Collection Principal Consultant \$225/hr
- Engineering \$225/hr
- Vehicle Monthly Management Fee \$50/vehicle

On-site technicians will have a minimum 2-hour time block (including one-way travel).

The above rates apply for work performed during normal business hours of Mon-Fri, 8am to 5pm, Pacific (the “normal rate”). Work outside these hours will be invoiced at 1.5 times the normal rate. Work on holidays and weekends will invoice at 2 times the base rate.

Invoices will be issued on the first business day of each month, to include:

- Monthly management fees will be invoiced for the following month
- Trouble tickets will be invoiced for the prior month
- Progress billing will be invoiced for the prior month
- Reconciliation for each Agency

ABOUT ACCESS TECH

HISTORY

Access Tech was founded in 2010 with the mission of providing businesses with access to the best technology providers in the world with personalized resources to implement and maintain them successfully.

Our goal is to solve business strategy problems with front-line technology solutions carefully matched with our customers' needs. Effective implementation requires understanding dependencies and risks. We have in-house customer service, project management, and engineering with over 70 years of combined industry expertise.

Access Tech has a dedicated support team and process for Tier 1, 2 and 3 troubleshooting, bringing in third-party vendors where needed. We offer monthly managed services contracts as well as ad-hoc project, incidence response and help desk support. We believe that clients empowered with the knowledge of their own processes and workflows and the technology that supports them are substantially more successful and able to have predictable costs and business outcomes.

We are a locally owned and operated emerging small business that promotes diversity and inclusion. As a proud member of Benefit Corporations for Good we believe in putting people and planet before profit.

Please find our company bios at <https://www.accesstech.net/who-we-are/about-us/>.

EXPERIENCE

Access Tech has worked with non-profit organizations and private companies in a range of industries, including Transit, Legal, Retail, Real Estate, Non-Profit, Architecture, Technology, Finance, Healthcare, and Education.

- Managing over 80 sites for a local non-profit media company.
- Work with the leading real estate information provider in Oregon to support their in-house IT team – providing engineering and consulting services.
- Consulting on the redesign of the wide area network for a large, local community college.
- Assisted in creating a needs assessment questionnaire for the National Center for Applied Transit Technology.

- Working with local transit agency to inventory the mobile technology stack on all of their vehicles, create runbooks and best practices for all of the vendors, document training processes and procedures, and managing all troubleshooting.

Some of the organizations that we have been honored to serve:

- Oregon Public Broadcasting
- Portland Community College
- Regional Multiple Listing Service
- Saga City Media
- Farleigh Wada Witt, LLP
- Fred Meyer/ Kroger
- Central City Concern
- Yamhill County Transit
- Advanced Legal Systems
- City of West Linn
- Linux Foundation
- VisionGift

REFERENCES

Corrina Patzer, Chief Strategy Officer
(503) 808-7004, corrina@visiongift.org

VisionGift

Access Tech has worked with VisionGift (formerly Lions VisionGift) since 2016, originally ensuring internet failover for their 24-hour call center, which handles organ donations in the Pacific Northwest. We currently offer managed services support for their wide area network, hosted phone system and hosted contact center solution.

Jimmy Fecteau, IT Network Architect
(360) 843-5598, jfecteau@opb.org

Oregon Public Broadcasting

Access Tech has worked with Oregon Public Broadcasting (OPB) for the last 10 years supporting their facilities, engineering and IT departments. We manage their wide area network, source alternative connection points for the radio towers, and provide engineering services for major infrastructure projects.

Cynthia Thompson, Transit Manager
(503) 474-4910, thompsonc@yamhillcounty.gov

Yamhill County Transit

Access Tech is currently engaged in a project similar to the TIP for Yamhill County where we are inventorying their mobile technology stack, creating runbooks and documenting training while providing ongoing troubleshooting and support.

CONCLUSION

This project for Sandy Area Metro aligns perfectly with the services that Access Tech offers – inventory creation, network design, project management, and on-going support. We have the resources and desire to fulfill the needs for The City’s Technology Implementation Project and look forward to working with you.

EXHIBIT A- EFARES SCHEDULE AND BASIS OF ESTIMATE

This Exhibit A describes the assumptions on project approach and schedule Access Tech has utilized in the development of its estimates for Task 3 (eFare Support), Option 1 (eFare Procurement Project Management) and Option 2 (eFare Delivery Project Management). The schedule has been developed in consultation with a fare collection expert supporting us in this RFP response using the key dates provided by The City in the RFP and Amendment 1.

Access Tech's notes that the estimates are highly dependent on the duration of the procurement and implementation, specific roles the City and other agencies will take in the delivery, and, the level of coordination needed between all of the stakeholders involved in the project.

ASSUMPTIONS AND PROJECT APPROACH

GENERAL ASSUMPTION

1. eFare system will be procured under a software-as-a-service model where the agencies will be configured as tenants on an existing proven system with no custom feature development. The acceptance process is hence predominantly on validating that the eFares vendor has delivered the required equipment, performed installations in accordance with the agreed installation plan, and configured the eFare system in compliance with the agreed configuration.
2. The eFares system will be utilizing electronic validation on buses to minimize impact on operators, make the system accessible to a broader group of riders, and supports the automation of ridership data through quality boarding data.
3. The chosen eFare vendor has primary responsibility for project managing all vendor deliverables. Access Tech's role is as The City's representative and coordinator of City / participating agency tasks. The City will appoint a lead for internal change management and rider marketing activities (not in scope for the eFares project manager).

PROCUREMENT APPROACH

1. Given the intent to procure a SaaS based solutions, vendors are not asked to respond to a detailed technical specification as these may differ between solutions. Vendors will be asked to describe how their solution addresses The City's operational and customer experience objectives and describe their service offering with respect to service levels, approach to customer experience, and approach to project management and delivery.
2. The eFares system will be evaluated on a best-value basis considering the solutions fit with the City's objectives, price, total cost of ownership, delivery, and performance risk (including the vendor's track record and financial stability).

3. The City of Sandy will assign a procurement officer responsible for the conduct of the RFP process consistent with the City of Sandy’s procurement practices and policies. The procurement officer will have responsibility for any procurement governance related topics or issues.
4. The City of Sandy has led on any contract preparation, negotiation, and contract management topics.

DELIVERY APPROACH

1. The City of Sandy will assign a project sponsor for the eFare system as the representative of the City of Sandy, spokesperson on behalf of participating agencies project sponsors, and escalation points for all eFare procurement and implementation related issues.
2. The eFare acceptance and validation process for the solution will hence focus on:
 - a. Confirming that the vendor has delivered a solution consistent with the features described in the vendor’s proposal.
 - b. Confirming the vendor has configured the solution correctly for agencies business rules (including fare rules), branding, and other configurable rider experience items offered by the solution.
 - c. Reviewing and validating that equipment is installed in accordance with the agreed installation plan and is delivering the expected user experience in an installed state.
3. The chosen eFare vendor has primary responsibility for project managing all vendor deliverables. Access Tech’s role is as City representative and coordinator of City / participating agency tasks.
4. Each agency will assign a fleet manager responsible for making vehicles and workspaces available to the vendor for equipment installation. The fleet manager for each agency will have primary responsibility for coordinating installation activities with the eFare vendor.

ITEMS ASSUMED TO BE OUT OF SCOPE

1. Procurement and installation of new mobile data routers and services for vehicles (if required).
2. Conducting and managing rider marketing and education activities – this is assumed to be performed by agency staff.
3. Conducting and managing agency internal process change and change management activities (example updating financial reconciliation and rider support processes) – this is assumed to be performed by agency staff with input and support from the chosen eFare vendor.
4. The City of Sandy is responsible for commercial and legal aspects of the eFare project.

REQUEST FOR PROPOSALS – TECHNOLOGY IMPLEMENTATION PROJECT

ASSUMED SCHEDULE

Access Tech has based its estimates on the following assumed schedule for the eFares project:

eFare Project Timing Assumptions	Note	Start	End	Duration (elabst weeks)	3/1/2024	4/1/2024	5/1/2024	6/1/2024	7/1/2024	8/1/2024	9/1/2024	10/1/2024	11/1/2024	12/1/2024	1/1/2025	2/1/2025	3/1/2025	4/1/2025	5/1/2025	6/1/2025	7/1/2025	8/1/2025
Mobile Technology Support Services Contract Start		Mar 25 (Mon), 2024	Mar 25 (Mon), 2024	-	M																	
eFare Project Consultant Procurement	Vendor appointed end mid May	Mar 25 (Mon), 2024	May 15 (Wed), 2024	7.3																		
eFare Project Consultant Contracted		May 15 (Wed), 2024	May 15 (Wed), 2024	-		M																
eFare RFP Preparation		May 15 (Wed), 2024	Jul 1 (Mon), 2024	6.7																		
eFare RFP Response		Jul 1 (Mon), 2024	Sep 1 (Sun), 2024	8.9																		
eFare RFP Evaluation		Sep 1 (Sun), 2024	Oct 1 (Tue), 2024	4.3																		
eFare RFP Contract Negotiation / Approval		Oct 1 (Tue), 2024	Oct 22 (Tue), 2024	3.0																		
eFare Vendor Contracted		Oct 22 (Tue), 2024	Oct 22 (Tue), 2024	-							M											
eFare Project Delivery		Oct 22 (Tue), 2024	Nov 19 (Tue), 2024	4.0																		
eFare Project Mobilization / Joined Planning		Oct 22 (Tue), 2024	Nov 12 (Tue), 2024	4.0																		
eFare Project Configuration Data Gathering		Nov 12 (Tue), 2024	Dec 10 (Tue), 2024	4.0																		
eFare Project System Configuration	Ahead of installation. Finish before readiness testing	Dec 10 (Tue), 2024	Feb 26 (Wed), 2025	11.1																		
eFare Project Equipment Installation	Assumes progressive install across agencies	Jan 15 (Wed), 2025	Apr 9 (Wed), 2025	12.0																		
eFare Project Operational Readiness Testing	Assumes progressive testing across agencies	Feb 26 (Wed), 2025	May 21 (Wed), 2025	12.0																		
eFare Project Pilot	Assumes progressive pilots and launch across agencies	Apr 9 (Wed), 2025	Jul 2 (Wed), 2025	12.0																		
eFare Project Full Launch	4 weeks pilot for each agency	Jul 30 (Wed), 2025	Jul 30 (Wed), 2025	-																	M	
eFare Project Post Launch Hypercare	2 months hypercare	Jun 4 (Wed), 2025	Aug 27 (Wed), 2025	12.0																		
eFare Project Sustaining Phase Start		Aug 27 (Wed), 2025	Aug 27 (Wed), 2025	-																		M

CERTIFICATION

By the act of submitting a Proposal in response to this RFP and signing below, the Proposer certifies that Proposer has carefully examined all RFP documents, all addenda, and all other attachments, fully understands the RFP intent, is able to perform all tasks as described in the Scope of Services (Exhibit A), and its Proposal is made in accordance therewith. Except as otherwise noted as part of the Proposal, Proposer certifies as follows:

- Proposer, if an individual, is of lawful age, is the only one interested in this Proposal, and no person, firm, or corporation other than that named has any interest in the Proposal, or in the proposed contract.
- Proposer is familiar with federal laws, agency regulations, administrative rules, and federal standards under which the work will be performed.
- The owner(s) and company are not suspended or debarred from doing business with the federal government.
- Proposer shall also certify whether Proposer is an Oregon Proposer or a non-resident Proposer. Proposer acknowledges that the City may choose to apply a resident bidder preference or nonresident bidder reciprocal percentage increase to each proposal, if applicable
- The submitted bid is complete and that the company can conduct the work as detailed in Exhibit A.
- The Proposer agrees with all stipulations and requirements, as presented in this RFP.
- The Proposer acknowledges that, if selected as the successful proposer, the provision of the services described herein is contingent upon successful negotiation of a contract with the City of Sandy.

Access Tech LLC

Heather Adams

13.5 Years in Business

Heather Adams, Operations Manager

03/01/2024

**Company Name &
Years in Business**

**Signature of Owner or Authorized
Representative**

Date

RESPONSIBILITY DETERMINATION

I certify that proposer (please mark any that are applicable):

Has available the appropriate financial, material, equipment, facility and personnel resources and expertise, or has the ability to obtain the resources and expertise, necessary to meet all Project responsibilities.

Has completed previous contracts of a similar nature with a satisfactory record of performance.

Has a satisfactory record of integrity.

Is legally qualified to contract with the City.

Complied with the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318.

Supplied all necessary information in connection with the inquiry concerning responsibility.

Was not debarred by the City under ORS 279B.130.

Does not owe a liquidated and delinquent debt to the state.

Has not discriminated and will not discriminate, in violation of ORS 279A.110(1), against any disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract.

Heather Adams

Heather Adams
Operations Manager
March 1, 2024

SAM RFP Technology Implementation Project 3-1-24

Final Audit Report

2024-03-01

Created:	2024-03-01
By:	Heather Adams (heather@accesstech.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqoTTDquKkKiLfxM51hTsW27j5tezbnaK

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Exhibit C

Base RFP and Option 1		
Item	# of Hours	Total Cost
Monthly Vehicle Fee		
\$50 per Vehicle per Month		\$103,500
Mobile Technology Stack		
Discovery Planning Meeting	88.5	\$12,338
General Project Management	462	\$64,350
Troubleshooting and Support	636	\$79,500
Inventory	159	\$19,875
Runbooks	208	\$27,900
Training Program	156	\$21,400
Business Reviews	48	\$6,600
Final Report and Recommendations	40	\$5,500
eFare Payment System		
Procurement And Implementation Support	311	\$62,780
RFP Preparation And Issuance	100	\$18,900
RFP Response Management	30	\$4,950
RFP Evaluation	80	\$16,320
Contract Negotiation Support	10	\$2,250
TOTAL:		\$446,163