

Response to questions

RFP Number 2026-001 - DTA Executive Services RFP Questions

Section 2.3 – Will the Executive Director selected be required to provide all items such as computers, printers, software subscriptions, cell phone and any other items to provide this service at their own cost or will the Dakota Transit Association be providing these items or any additional stipends towards these items for this position?

Response: The DTA will provide a computer, printer, cell phone or monthly stipend, and any software subscriptions and/or stipends requested by the Executive Director and deemed necessary and approved by the DTA Board of Directors

Section 2.5 – Will the Executive Director be required to pay for and maintain their own professional services insurance coverage, or will the Dakota Transit Association include this expense as part of the association's insurance coverages?

Response: The cost of any insurance coverage deemed necessary by the DTA Board of Directors shall be paid for under the association's insurance coverages.

Section 2.13 – Are individuals (not firms) responding to this RFP required to be currently registered with SAM.gov to be considered for this position? With the short notice for responses to this RFP, I do not believe that an individual would be able to be registered in SAM.gov prior to the required submission date. Can an individual, if selected for the position, register after receiving an offer and prior to entering into a contract with DTA?

Response: . Whoever is selected will need to be registered prior to the hire date, not the RFP due date.

Section 5.1.5 and 5.1.6 – Can these two responses be combined into one response as the information requested in each of these sections are tied to the Objectives outlined in Section 3?

Response: This can be combined. The proposer just need to make sure they responses address each section.

Section 5.1.7 – Is a description of what programs, format, etc. we would use to create each deliverable sufficient or are you looking for actual examples of each item asked for in the deliverables section?

Response: I think the description of the programs, format, etc. would be sufficient.

Section 5.1.8 – The request seems more applicable to a specific project or study than to a position that will be performing all of the items detailed in the RFP. All tasks associated with this position will be ongoing throughout the course of a year and responding to this section with actual dates and time frames doesn't seem pertinent. I would request that the requirement for this section be removed from the Technical Proposal requirements.

Response: The following question is to explain the proposer's yearly schedule. Meetings, tasks ext. Please see attached document (1) for example.

Section 5.1.9 – If response is being submitted as an individual not a firm using multiple individuals, is a table listing hours each person will commit to a task or whom tasks may be assigned to really necessary? There are also references in the section to “principal members of the research team”. This doesn't appear that it should be a part of this proposal. I would request some clarification or removal of the section from the Technical Proposal requirements.

Response: This question is more directed at firms who plan to submit a proposal. If you are an individual, this question does not apply to you.

Section 5.1.10 – Can the expectations in this section be clarified? It doesn't seem clear what the expected response should be.

Response: This section will be removed from the RFP.

Section 5.1.11 – As with other sections above, this requirement seems to not match the expectations in this RFP. It references “research activity” and “management responsibilities of team members”. As with the above question, what are the expectations in this section if a single individual not a firm is submitting a response to this proposal.

Response: This section will be removed in the RFP.

Section 5.1.12 - Can this section be left out if it is an individual responding and not a firm as an individual would not have “Corporate Qualifications”?

I did not see any requirement to provide a resume, work history, or any professional references. Are these items not desired in this response or would it be permissible to add a section in the Technical Proposal to include these items?

Response: Because this is a Request for Proposal, the DTA Board of Directors will ask the selected proposer for a resume, work history and professional references when a proposer is selected and negotiations for hire begin.

Check off list in preparation for the Rodeo.

One year prior to the Rodeo:

1. *Who (or whom) will be in charge of the Rodeo.*
2. *DTA trailer to follow or arrangements will have to made sometime during the course of the year. Storage preferred inside whenever possible. Continue inspection of trailer by a mechanic/agency for safety reasons. License and insurance. Prior conference site has been determined and a local agency to take the trailer with them or a close agency in the area.*
3. *Establish the date of rodeo.*
4. *Find a site that would be large enough for the obstacle course, room for the test, training, securement training, wheelchair and pre-trip inspection vehicles.*

4-10 Months prior to the conference:

5. *Meals, registration, rooms, chairs, tables, water, ice, energy bars, banquet, awards, sponsorship, securement training, drivers/staff training, should be all set up by the DTA Director.*
6. *Rodeo committee should make sure of the lot size, trailer, setup crew, judges, materials, assist with the agenda, if shuttle service needed, who provides the vehicles for the rodeo (with help of the Director), and someone in charge to make sure this all happens.*
7. *2 vehicles for pre-trip, 2 for wheelchair securement, 2 for obstacle course (which need to be identical, and 158" wheelbase). Identical in size, model, year, engine type, etc. In 2013 and 2014 the pre-trip and wheelchair were the last items finished after the obstacle course. Scoring was done about 4 p.m. in 2013 (45 drivers). Done about 2 p.m. in 2014 (30 drivers)*
8. *Two wheelchairs. Similar, manual old style. See if we can find some donated from throughout the DTA membership. To keep in the trailer.*
9. *Buses have to be there Friday morning for set up of course and pre-trip assignment.*
10. *Judge/volunteer registration is very helpful. About 30 are needed for this phase. Assigning judges eliminates a lengthy busy morning before the competition. Past experience is good and if they have a preference of the judging station.*
11. *Most items are in the trailer. Checking the stop watches before the Rodeo to make sure the batteries are not dead and other equipment to make sure everything still in the trailer.*
11. *Score Sheets (50 sheets of each) for all stages of the rodeo. A laptop computer with the excel spread sheet for the scoring process. Access to a printer.*

12. Calculators, tests, pencils, rulers, markers, radar unit, 4x6 cards, duct tape for marking right turn and backup for measurements.
13. T-shirts sponsor and sizes.
14. Coolers in trailer, need water, ice, energy bars.
15. DTA set up all registration and pass the information on to the rodeo committee, with names.
16. Course Marshal.
17. Room for scoring with limited access. Calculators (5). One laptop. Printer. Filing system and folders. Three persons are needed for going over the score sheets for additions and mistakes.
18. If no building provided. Porta Potty, shelter, electricity, tables and chairs will be needed. Scoring trailer/room would be required.
19. Two chairs per judges station. (15 stations).
20. Set up the securement training sessions, make sure they are properly listed for times and room is available. Prefer twice: 7 p.m. on Friday: and 7 a.m. on Saturday.
21. Don't have any training on Saturday. This is the rodeo day. Banquet and such. No guarantee that the rodeo can be done by 3 p.m.
22. Do not shut down for lunch. Time consuming and everyone have a different time to eat. You will lose people standing around when they have nothing else to do. Complete the event, giving them time to do personal things in the afternoon. Due to the fact we still have to review the scoring, clean and pack the trailer, return the buses, and establish the winners for the banquet.
23. Sponsor for the T-Shirts, banquet, and event.
24. Sound system for the Rodeo.
25. Entertainment for the Banquet which should start right after the banquet. Any large time gap will result in loss of participants.
26. Barb has done the trophies in the past. See if she would continue to do them. The name plaques are sent to the winners after the event, make sure she has the correct name and addresses to send those out.
27. Line up bus shuttles if required to the obstacle course from the hosting hotel.
28. Setting up the necessary Sunday morning training session.
29. On course transportation, such as golf carts.
30. Site for Scoring, private with limited access.

3 Months prior (Prefer June 1st deadline):

1. *Make sure the agenda is correct for the timing of the rodeo and information is provided to finish the booklet.*
2. *Also the Rodeo Guidelines are corrected and entered on the Website.*
3. *The registration for the Drivers and Judges/Volunteers are correct and on the web site.*
4. *Design for the T-Shirts and sizes should be ordered by August 15th.*

