Cascades East Transit
Central Oregon Intergovernmental Council
334 NE Hawthorne Ave, Bend, OR 97701
cascadeseasttransit.com

RFP CET 23-05: Transit Asset Management System
Addendum 5: Responses to Vendor Submitted Questions

Prepared by: Kimberly Banner, Executive Coordinator

Date: January 25th, 2024

Notice

The following questions were asked by Dan Amin and Tari Muth from CitiTech Systems, Inc. Please see the questions and responses below.

1. Attachment A states: "Establish a new instance with a single database." Would you please clarify what is required?
    a. Regarding single instance or multiple instances, CET would prefer having a new instance to a single database (traditional database configuration).
2. Also, the RFP mentions: "5 users" In Addendum 2, total the number of user can be deduced to be 10-20 users. Can you clarify.
    a. 10-20 users (5 users is what we currently have with Mitchell1).
3. Would you please provide the file specifications for the output file to be imported into Sage?
    a. Preferred format for the source file would be csv (comma delimited) and would need to include the following information: Vendor #, Invoice #, Invoice Date, Invoice Amount, GL Account, Distribution Amount, Optional fields – Invoice Comment, Line Comment, Due Date, Terms Code, 1099 form and box.
    Here's an example:

Vendor #	Invoice #	Invoice Date	Amount	Invoice Comment	GL Account	Distribution Amt	Line Comment
ABC	12400	1/10/2024	500	Maintenance	5000-100	200	Truck Parts
ABC	12400	1/10/2024	500	Maintenance	5000-200	100	Trailer Parts
ABC	12400	1/10/2024	500	Maintenance	5000-300	200	Labor

4. Your RFP references "other assets". What other asset types do you maintain? (beyond fleet assets)
    a. Other transit assets like: bus shelters, bus benches, bus signs.
5. Attachment A states: "Does the proposed system include state and federal public transit reporting compliance tools? (for example, pre-built report formats for FTA's NTD)" Can you specify what regulations do you need compliance tools for and what form of compliance do you need? Are they all reports?
    a. Although not required, CET is funded through federal and state grants. If there are field options to link the grant to vehicle or the ability to cluster vehicles together based on service type, CET would be interested in hearing these options.

COIC response: Preference will be given to vendors with a web-based interface.