

Dear Sir/Madam:

March 19, 2021

***Subject: Two- Step Procurement Process – Computer Aided Radio Dispatch System  
20-00554-ATMM***

The Southeastern Pennsylvania Transportation Authority (“SEPTA”) is soliciting Technical Proposals from firms for the Computer Aided Radio Dispatch System Project (hereinafter called the “Project”) as outlined in the contract documents, as part of a Two (2) Step Procurement Process consisting of: Step One (1) Pre-Qualification, and Step Two (2) Sealed Bid Process.

Step One (1) of this process is the pre-qualification of interested parties through submission of Technical Proposals. Companies whose Technical Proposal receives an “Acceptable” rating when evaluated against the technical criteria will be deemed pre-qualified for participation in Step Two (2) of this procurement.

Step Two (2) of this process will be the acceptance of Sealed Bids from firms who have been pre-qualified in accordance with Step One (1) of this procurement. Invitations to Bid will only be furnished by SEPTA, to firms who have been pre-qualified in Step One (1).

SEPTA reserves the right to cancel this procurement at any time, if deemed in SEPTA’s best interest.

A pre-qualification meeting will be held on Monday, April 5, 2021 at 10:00 AM via Microsoft Teams. All interested parties must RSVP via email to: [tmoiani@septa.org](mailto:tmoiani@septa.org) by 9:00 A.M. on Monday, April 5, 2021 to participate in this Pre-Bid Meeting. Instructions on attending the Microsoft Teams Pre-Bid Meeting will be emailed upon receipt of the RSVP.

Site visits will be held commencing on Tuesday April 6th, 2021. See the Site Survey Information and Itinerary posted with the bid documents for additional information.

All questions must be submitted in writing to [tmoiani@septa.org](mailto:tmoiani@septa.org) no later than 1:00 P.M. on Tuesday, April 27, 2021 to guarantee an answer. The answers to all questions submitted will be provided as addenda.

One original, nine (9) copies, and one digital copy as a text searchable PDF on a Flash Drive shall be submitted no-later-than 1:00 P.M. on Thursday, June 24, 2021. Technical proposals **shall not** include any pricing information.

Please direct all Technical Proposals to: Thomas Moiani, Contract Administrator  
Procurement, Supply Chain & DBE Division  
1234 Market Street, 11th Floor  
Philadelphia, Pennsylvania 19107-3780

All Project documents are available for downloading at: <http://septa.org/business/bid/100k/> . The documents include Instructions to Proposer, Site Survey Information, Site Survey Itinerary, Standard Form 330, Disadvantaged Business Enterprise Resource Guide, Step One Request for Qualifications Proposal, Step Two Instructions to Bidders and Contract, Specifications and Drawings.

**Caution:** All subsequent correspondence and follow-up documentation, including addenda, concerning Request for Qualification No. 20-00554-ATMM will be available for download via the aforementioned website only. It is the Offeror's responsibility to ensure it has all the necessary correspondence and documents from SEPTA to properly prepare their proposal.

Interested parties should submit Technical Proposals that are acceptable without additional explanation or information. However, SEPTA reserves the right to ask for clarification and additional information in support of any proposal, if deemed necessary. SEPTA will make sole and final determination regarding a technical proposal's Pass/Fail Rating based on the Technical Proposal submitted in consideration of the technical criteria and may proceed with Step Two (2) without requesting further information from any firm.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

Bidders will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All bidders will be required to certify compliance with Executive Orders 12549 and 12689 (Debarment and Suspension).

Please direct all inquiries regarding this Two-Step Procurement to Thomas Moiani at [tmoiani@septa.org](mailto:tmoiani@septa.org) or (215)580-8311.

Sincerely,



Contract Administrator  
Procurement, Supply Chain & DBE