



Memorandum

TO: Prospective Proposers
CC:
FROM: Southeastern Regional Transit Authority (SRTA)
DATE: May 17, 2023
RE: Request for Proposals (RFP 23-01) for Telephone System Replacement

Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as fare box revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities in which it contracts with.

The resultant contract is subject to the applicable guidelines for project administration issued by the Federal Transit Administration (FTA) of the U.S. Government Department of Transportation (DOT). Additionally, the resultant contract is subject to financial assistance contracts between the SRTA, DOT-FTA, and the Massachusetts Department of Transportation (MassDOT). As such, all Contractors must comply with all applicable laws, rules, and regulations in effect.

The SRTA reserves the right to reject any or all proposals, or any part of any proposal, that the SRTA deems it in its best interest to do so.

Scope of Services:

The SRTA is seeking written Proposals from qualified Proposers to provide for the **acquisition and implementation of a Unified Communication as a Service Hosted Solution (i.e. VOIP) replacement telephone system.**

Additional information regarding the expected *Scope of Services* can be found in the solicitation document and attachments for this RFP. To obtain a copy of these documents, please refer to the instructions outlined in the ensuing *Intent to Respond* section.

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Acushnet, Dartmouth, Fairhaven, Fall River, Freetown, Mattapoisett, New Bedford, Somerset, Swansea, Westport

700 Pleasant St., Suite 530, New Bedford, MA 02740
srta.com, (P) 508-999-5211 (F) 508-993-9196

Intent to Respond:

Prospective Proposers can request the applicable RFP / Solicitation Documents via email to procurement@srtabus.com (Subject Line: SRTA RFP 23-01: Telephone System Replacement) beginning on the date of *RFP Release* and until the date and time of *RFP Submission Due*, as outlined in the *Estimated Key Action Dates* table below.

The body of the *Intent to Respond* email shall include the official name of the Proposer, the name of the preferred Contact Person, and the Contact Information (Phone and Email Address) for said Contact Person.

Estimated Key Action Dates:

The table below lists the dates for key milestones of the procurement process. Some of the dates shown are tentative and subject to change. Any changes to this defined schedule will be released via addendum.

Please note that “COB” identifies Close of Business, which is defined as 4:00PM EST for this procurement. The successful Proposer should be prepared to begin work immediately upon Notice to Proceed.

Milestone	Date	Time
RFP Release	Wednesday, May 17, 2023	COB
Pre-Proposal Meeting	Friday, May 26, 2023	2:00PM EST
Questions and Clarifications Submitted	Friday, June 2, 2023	2:00PM EST
Questions and Clarifications Responses	Friday, June 9, 2023	COB
RFP Submission Due	Friday, June 23, 2023	2:00 PM EST
Interviews (if needed)	End Friday, July 14, 2023	TBD
BAFO	Friday, July 21, 2023	2:00PM EST
Notice of Award	Friday, July 28, 2023	COB

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