



**Transit Coalition of North Texas
Request for Proposals
Administration Services**

**Issued: March 6, 2026
Responses Due: April 10, 2026**

TCNT invites interested parties to submit proposals for Administration Services. Proposals will be evaluated between April 10, 2026 and May 10, 2026. If additional information or discussions are required, proposers will be contacted during this timeframe. Once a proposal is selected, contract negotiations will start immediately, and the contract is expected to begin July 1, 2026. TCNT appreciates your interest and looks forward to reviewing your proposals.

1. Summary and Background

The Transit Coalition of North Texas (TCNT) is a non-profit organization dedicated to advancing public transportation across the North Texas region. TCNT's mission is to advance transit through advocacy, education, stakeholder engagement, and regional collaboration. Our vision is to be the champion for a world-class regional transit network where every community has seamless access to high-quality transit that supports regional growth.

TCNT seeks to contract with an individual or firm to provide Administrative Services that support this mission. The selected contractor will play a key role in coordinating coalition activities, supporting member engagement, managing communications, and ensuring effective operations align with TCNT's strategic goals. The anticipated length for the contract is 2 years with options for renewal in two-year increments.

2. Proposal Guidelines

- Proposals must be submitted electronically to anne.crews@mkcorp.com by April 10, 2026 by 5 PM Central. Any proposals received after this date and time will not be considered.
- Submit questions by March 27, 2026 by 5 PM Central Time to anne.crews@mkcorp.com.



- All proposals must be signed by an authorized representative.
- If subcontractors are used, they must be identified with names, roles, and costs clearly outlined.
- Proposals should include a fee proposal for the base scope of services, including total cost for all personnel, subconsultants, and any expenses not included in the fee proposal. Additionally, a separate fee proposal should be submitted for the two optional scope of services in the RFP.

Contract terms and conditions will be negotiated upon selection of the winning proposer for this RFP.

3. Project Timeline

RFP Issued: March 6, 2026

Questions Deadline: March 27, 2026, 5 PM Central Time

All responses to questions regarding this RFP will be compiled and shared with all potential proposers to ensure transparency and equal access to information. TCNT encourages proposers to submit their questions by March 27, 2026, 5 PM Central Time to Anne Crews at anne.crews@mkcorp.com. This allows us to provide timely and comprehensive responses. Any updates or modifications to the RFP resulting from these questions will be communicated to all interested parties and posted on the TCNT website www.transitnorthtexas.org. This process ensures that all proposers have the necessary information to submit their best proposals.

Proposal Deadline: April 10, 2026, 5 PM Central Time

Evaluation Period: April 10, 2026- May 10, 2026

If needed, TCNT may schedule interviews with proposers during this time period.

Anticipated Award: May 20, 2026

Contract Start Date: On or before July 1, 2026

The contract for the selected individual or firm will commence on or before July 1, 2026, with an expected duration of 2 years, with two-year options for renewal.

4. Scope of Work

The Scope of Work section outlines the specific tasks and responsibilities required to support TCNT's mission of advancing public transportation across the North Texas region. The selected contractor will be responsible for the organizational administrative management, coordinating coalition activities, member engagement, and basic advocacy support. The level of effort and



number of hours will vary depending on TCNT's schedule, but it is anticipated to range from 500-550 hours annually for the team.

Proposers are responsible for developing a proposed approach and fee proposal to address the base scope of services. The proposal should clearly identify the fee proposal to perform the scope of services, any supporting contracts not included in the fee proposal, and any applicable expenses not explicitly included. Additionally, the proposer should propose a separate fee proposal for each of the two optional scopes below.

BASE SCOPE OF SERVICES

1. ADMINISTRATIVE MANAGEMENT

Record Keeping and Documentation Management: Oversee and maintain TCNT's records, including meeting minutes, membership lists, and financial documentation. Develop and implement effective filing systems for both physical and digital documents to ensure all records are organized, up-to-date, and easily accessible.

Financial Management: Prepare and manage annual budgets, monitor expenditures, and provide quarterly financial updates to the board. Process invoices, send annual membership dues, invoices, and collect payments for deposit into the TCNT bank account. Maintain accurate financial records.

Board and Committee Support: Coordinate and schedule Board and committee meetings, including preparing agendas, taking meeting minutes, coordinating meeting logistics, and following up on action items. Ensure effective communication and coordination with board members and committee participants. Meeting frequency is as follows:

- Board Meetings: Quarterly
- Committee Meetings: As Needed

Office Operations Coordination: Oversee day-to-day office operations, including managing office supplies, scheduling meetings, and ensuring efficient workflow. Provide general administrative support to ensure smooth operation and overall efficiency of TCNT.

Compliance and Reporting: Ensure compliance with organizational policies, regulations, and legal requirements. Prepare and submit required reports, documents, and records on a timely basis, ensuring transparency and accountability.

Membership Communication: Develop and maintain regular communication with members through weekly newsletter and email updates on coalition activities, as well as oversee basic website management and keep the website up to date.

Membership Database Management: Maintain an up-to-date membership database, including contact information and engagement history.



2. EVENT COORDINATION

Plan and Execute TCNT Events: Plan and execute events such as quarterly and annual meetings, webinars, and public forums. Tasks include defining event calendar, organization goals, developing agendas, managing attendee logistics, identifying speakers, arranging meals/snacks, securing event locations, and handling event promotion and marketing. Key annual events include:

- TCNT Annual Luncheon
- Regional Transit Tour
- Legislative Day at the Capitol (odd years)

Suggested Additional Events: Proposers are encouraged to suggest new events that could enhance TCNT's engagement and outreach efforts.

Budgeting and Vendor Management: Create and manage event budgets, track expenses, negotiate contracts, and maintain relationships with vendors and stakeholders.

Registration and Attendee Management: Develop and manage registration processes, maintain attendee lists, communicate event details, and prepare event materials.

Marketing and Promotion: Develop and implement comprehensive marketing plans, including social media, email campaigns, and promotional materials, to drive attendance and engagement.

On-Site/Event-Day Coordination and Post-Event Activities: Oversee event setup and real-time management, support attendees and speakers, conduct post-event evaluations, and manage follow-up communications.

3. BASIC ADVOCACY SUPPORT

Facilitate Advocacy at State Level: Monitor legislation, rulemaking, etc. and mobilize TCNT members to act as the voice of transit. Create and distribute bill / ordinance summaries, TCNT Board-Approved talking points for members to deliver those messages, as well as dates / times to appear.

Facilitate Regional Collaboration: Foster collaboration among regional transit agencies and stakeholders, facilitating discussions and joint initiatives to strengthen the regional transit network and achieve common goals.

OPTIONAL SCOPE OF SERVICES

1. EDUCATING, MOBILIZING, INFORMING

Membership Recruitment Plan Development and Implementation: Assist in developing a recommended plan for recruiting new TCNT members, including industry leaders, business



community leaders, universities, local municipalities, and transit advocates. Support the board in implementing the recruitment plan and member retention efforts.

Membership Engagement, Support, and Growth: Develop and implement initiatives to actively engage members, such as discussion forums, collaboration opportunities, and special projects that align with TCNT's mission.

Establish Partnership Structures with other, non-member organizations (i.e. Chambers of Commerce, etc.)

2. EXTERNAL COMMUNICATIONS AND OUTREACH

Manage Digital Presence: Oversee TCNT's online presence, including website content management and social media updates. Curate social media presence to promote local transit agencies and educate decision-makers on transit advocacy topics. Ensure all digital communications are consistent, engaging, and aligned with TCNT's branding and messaging.

Draft and Distribute Communications: Draft and distribute press releases, advocacy materials, and other communications. Develop and promote annual reports and similar products aimed at promoting transit within North Texas.

Develop and Implement Communication Strategies: Create comprehensive communication plans that effectively promote TCNT's mission, initiatives, and events to external audiences. This includes managing public relations efforts, crafting key messages, and identifying target audiences.

Engage with Stakeholders: Build and maintain relationships with TCNT members and key stakeholders. Serve as a point of contact for members and external stakeholders. Attend relevant events to enhance TCNT's visibility and public profile.

Educational Outreach: Develop and promote educational materials, fact sheets, annual reports, and other products aimed at educating and promoting transit within North Texas. Ensure materials are distributed effectively through appropriate channels to reach target audiences.

Support Advocacy and Education Efforts: Assist TCNT in supporting its advocacy and education efforts, including preparing materials for decision-makers and stakeholders to promote public transportation initiatives and policies.

5. Proposer Qualifications and Approach

Proposals should include:

- Proposers' primary location.
- Relevant experience in non-profit administration, transportation advocacy, or similar fields.



- Examples of similar work or projects, including project name, client, location, description of work, and reference (contact name, phone number, and email address).
- Team structure and bios of key personnel, including any subcontractors.
- Proposed approach to completing the Scope of Work.
- Cost proposal, including all costs necessary to perform the base scope of services, and additional fee proposal for the two optional scope of services

6. Proposal Organization

To ensure clarity and comprehensiveness, please organize your proposal according to the following sections:

- Proposal Approach and Methodology
 - Detail your approach and methodology for accomplishing the tasks outlined in the Scope of Work.
 - Include a timeline and key milestones where applicable.
- Relevant Experience and Past Performance
 - Describe your experience running similar associations, particularly in the public transportation sector.
 - Provide examples of experience with similar organizations or agencies that demonstrate successful past performance, including a reference and contact information.
 - TCNT Board of Directors may contact those examples to confirm past experience.
 - List of current clients of the individual or firm
- Technical Expertise and Capacity
 - Provide an explanation of the proposed key personnel and how the team will be structured.
 - Highlight the technical skills and qualifications of your personnel.
 - Demonstrate your team's capacity to manage and complete the project, including the availability of necessary resources and technologies.
 - Resumes or bios of key personnel, highlighting their expertise and roles.
- Cost and Value
 - A detailed cost proposal to perform base scope of services
 - Any additional costs or supporting contracts necessary to complete the work.
 - Any anticipated expenses not included in the fee proposal
 - Separate fee proposal for the two optional scope of services



- Additional Information
 - Any other relevant information that supports the proposer’s ability to fulfill the contract requirements.
 - Any supplementary material, such as detailed resumes, project charts, or additional documentation.

7. Evaluation Criteria

To ensure a fair and thorough assessment of each proposal, TCNT will evaluate submissions based on the following criteria. Proposers should carefully tailor their proposals to address these areas comprehensively:

- **Proposal Approach and Methodology:**
 - TCNT will review how well your proposal addresses all the tasks and objectives outlined in the Scope of Work. This includes evaluating the overall completeness, organization, and clarity of your submission.
- **Relevant Experience and Past Performance:**
 - Your experience with similar projects, particularly in the public transportation sector or related fields, will be a key factor. TCNT will consider your past performance, including case studies, references, or testimonials that demonstrate successful project outcomes.
- **Technical Expertise and Capacity:**
 - TCNT will assess the technical skills and qualifications of the personnel involved in the project to ensure they can effectively execute the tasks. The proposal should clearly demonstrate the team's capacity to manage and complete the project, including the availability of necessary resources and technologies.
- **Cost and Value:**
 - TCNT will analyze the cost structure and overall value presented in your proposal.

Each of these criteria will be weighted per the table below in the evaluation process. We encourage you to provide detailed information and supporting evidence for each criterion to ensure a thorough and transparent evaluation.



Criteria	Points
Proposal Approach and Methodology	25
Relevant Experience and Past Performance	25
Technical Expertise and Capacity	25
Cost and Value	25

8. Submission Instructions

Submit 1 electronic copy of proposal to: anne.crews@mkcorp.com

Subject line: TCNT Administration Services RFP Response
