

The following questions were received from proposer(s) prior to the March 27th deadline listed in the RFP. The questions are enumerated below with responses in italics.

1. Can you provide insight into how TCNT anticipates allocating the estimated 500-550 annual hours across the year?

As stated in the RFP, 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. The selected proposer will be expected to pace their level of effort and allocate time as needed throughout the year to meet the base scope of services within Administrative Management, Event Coordination, and Basic Advocacy Support.

2. What systems or platforms does TCNT currently use for membership management, financial tracking, and communications?

The incumbent consultant uses a standard suite of Microsoft office tools to maintain spreadsheets, create documents, and send emails. TCNT also maintains accounts on LinkedIn (@TransitCoalitionofNorth Texas (TCNT)), Facebook (@TransitNorth Texas), Twitter / X (@TransitNTX), and Instagram (@transitnorthtexas)

3. Does TCNT currently have any staff or contractors supporting administration, communications, or events that this role would collaborate with?

No. The Coalition's only paid support staff are those that would be hired under the contract to be awarded by this RFP.

4. For the optional scopes of services (Educating, Mobilizing, Informing, and External Communications and Outreach), should proposers include a detailed methodology and approach similar to the base scope, or is a brief description with a separate fee proposal sufficient?

The Evaluation Criteria in the RFP instructs respondents to "clearly demonstrate the team's capacity to manage and complete the project, including the availability of necessary resources and technologies," and grants respondents latitude in how they choose to do so by not prescribing a particular approach.

5. Does TCNT anticipate that the selected contractor will provide in-person support for ongoing administrative and coordination activities, or is the role expected to be primarily remote, with in-person presence limited to key events and meetings?

The RFP defines various types of meetings typically held by the Coalition, including annual meetings, webinars, public forums, TCNT Annual Luncheon, Regional Transit Tour, and Legislative Day at the Capitol in odd years. Some of these events, like forums, annual luncheons, the Regional Transit Tour, and Legislative Day at the Capitol, require in-person attendance. Other meetings, like quarterly Board meetings and committee meetings can be held remotely. A respondent's "Approach and Methodology" within the proposal should articulate how the respondent intends to accomplish those aspects of the scope. In-person support for ongoing administrative and coordination activities is not listed as a requirement in the scope.