North Central Texas Council of Governments (NCTCOG)
Predictive Crash Analysis Software
Request for Proposals

Questions and Responses

Question #1: We are planning to submit a proposal which will include content with substantial proprietary and trade secret information. Please confirm that we will be able to redact sensitive materials if there is a request for public records, or do we need to submit 2 proposals, one for the selection board and another redacted for the public?

> **Revised Response 3/28.2025:** Any information in proposals considered proprietary or trade secret must be clearly marked as confidential. In the event NCTCOG receives a Public Information Act request to which the proposal is responsive, NCTCOG will notify the vendor and submit to the Texas Attorney General (AG) for an opinion in accordance with the Act. At that time, the vendor has the opportunity to make its argument directly to the AG as to why the information should be excluded from release.

Question #2: Does the DBE firm need to be selected from the provided list, or can it be an out-of-state firm?

> **Response:** No, it is not required that the DBE firm is selected from the provided list. The DBE firm can be located out of state; however, DBE firms must be registered through the Statewide Certification Programs Texas Unified Certification Program (TUCP). The TUCP is a Federal DBE program that allows certified businesses to seek partnerships with any Texas entity that receives funding from the U.S. Department of Transportation (USDOT). TUCP DBE certifications are available through six certifying agencies throughout the state and are valid and accepted by any USDOT-funded entities.
> Additional information is available at
> https://www.txdot.gov/business/disadvantaged-small-business-enterprise/dbe-airport-concessions/dbe-certification-tucp.html.

Question #3: Will proposals submitted through delivery carriers count as "in-hand" submissions?

> **Response:** Yes, proposals submitted through delivery carriers count as "in-hand" submissions.

Question #4: Will NCTCOG provide the necessary data to develop SPFs, or is the consultant expected to extract this data from existing NCTCOG sources? If data extraction is required, could you please specify the data sources for intersections and road segments?

> **Response:** Crash, volume, and roadway data needed to develop the SPFs will be provided by NCTCOG.

Question #5: Is there a page limit for the consultant's proposal, and are there specific formatting guidelines that must be followed?

Response: We do not have a page limit for consultant proposals.

Question #6: Are there any existing platforms (e.g., applications, software) utilized by NCTCOG with which the proposed software application will need to integrate or remain compatible?

Response: The software must be compatible with TxDOTs Crash Records Information System as well as be able to integrate with ArcGIS software.

Question #7: Are you seeking an off-the-shelf solution, or are you looking for a highly customized software development approach? If customization is preferred, are there specific additional criteria you would like to see addressed?

Response: Customization is preferred with SPFs specific to the NCTCOG region.

Question #8: Can you provide any guidance on the expected budget for this software development effort?

Response: This information is not being provided at this time.

Question #9: Have you previously used any safety analysis software tools?

Response: No.

Question #10: Are you looking for a Software-as-a-Service (SaaS) subscription-based model, or are you seeking a solution that the organization would fully own?

Response: We are seeking a Software-as-a-Service model.

Question #11: Would it be possible to receive a one-week extension to allow for a more comprehensive response?

Response: No, we are unable to extend the submittal deadline for proposals.

Question #12: On Page 10, under Disadvantaged Business Enterprise Participation, it states:

"The Disadvantaged Business Enterprise participation must meet the 14.1% goal identified for this type of procurement." Proposers should also include an Affirmative Action Plan is included in the proposal. Failure on the part of the majority contractor to meet this goal or show meaningful good faith efforts may be grounds for finding the proposal nonresponsive."

We would like more clarity around this statement.
What is required of the responding parties other than an Affirmative Action Plan?

Response: The prime consultant should identify the DBE firm(s) and what percentage of the work the DBE firm(s) will complete as part of the proposal. This

can be accomplished by completing the D.1 and the D.2 provided in the sample contract.

Question #13: If a firm is certified through the Texas Unified Certification Program (TCUP) but not on the list of approved DBEs (Appendix D), are they satisfying the DBE requirement?

> **Response:** If a DBE firm is certified thru the TUCP, that firm would satisfy the DBE requirement. The DBE listing posted on the website is a list of certified DBE's provided for the benefit of proposers looking for qualified DBE firms.

Question #14: Does NCTCOG have a preferred template for the Affirmative Action Plan?

> **Response:** No, Proposers should provide a policy statement and utilization of the consultant's workforce which includes the number and percentage of employees who would be classified as minorities, including both women and ethnic minorities. In addition, indication of the number and percent in professional versus nonprofessional positions and/or indication of the number and percent in administrative versus clerical positions should be provided.

Question #15: If the electronic submission is received by 5pm CDT on April 11th, can the identical hard copy be delivered afterward and the response be accepted?

> **Response:** No, the hard copy (in-hand copy) is considered the official submittal.

Question #16: Could you please clarify whether the Disadvantaged Business Enterprise (DBE) participation goal for this project is 14.1% or 32%? The RFP and Sample Contract mention both percentages.

> **Response:** The DBE participation goal for this project is 14.1%. The 32% goal in the sample contract is incorrect. An amended sample contract has been posted to the website.

Question #17: Are resumes for key personnel included in the overall page count limit for the proposal? If so, is there a specific format or length you prefer for these resumes?

> **Response:** There is no page limit for proposal responses. There is no specific format or length required for resumes.

Question #18: Is there a specific page limit for the proposal? If so, does this limit include supplementary materials such as the cover letter, covers and tabs, resumes, project experience, and required forms?

> **Response:** Please see response to question #17.

Question #19: Do you require references for all individuals listed in the proposal, or only for the consulting firms? If references for individuals are needed, how many references per individual are required?

Response: References should be included for Consulting firms only.

Question #20: Could you please confirm the acceptable page dimensions for the printed proposal? Specifically, are both 8.5 x 11 and 11 x 17 pages accepted? Additionally, are there any restrictions on foldouts, and should the proposal be bound in a particular way?

Response: Preferred page size is 8.5 x 11. Exhibits such as organizational charts and project schedules may be on a larger paper size.

Question #21: Is there an annual budget for purchasing this analysis software?

Response: This information is not being provided at this time.

Question #22: Is funding secured for this procurement?

Response: Yes, funding is secured for the initial term of the contract.

Question #23: Can the hardcopy or flash drive RFP submission be delivered via US mail?

Response: Yes, the hardcopy of the flash drive RFP submission can be delivered by US mail as long as the submission is received by the 5:00 pm deadline.

Question #24: Is there an estimated date when any required development and integration work must be completed?

Response: NCTCOG will select all the identified tasks or a subset of the tasks to be completed. NCTCOG and the selected firm will jointly determine a schedule for progress meetings in accordance with the final schedule for the scope of work.

Question #25: If other data is proposed (i.e. telematics), can other predictive crash models be proposed that include crash data from CRIS, NCTCOG's modeled roadway volume and attribute data, and this other data source?

Response: Yes

Question #26: How many people do you expect will use this software?

Response: The software will be available for use by NCTCOG program staff with the option for NCTCOG partner agencies to utilize the software. Please specify any limitations for use by our partner agencies in your proposal.

Question #27: What is the criteria for extending beyond the first 2 years?

Response: Successful completion and implementation of the scope of work performed by qualified and responsive personnel within the specified budget and agreed upon timeframe.

Question #28: Does the Disadvantaged Business Enterprise (DBE) participation goal of 14.1% refer to the percentage of the total proposed fees that are to be for the DBE?

Response: Yes, the DBE participation goal refers to the percentage of budget proposed to be completed by a DBE firm(s) in relation to the total budget for the project.

Question #29: Does a DBE need to be identified in the proposal?

Response: Yes, the prime consultant should identify the DBE firm(s) and what percentage of the work the DBE firm(s) will complete as part of the proposal.

Question #30: What is revealed during the public opening of the proposals on Microsoft Teams?

Response: During the public opening of proposals, the name of the entity that submitted a proposal by the 5:00 pm deadline is stated. In addition, attendees of the public opening are requested to include their name, entity association, and email address for the public opening record.

Question #31: Can proprietary information be redacted from being shown in the public proposal opening?

Response: See response to Question #30. Proprietary information is not disclosed during the public opening.

Question #32: Does NCTCOG have an estimate of the approximate number of agencies and users that it would plan on granting access to the system?

Response: Please see response to question #26.

Question #33: Does NCTCOG anticipate providing any public access to the system?

Response: NCTCOG does not anticipate providing any public access.

Question #34: The RFP states that the system much be able to analyze a minimum of five years' worth of crash data at once. How many years of historic data would NCTCOG want to have loaded and available in the system?

Response: 5-10 years of historical data.

Question #35: Can NCTCOG provide any details on what available spatial data sources it has available for limited access roadways, arterials and collector/local roadways?

Response: Many of NCTCOG's spatial datasets can be browsed on our open data site. This does include various networks that provide locations of limited access facilities, arterials, and collector/local roadways. This prominently includes roadway networks from our travel demand model and 911 addressing sources. We also interact with roadway inventory data from our state DOT and roadway data from OpenStreetMap that provides similar information.

Question #36 Are these datasets in an LRS environment such as Esri's Roads & Highways?

Response: Of the data sources mentioned in our answer to #35, only data from our State DOT is easily adapted into a linear referencing system as it is an extract from their LRS. NCTCOG does have licensing for Esri Roads and Highways, but we are only beginning to explore the possibilities for using it to manage our roadway data.

Question #37: Can NCTCOG provide an estimate of the number of training events it anticipates needing the provider to conduct both in-person and virtually?

Response: A minimum of one training will be required for NCTCOG designated administrators based on the finalized software offerings. Other periodic training will be requested on an as-needed basis, and when/if the provider provides upgrades or system modifications that may impact the functionality of the software.