

# Charleston Area Regional Transportation Authority (CARTA)



## Mobile Ticketing System Request For Proposals

Charleston, South Carolina  
Date: April 19, 2018

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**Due Date:** May 22, 2018  
**Time:** 3:00 P.M. EST

**Receipt Location:**  
BCD Council of Governments  
Attn: Jason McGarry  
1362 McMillan Ave, Suite 100  
North Charleston, SC 29405

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**Charleston Area Regional Transportation Authority**

**PUBLIC NOTICE: CARTA2018-07**

Charleston Area Regional Transportation Authority (CARTA) will accept proposals from firms for CARTA's Mobile Ticketing System. These firms should have proven capability to develop, implement, support, operate and maintain a secure, end-to-end mobile phone ticketing system. CARTA does not currently have a mobile ticketing solution. Passengers can purchase fares on board or purchase passes through the CARTA website or at a few retail locations.

The mobile ticketing system as proposed shall be based on service-proven software, mobile applications, and technology satisfying all technical and functional requirements herein, at no cost to CARTA's customers for utilizing this service and/or application to include but limited to updates and upgrades required to maintain the functionality of the software and application.

Any contract awarded pursuant to this RFP may be subject to financial assistance grants between CARTA and the U.S. Department of Transportation ("USDOT"), Federal Transit Authority ("FTA"), and/or the South Carolina Department of Transportation ("SCDOT"). The Contract is subject, not only to CARTA policies and procedures, but also to the statutes, regulations, policies and procedures of the FTA and SCDOT.

The deadline for Bidders to submit written questions for information and/or clarification is **3:00 PM on May 11, 2018**. All written questions received by this deadline will be answered in a written addendum.

The deadline for receipt of all submittals is **3:00 P.M. on May 22, 2018**

All Proposal responses should be mailed or delivered to:

**BCD Council of Government**  
1362 McMillan Ave, Suite 100  
Attn: Jason McGarry  
North Charleston, SC 29405

*Note: The deadline shown above 3:00 P.M on **May 22, 2018** is extremely important. The completed proposal must have been physically received on or prior to that deadline. If you plan to have your proposal delivered other than by personal delivery, please remember that even though the proposal may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered*

## 1.0 Introduction

CARTA was created in 1997 by adoption of a mutual agreement by the following jurisdictions: Charleston County, The City of Charleston, The City of Hanahan, and The City of Isle of Palms, The City of North Charleston, The Town of Kiawah Island, The Town of Mt. Pleasant, and The Town of Sullivan's Island.

CARTA provides public transportation services within the member jurisdictions, with the authority to determine scope (routes, equipment, and facilities) and standards of the service to be provided. CARTA is subject to the regulations of the US Department of Transportation (DOT), Federal Transit Authority (FTA), South Carolina Department of Transportation (SCDOT), and federal, state and local laws.

### 1.1 Proposal Schedule

Proposals shall be solicited and evaluated by the following schedule:

Publish/Release Solicitation _____	April 19, 2018
Deadline for Written Questions _____	May 11, 2018 by 3:00 PM
Deadline for Proposals _____	May 22, 2018 by 3:00 PM
Evaluation Process _____	TBD
Interview with Selected Bidders _____	TBD

#### A. Submission

One (1) digital, One (1) original, and three (3) copies of the Proposal shall be submitted no later than 3:00 p.m. EST on February 13, 2017, to the following address:

BCD Council of Government  
Attn: Jason McGarry, Procurement/Contracts Administrator  
1362 McMillan Ave, Suite 100  
North Charleston, SC 29405

Any proposals received after the scheduled deadline on the closing date will be immediately disqualified in accordance with CARTA policies.

Proposals shall be submitted in a sealed box or envelope that is labeled with the Bidders name and identified as containing a Proposal responding to RFP #CARTA 2017-01 for Website Design, Development and Hosting Services.

No oral, facsimile, telegraphic proposals or subsequent modifications to such proposals will be considered except as specified herein.

#### B. Addenda

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all firms who received or requested the RFP document from CARTA.

#### C. Proposal review process

The procurement of these Offeror's services will be in accordance with CARTA and other applicable federal, state and local laws, regulations and procedures.

Proposals shall be submitted as set forth in this RFP. The selection committee will review and evaluate Proposals in accordance with the requirements and instructions contained in this RFP.

Following evaluation of the proposals, the Selection Committee may sub-select finalist who may be invited to participate in an interview, if necessary.

## **1.2 Instructions and General Conditions**

### **A. BIDDERS RESPONSIBILITY**

Bidder shall fully acquaint itself with the conditions relating to the scope and restrictions attending the execution of the services under the conditions of the RFP. The failure or omission of a Bidder to acquaint itself with the existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Bidder to any contract resulting from this RFP.

### **B. DUTY TO INQUIRE**

Should a Bidder find discrepancies or omissions in this RFP, or should the Bidder be in doubt as to the meanings, the Bidder shall at once notify CARTA in writing prior to the last day for written questions. If additional clarification is warranted, a written addendum will be sent to all persons or firms receiving this RFP.

### **C. SIGNATURE REQUIREMENTS**

Only authorized officers eligible to sign contract documents will be accepted. Consortiums, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. This proposal should indicate the responsible entity. Bidders should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

### **D. WAIVER**

By submission of its proposal, the Bidder represents and warrants that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, services, supplies, materials, or equipment called for in the solicitation; that it has checked the proposal for errors and omissions; that the prices and costs stated in its proposal are intended by it; and, are a complete and correct statement of its prices and costs for providing the labor, services, supplies, materials, or equipment required.

### **E. CONFIDENTIAL INFORMATION**

All proposals received become the exclusive property of CARTA. At such time, as a Contract is agreed to by the contractor and the Board, all proposals submitted will become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which constitute confidential and proprietary information or trade secrets as those terms are used in S.C. Code Ann. §§ 11-34-410 and 30-4- 40(a)(1) and which are so marked as "TRADE SECRET," "CONFIDENTIAL" or "PROPRIETARY." However, proposals which indiscriminately identify all or most of the proposal as exempt from disclosure without justification may be released pursuant to a freedom of information request. CARTA shall not in any way be liable or responsible to any Bidder or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of CARTA or its officers, agents, or employees. Any legal costs associated with determination of what is excluded or included in a public records request is at the expense of the Bidder.

Offerors should not simply mark their entire proposal as Confidential or exempt from Freedom of Information Act. Doing so will result in CARTA's making an independent determination of confidentiality or exemption. CARTA further hereby disclaims any responsibility for any information which is disclosed as a result of Offerors such independent determination of confidentiality or exemption necessitated by the Offerors failure to properly follow this section.

#### **F. REVISION TO RFP**

The CARTA reserves the right, when necessary, to postpone the times in which proposals are scheduled to be received and opened, and to amend part or all of the RFP. Prompt notification of such postponement or amendment shall be given by the CARTA to all perspective Bidders who have requested or received copies of the RFP. Receipt of all addenda must be acknowledged in the proposals received by CARTA.

#### **G. PROTEST PROCEDURES**

Any prospective Bidder or contractor who is aggrieved in connection with the solicitation of a contract may protest to CARTA. Any such protest must be delivered in writing within five days of the issuance of the RFP. Or within five days of the amendment there to if the amendment is the issue. A protest must set forth all specific grounds of protest in detail and explain the factual and legal basis for each issue raised. This project is to be funded in part by FTA and is subject to FTA rules and regulations. FTA only accepts protests alleging that a grantee fails to have written protest procedures or has violated such procedures or fails to review a complaint or protest.

#### **H. WITHDRAWAL OF PROPOSAL**

No proposal may be withdrawn after the proposals have been opened.

## **2.0 Scope of Work**

### **2.1 General Scope of Work Provisions**

The system must provide secure mobile phone ticketing with both electronic and visual ticket verification. A critical component of the system shall be a variety of security features to maximize the integrity of a visual ticket verification process. Advanced security features must also be easily visually interpreted in the event fare inspection personnel are utilized to ensure validity and eliminate fraudulent tickets. To the extent feasible, an "open" standards-based system must be utilized. CARTA's goals for the system include but are not limited to:

- Increasing convenience and improve customer experience through an alternative for cash payments for fares.
- Enabling customers to purchase multiple tickets at one time, for multiple people on the same trip (i.e., families) or for trips on different days.
- Providing new fare payment alternatives for customers during special events for paying for transit.
- Providing the ability to collect data for improved service planning and marketing efforts.
- Increasing operational efficiencies.
- Strengthening security of fare revenues through the minimization of fraud opportunities.

- Accommodating introduction of potential new products and promotions that result in the absolute increase in total system ridership.
- Providing customer loyalty rewards capability, including but not limited to earning rides and advertising.
- Reduce cash handling in CARTA's system.
- Providing interface for employer and universities to manage prepaid fare programs.

The Contractor's scope for the system shall include:

- System design for all software and all necessary hardware.
- Training and documentation.
- On-line tools for use by CARTA's customer service agents.
- System installation, testing implementation, hosting and operation, software maintenance services, and warranty services.

The mobile ticketing system as proposed shall be based on service-proven software, mobile applications, and technology satisfying all technical and functional requirements herein, at no cost to CARTA's customers for utilizing this service and/or application to include but limited to updates and upgrades required to maintain the functionality of the software and application.

General Mobile Ticketing Requirements: The Mobile Ticketing System will include base requirements and options for features which may be selected by CARTA. An overview of those requirements is as follows:

- Support customer mobile devices utilizing the prevalent versions of the mobile operating systems by Apple (iOS), Google (Android).
- For the base requirements and options selected, the Contractor will deliver a Mobile Ticketing System with unlimited site licensing, based on a proven back-end-hosted, PCI compliant software system with a customer-focused mobile application that uses technology appropriate for transit related services.
- The scope of this effort includes any required hardware, software, unlimited site licensing, configuring, training, implementing and integration to meet the delivery of a fully functional and tested Mobile Ticketing System.
- The scope also includes recommendations by the Contractor for any associated hardware, software, or services needed to support a fully functional system.

Mobile Ticketing System Design: Design of the Mobile Ticketing System includes the technical requirements gathering and detailed design, beginning with on-site assessment and discussion with affected CARTA departments. This phase will determine how the hardware and systems will be installed, how the application will be presented to the customer, and how the system will be managed in the back end. The Contractor will work with CARTA to develop materials that will provide a basis to help instruct CARTA customers the easiest and most efficient way to use the system to their utmost advantage.

Deliverables to be produced:

- On-Site Assessment; documentation of findings

- Hardware recommendations
- System Detail Design
- System Implementation Plan (Final)
- Risk Management Plan (Final)
  - An analysis of likely risks with both high and low impact
  - Mitigation strategies to help the project avoid being derailed should problems arise
  - A periodic review of the plan by the project team to avoid having the analysis become not reflective of actual potential project risks
- Marketing & Customer Outreach Plan for both Fixed Route and Business Partners
- Baseline Project Schedule

In addition, the system must meet the following criteria:

- Perform within the varying on-board environmental and lighting conditions experienced on transit vehicles and at stations subject to adequate cellular service reception
- Function within all environmental conditions experienced in the Charleston region
- Be easily scalable to support growth and system integration based on customer adoption of the system

## 2.2 Security

Data security for the Mobile Ticketing System applications, system and interfaces shall employ the most current industry and U.S. government techniques such as AES, 3DES, etc. to ensure that all data is safeguarded from unauthorized access or use and programs are protected from any know cyber-attack or computer virus.

Bar code images shall be secured via encryption or other method to ensure the integrity of issued tickets. Additionally, the Mobile Ticketing System application shall contain a variety of security features to allow for applicable Transit Agency personnel to easily visually identify invalid, expired or fraudulent mobile tickets.

**PCI Compliance:** The entire System, all applications that process payments, and all communications and computer systems comprising the entire Mobile Ticketing System shall be in full compliance with the Payment Card Industry (PCI) standards ([www.pcisecuritystandards.org](http://www.pcisecuritystandards.org)) at the time of design approval. The Mobile Ticketing System shall be implemented and operated in a PCI-compliant manner at all times.

Contractor shall identify and notify CARTA of any changes to the standards that are instituted between the time of Notice to Proceed (NTP) and implementation and certify that their software meets these requirements. Contractor shall furnish documentation not less than 30 days after NTP to provide full details for compliance with all aspects of applicable PCI standards.

In addition to the above, the Mobile Ticketing System shall be compliant with all applicable PCI Information Supplements and Guidelines in force, or that have a known implementation date, at the time of NTP. The Contractor shall ensure that the Mobile Ticketing System application is compliant at all times and all costs associated with being PCI compliant will be that of the Contractor. At no time is any customer credit card information to be stored and/or maintained by CARTA's database.

## 2.3 Aesthetic Requirements



The Mobile Ticketing System User display instructions and selection keys shall be easy to read, understand and use. Screen layouts of the customer's mobile device shall be constructed to minimize the likelihood that a user will activate the incorrect key or more than one key with one touch. All graphics shall be in accordance with the graphics standards employed by CARTA.

#### **2.4 Software (Base Requirements)**

Outlined below are the features and functionality of the base Mobile Ticketing Application System. This section defines the deliverables and optional components.

**Mobile Ticketing Customer Application:** The customer will have the ability to easily download and install on their internet enabled mobile smart device an application that includes the following functionality:

- Ticketing – allows customers to purchase products of various types (referred to throughout this document as “tickets”) via their internet-enabled mobile smart device or web portal. Tickets include transit fares, partner event tickets, and transfers.
- Website integration – allows customers to access the agency website link within their internet-enabled mobile smart device to access features such as route and schedule information, detours, notices, and other service information.
- Notifications – provides the customer notifications of newly upgraded versions of their internet enabled mobile smart device when new upgrades by the manufacturer are being implemented.
- Sell and issue a variety of tickets, both activated upon purchase and activated by the customer after purchase, but prior to riding the transit agency's services. See [www.ridecarta.com](http://www.ridecarta.com) for additional information on current fares.
- Allow for visual and electronic fare verification of valid/invalid fare products in an efficient manner, including date and time of validation.
- Allow for a wide variety of payment options, including but not limited to, credit, debit, prepaid cards, bank accounts, PayPal, pre-tax transit benefits all required for initial deployment.
- Support a wide range of billing and pricing solutions, including all current agency fare products, reduced/concessionary fares, time of day peak hour pricing, and special event pricing.
- Provide an easy to use mechanism for additional tickets, including fare products to be entered with future effective dates.
- Allow for customer service issues (i.e., refunds or ticket re-issuance) to be resolved by the agency call center agents using comprehensive on-line web based tools.
- Capable of operating in an offline manner (without wireless connectivity), with the exception of customer purchases of fare products.
- Adhere to industry best practices for accessibility in web and mobile applications, including Mobile Web Applications Best Practices.
- Allow for reconciliation by agency for all fare products sold and for all products used.
- Allow for quickly processing all transactions in a highly accurate and reliable manner that achieves no less than 99.9% in service availability for all functionality, and no less than 99.9% accuracy for all transactions and data transmissions. When CARTA deploys electronic scanning devices, electronic verification of mobile tickets shall successfully verify and complete the scan in no greater than 500 milliseconds using readily available commercial scanning devices. Electronic verification by scanners must be capable in an offline environment.
- Log GPS data with the transaction that allows for tracking Longitude and Latitude data if the patron has GPS enabled (to facilitate targeted couponing/promotions).

### **Mobile Ticketing Back Office Management:**

- System Configuration will include setting up options for which tickets will be presented for purchase, what characteristics they possess, the cost as well as other parameters that need to be established.
- Ticket Sales will entail information on tickets sold including other associated information such as purchase location, tickets not/never validated, etc.
- Customer Usage Statistics will include information on tickets used including other associated information such as validation location, route/block validated, date, time and GPS coordinate of boarding's.
- An audit trail will be maintained of any patron eligibility and fare which were disabled/re-enabled by CARTA, to include the time, and reason of/for the disabling/re-enabling.
- Provide a method for bulk sales to an organization such that the organization can distribute tickets to individuals.
- Customer Information will include email address registered, profile information, etc.
- Reporting should include ad hoc reporting on all aspects of the system data.

### **Ticket Validation Application:**

- As part of CARTA's fare collection system, Contractor provided validators will be installed on all CARTA fixed route fleet. The Contractor shall work with CARTA to define an application for ticket validation and data transfer from the onboard validator to the Contractor's back office system.
- The contractor shall be responsible for providing, managing, and testing the software upgrade to the validators.

## **3.0 Implementation Tasks and Project Deliverables**

The following phases will result in specific tasks performed to produce the deliverables. These are required to be performed by the Contractor as part of delivering a fully functional and tested CARTA Mobile Ticketing System.

**Startup:** Meet with CARTA's project management and business area stakeholders for project planning, including review of proposed schedule, roles and responsibilities, conduct complete review of functionality to be delivered, and other project activities. Deliverables to be produced:

- Project Organization
- Project Schedule (Draft)
- System Implementation Plan (Draft)
- Risk Management Plan (Draft)
- Compliance /Traceability Matrix
- Project Kick-Off Meeting (CARTA's Project Team and Contractor)

**Design:** Technical requirements gathering and detailed design, beginning with on-site assessment and discussion with affected CARTA staff. This phase will determine how the hardware and systems will be installed, application presentation to the customer, and how it will be managed in the back end. The Contractor will work with CARTA to develop materials that will provide a basis to help instruct CARTA customers in the easiest and most efficient way to use the system to their utmost advantage. Deliverables to be produced:

- On-site Assessment; documentation to findings
- Hardware Recommendations
- System Detailed Design
- System Implementation Plan (Final)
- Risk Management Plan (Final)
- Marketing & Customer Outreach Plan
- Baseline Project Schedule

**Development:** Development of all applications as well as installation within a test environment so configuration and testing of the required functionality can be started. Engineering of validation hardware must be completed and a prototype available for testing. This task will include setting the initial configuration values by the Contractor so they can be tested and changed if needed. During this phase the rollout of the system must be worked on to include training IT, Maintenance, Fare Collection and Operational staff who will have a role in the support of the system. Deliverables to be produced in both paper and electronic formats:

- Mobile Ticketing Application
- Ticket Validation Applications
- Test Environment
- Test Procedure/Plan including use cases; test scripts; acceptance test criteria (Draft)
- Training Plan (Draft)
- Maintenance & Support Responsibility Matrix (Draft)

**Testing:** Integration and testing by Contractor and CARTA to determine that all functionality required is in place and working as desired by CARTA. The testing phase will not be deemed complete until all functional requirements of the newly implemented Mobile Ticketing Application System have been fully tested and approved by the project team. The Contractor will provide a Test Procedure document with test scripts for review and acceptance by CARTA for all phases with the appropriate updates and/or revisions based on previous phase implementation findings. Deliverables to be produced:

- Test Procedure/Plan including use cases; test scripts; acceptance test criteria (Final)
- Test Results
- Test Failure Log & Remediation Plan
- Training Plan (Final)
- Delivery of all Documentation (Draft)
- Maintenance & Support Responsibility Matrix (Final)

**Deployment Installation:** Once all the test failures have been corrected, the Contractor will install the hardware and software in the live environment and conduct training so that all supporting staff are knowledgeable and understand their role in managing the system. Deliverables to be produced:

- Deployment of all application software systems
- Deployment of Validation Application(s)
- Delivery of all Documentation (Final)
- Go Live Schedule and Transition Plan
- Training Conducted

**Go Live and Final Acceptance:** During this phase the system will be monitored for the first 30 days of revenue service. The Contractor will be required to participate in the monitoring of the system and respond to issues so they are quickly resolved. The project concludes after final acceptance and signoff by CARTA. Deliverables to be produced:

- Final Action Items & Issues Log showing all items have been closed
- Revised (final) copies of all required documentation..
- Activation of Warranty & Maintenance processes and services has been completed
- Lessons Learned Session

**On-going Maintenance and Support:** Depending on the option periods presented in the pricing and approved by CARTA, Maintenance & Support shall be provided after final acceptance. Requirements include:

- Ongoing maintenance, software and back office support as needed.
- Provide any agreements as part of the proposal to include but not limited to the number of upgrades available to CARTA, at no cost, minimum of two annually.

**Project Management:** The project management phase will be continuous throughout the project beginning with the Notice to Proceed through Final Acceptance. The contractor shall:

- Be an active partner with CARTA in assuring project success.
- Provide a single point of contact for all communication regarding work under this Contract.
- Coordinate all tasks with the designated CARTA project manager.
- Communicate regularly with the project manager and any other staff designated to discuss progress, critical risk factors that may affect the project schedule or other success factors, as well as unique issues that may surface.
- Obtain signed CARTA acceptance for tasks and deliverables as outlined and agreed upon in the system implementation plan.

**Alternatives:** As the mobile phone market place continues to evolve, CARTA is interested in innovative solutions and additions to the statement of work. These alternatives should expand the ability of CARTA to meet their goals. Alternatives to provide additional functionalities should be provided as part of the proposal. These may include blue tooth low energy, coupons, advertising, revenue sharing and others. Identify any alternates that that are part of your base product that can be included at no additional cost as part of the proposal. Also, identify any enhancements or upgrades that could be incorporated in the future. Pricing for the enhancement alternatives is not required until requested by CARTA.

#### **4.0 Selection Criteria/Selection Process**

The following criteria will be used in evaluating the proposals:

1. **Scope/Approach (40%)** – How the firm responds to the items in the RFP. Does the project proposal demonstrate a clear understanding of the project and the needs of CARTA? Will the firm be able to provide all the services described in the SOW. Does the approach to the project demonstrate an excellent technical understanding of the project?

2. **Previous Experience (30%)** – Has the firm been involved in any other projects similar to this project? Are the firm’s previous clients satisfied with the quality of the work product on similar projects?
3. **Professional Staff /Schedule (15%)** – Does the staff assigned to the project have the necessary skills to carry out the tasks? Is there a sufficient number of staff available to get the work finished in a timely manner? Who will be key staff dedicated to the project?
4. **Cost (15%)**

The Selection Committee will make a recommendation to the CARTA Executive Director. The Executive Committee will approve or disapprove the recommendation. The selected firm may be contacted for additional information concerning the submittal and contractual information.

**PROPOSAL COVER SHEET**

Legal Name of Organization \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (If Different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Entity Type:  Corporation  Sole Proprietor

Partnership  Other

Is Responder a HUB?  Yes  No

Certifying Agency: \_\_\_\_\_

**Attachment A - Certification Regarding Debarment Suspension,  
Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions**

This Certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 1916019211).

1. The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

\_\_\_\_\_  
Name of Authorized Representative      Title

\_\_\_\_\_  
Signature      Date

**Attachment B - Certification Regarding  
Drug-Free Workplace**

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Establishing an outgoing drug-free awareness program to inform employees about

- a. The dangers of drug abuse in the workplace;
- b. The grantee's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:

- a. Abide by the terms of this statement;
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted:

- a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

B. The grantee may insert in the space provided below the site(s) for the performance of work down in connection with the specific grant:



Place of Performance: Check ( ) if there are workplaces on file that are not identified here.  
( ) Not Applicable.

Name of Applicant Organization:

Name & Title of Authorized Signatory:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT C**  
CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Respondent covenants and affirms that:

- 1.** No manager, employee or paid consultant of the Respondent is a member of the Policy Board, or an employee of CARTA;
- 2.** No manager or paid consultant of the Respondent is married to a member of the Policy Board, or an employee of CARTA;
- 3.** No member of the Policy Board, the President or an employee of CARTA owns or controls more than a 10 percent share in the Respondent's organization;
- 4.** No spouse of a member of the Policy Board, or employee of CARTA receives compensation from Respondent for lobbying activities.
- 5.** Respondent has disclosed within the proposal response any interest, fact or circumstance, which does or may present a potential conflict of interest;
- 6.** Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with CARTA and shall immediately refund CARTA any fees or expenses that may have been paid under the contact and shall further be liable for any others costs incurred or damages sustained by CARTA relating to that contract.

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Name of Individual or Organization submitting application.

---

Name and Title of Authorized Signatory.

---

Signature

Date

**Attachment D**

Fees Associated With Mobile Ticketing System

Name of Organization: \_\_\_\_\_

	<b>Base Cost</b>
<b>Mobile Ticket Application</b>	
<b>Maintenance Fee</b>	
<b>Additional (Describe below)</b>	
-	
-	
-	

Additional pages may be used to describe fees.