



827-2022 ADDENDUM 5

BOOKING AND SCHEDULING SOLUTION FOR PARATRANSIT AND ON-REQUEST TRANSIT

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: Feb 17, 2023
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

QUESTIONS AND ANSWERS

- Q1: 827-2022 Form N – Requirements – Item: FR-2.4 states, “The Solution’s Administrative Application shall provide financial functions to allow for Winnipeg Transit to manage the financial transactions it has with customers and service providers.” What does the city mean by managing financial transactions with service providers?
- A1: The City is seeking the Solution to facilitate the administration of contracts with private providers based on attributes described in FR-2.1.2, FR-2.4.1 through 2.4.4. Reviewing this together with FR-2.4 should provide clarification.
- Q2: 827-2022 Form N – Requirements – Item: FR-4.7 states, “The Solution’s Driver-Facing App should provide for pre-check signoff functionality for drivers.” What is the city looking for in a pre-check signoff?
- A2: For Winnipeg Transit Plus, the current driver app includes a pre-trip inspection sign-off with an immutable record that the agency can audit as required. In its current state, that includes a line-item pass/fails for required vehicle inspection items:
- Operating signal lights,
 - Operating headlights and brake lights,
 - Operating seatbelts,
 - All wheelchair securement belts are present,
 - All wheelchair belts are operating,
 - High-Viz vest and ID tag,
 - Operating vehicle warning lights,
 - Appropriate tire pressures,
 - Cleanliness (interior),
 - Cleanliness (exterior),
 - Exterior decals on the vehicle,
 - Operating lift or ramp,
 - Operating audio/video equipment,
 - Lost property sweep,
 - Overall vehicle is satisfactory.

For On-Request, currently Winnipeg Transit operators are required to complete pre-trip inspections but they are not required to log or sign-off on it unless a defect is found.

Q3: What kind of financial reporting is required within the platform?

A3: Referencing the descriptions for FR2.3.5 and FR-2.4 through FR-2.4.4 collectively clarifies this requirement. As per the Form N requirements, the City is not looking to be prescriptive with financial reporting, but is looking for reporting that will allow Finance staff to:

- Measure or report on contracts and vehicles
- Monitor customer account activity
- Support the accurate reporting of revenue and physical fare collected

In addition to requirements specifically mentioned in Form N.

Q4: What kind of financial functions are required within the platform?

A4: As per the Form N requirements, the City is not looking to be prescriptive with financial functionality, but is looking for functionality that will allow Finance staff to:

- Set up, record, and show invoices
- Set up contractors
- Close a period on a monthly basis
- Manage customer accounts

Q5: What type of contract administration is the city looking for in the software platform?

A5: Referencing the description for FR-2.1.2 provides clarification.

Q6: What are some types of fines that would need to be levied? What types of adjustments are looking to be made?

A6: Related to FR-2.4.3, related to Winnipeg Transit Plus, identified service deficiencies with a contracted service provider may, at times, have associated financial penalties. The Solution should facilitate the City's ability to apply and record those penalties.

Q7: What level of integration with PeopleSoft is expected?

A7: Referencing the descriptions for FR-5.6.3 describes the integration that the City is evaluating for PeopleSoft. The City has no specific expectations beyond what is stated in the requirement, and is expecting that Proponents will illustrate what their system is capable of doing with regards to integration with PeopleSoft Finance.

Q8: Would you please provide an estimate of annual vehicle hours for the combined fleets of Winnipeg Transit Plus and Winnipeg On-Request?

A8: Estimated annual vehicle hours are as follows: Winnipeg Transit Plus, 263,353; On-request, 9,880.

Q9: What are the makes and models of the current Winnipeg Transit Plus paratransit vehicles?

A9: Current Vehicles for Transit Plus

- Toyota Prius V (2016-2019 models),
- Volkswagen SportWagen (2018-2019 models),
- Volkswagen Taos Trendline (2022-2023 models),
- RAM ProMaster Transportation & Mobility Van (2017 model),
- Arboc Spirit of Freedom 24'
- Arboc Spirit of Freedom 27'

Q10: We have several integration options. Can we have more details on the exact workflow and requirements for any integration so we can suggestion the most appropriate solution?

Can we have further details on the data required to be exported out of our system?

A10: The City is looking for integration possibilities that it can leverage for future efficiencies of the system, and improved customer service. A system with a well-defined, comprehensive, and modern API as per FR-5.6.1 and FR-5.6.2 is most desirable. As per FR-5.6.3 it is desired that the system integrates with our PeopleSoft Finance system to export financial data, including transaction balances and statement payables. Furthermore, as per FR-2.3.3, the system should allow for the export of any relevant data that system administrators need.

Q11: Should the narrative proposal (Sections C through J) be submitted as a separate PDF file in the section "Additional Documents" in the submission portal? Or should the narrative proposal (Sections C through J) be submitted as a singular PDF file combined with "827-2022-Form A-Bid_Proposal" in the section "Bid Documents - Form A" in the submission portal?

A11: Sections C through J should be submitted as a separate PDF file in the section "Additional Documents" in the submission portal.