



# Request for Proposals (RFP)

RTAP Technical Workshops, Training & Support Services  
RFP No. 2026-01

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## 1. Introduction

In accordance with its Bylaws, the California Association for Coordinated Transportation, Inc. (CALACT) invites qualified consultants to submit proposals to provide Rural Transit Assistance Program (RTAP) workshops, training and ancillary services to support the RTAP program. The expected contract term is three (3) years, beginning in Fall 2026.

Proposals must be sent electronically to [jacklyn@calact.org](mailto:jacklyn@calact.org) no later than **5:00 PM on June 15, 2026**.

Questions regarding this RFP should be directed to:

**Jacklyn Cuddy, Executive Director**

Email: [jacklyn@calact.org](mailto:jacklyn@calact.org)

Phone: 916.920.8018

CALACT anticipates awarding the contract prior to **November 1, 2026**. All submitted proposals will become the property of CALACT.

## 2. Organizational Background

CALACT was established on July 28, 1984, and registered with the California Secretary of State as a nonprofit mutual benefit corporation on October 7, 1989. CALACT is recognized by the Internal Revenue Service as a 501(c)(6) organization.

The organization is governed by a sixteen-member Board of Directors, elected by its membership, who volunteer their time to establish policy and strategic direction. Daily operations are managed by professional staff, including an Executive Director, Program Manager, and Office Manager.

CALACT maintains ongoing agreements with the California Department of Transportation (Caltrans) to provide training, technical assistance, and support services to transportation providers in non-urbanized areas. Funding for these services is provided through the Federal Transit Act (49 U.S.C. §5311(b)(2)).

### **3. Project Overview**

CALACT is seeking qualified consultants to develop and deliver RTAP workshops, training, technical assistance focused on federal compliance and operational best practices. These services are intended to support Section 5311 and 5310 transportation providers in meeting federal and state requirements and improving daily operations. CALACT is also looking for consultants to provide ancillary services such as website and server support, marketing, conference support and more.

### **4. Scope of Work**

The selected consultant(s) may be required to provide one or more of the following services:

#### **4.1 Workshop/Webinar Development**

- Develop RTAP workshops, including curriculum design, outlines, and all instructional materials.
- Topics may include, but are not limited to:
  - Federal Transit Administration (FTA) compliance (e.g., Drug and Alcohol, Title VI, Procurement, ADA, Charter Service regulations)
  - Driver training
  - Grant writing
  - Fleet maintenance and asset management
  - Safety and security
  - Route planning and scheduling
  - Dispatching and operations
  - Vehicle inspections
  - Mobility management
  - Marketing and transit administration
- Provide services that support the RTAP program such as website development and support, marketing, conference support, mentor program services and more.

#### **4.2 Workshop Materials**

- Prepare all training materials, including presentations, handouts, reference materials, and training manuals.
- Provide all necessary materials for workshop participants.

### **4.3 Workshop/Webinar Delivery**

- Deliver in-person and/or virtual workshops at times and locations coordinated with CALACT.
- Consultants are responsible for all travel arrangements and associated costs (to be included in the proposal budget).

### **4.4 RTAP Support Programs**

- Provide a description of services to be provided to support the RTAP program such as website design, marketing, conference support or other services.

### **4.4 Reporting**

- Submit attendance records and evaluation summaries within thirty (30) days following each workshop.

### **4.5 Newsletter Contributions**

- Upon request, provide up to two (2) articles annually on relevant transportation topics for CALACT publications.

### **4.6 Invoicing**

- Submit invoices within sixty (60) days following completion of services.

## **5. Proposal Requirements**

Proposals must include, at a minimum, the following:

- 1. Cover Page**
  - RFP number
  - Firm name, address, and contact information
  - Name and title of primary contact
  - Date of submission
- 2. Workshop Descriptions**
  - Brief description of each proposed workshop, including curriculum and learning objectives
  - Description of Ancillary Services provided to support RTAP program
- 3. Qualifications and Experience**
  - Relevant experience delivering technical training, assistance and other services to transportation agencies
  - Resumes of all proposed personnel
- 4. Cost Proposal**

- Estimated hours needed for development and delivery of training and/or RTAP services
  - Hourly rates and/or fixed pricing
  - Total cost per workshop, inclusive of curriculum development, materials, and delivery
  - Estimated travel costs for in-person training (itemized separately) or other services
5. **Availability and Support**
- Statement of availability for ongoing technical assistance and support services during the contract period
6. **Certification Status**
- Indicate whether the firm is certified as an MBE/DBE/WBE
  - Include certifying agency, certification number, and end date
  - Attach certification documentation, if applicable

## 6. Compensation and Payment

### 6.1 Payment Terms

Payment will be made upon completion of services and receipt of an approved invoice.

### 6.2 Allowable Costs

- All costs associated with workshop development, materials, and service delivery must be included in the proposed fee.
- Travel and related expenses must be identified in the cost proposal.
- Any cost changes must be pre-approved in writing by CALACT.

### 6.3 Cost Limitations

- Reimbursement will be based on actual, agreed-upon costs, not to exceed the contracted amount.
- Travel reimbursement shall not exceed rates established for non-represented California State employees.

## 7. Proposal Schedule

- **Proposal Due Date:** June 15, 2026 (5:00 PM)
- **Anticipated Award Date:** Prior to November 1, 2026

Contracts are contingent upon award of funding to CALACT from Caltrans for the RTAP program.

## 8. Legal and Administrative Requirements

## **8.1 Limitation of Liability**

No legal action arising from this agreement may be brought more than one (1) year after completion of services.

## **8.2 Professional Standards**

Consultants must comply with applicable federal requirements/ Deliverables must be complete and meet professional standards regardless of any omissions in the scope.

## **9. Indemnification**

The selected consultant shall indemnify and hold harmless CALACT, its officers, employees, and agents from any claims, damages, or liabilities arising from the consultant's performance under the contract.

## **10. Insurance Requirements**

Consultants must maintain:

- Comprehensive general liability insurance
- Workers' compensation insurance

Proof of insurance must be provided prior to contract execution and maintained throughout the contract term.

## **11. Cost of Proposal Preparation**

CALACT is not responsible for any costs incurred in the preparation or submission of proposals.

## **12. Agreement**

A formal professional services agreement will be executed, incorporating applicable state and federal provisions.

## **13. Title VI & ADA Compliance**

CALACT complies with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. All contracts will include required nondiscrimination and accessibility provisions.

## **14. Federal Requirements**

The selected contractor must comply with all applicable Federal Transit Administration (FTA) requirements, including standard clauses for Section 5311 programs.