

Transit Management & Operations RFP

Sample Proposal Forms

SAMPLE FORM / DISCLAIMER: This document is provided by TCTA solely as a sample to assist proposers in preparing their response. It is not intended as legal advice and is not represented as a complete statement of any proposer's legal obligations. Proposers are responsible for reviewing the RFP, all addenda, and applicable law and should consult with their own legal counsel before completing, modifying, or submitting this or any other certification, disclosure, or confidentiality document to TCTA.

Included sample forms: Certification of Non-Collusion; Conflict of Interest Disclosure Statement; Non-Disclosure / Confidentiality Acknowledgment; and Addenda Acknowledgment.

CERTIFICATION OF NON-COLLUSION

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The undersigned, on behalf of the proposer identified below, certifies that the proposal submitted in response to the TCTA Transit Management & Operations RFP has been prepared independently and in good faith.

- ☐ The proposal has not been prepared pursuant to any agreement, understanding, communication, or arrangement with any other proposer or competitor for the purpose of restricting competition.
- ☐ The prices, terms, and other material elements of the proposal have not been knowingly disclosed to another proposer or competitor prior to submission, except as may be permitted by law.
- ☐ No attempt has been made to induce another person or organization to submit, refrain from submitting, or withdraw a proposal for the purpose of restricting competition.
- ☐ The undersigned is authorized to make this certification on behalf of the proposer.

If the proposer cannot make any portion of the certification above without qualification, explain the circumstances below and attach additional pages if necessary:

Organization Name: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

CONFLICT OF INTEREST DISCLOSURE STATEMENT

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The proposer should disclose any actual, potential, or reasonably perceived conflict of interest that could affect, or could reasonably appear to affect, the proposer's ability to perform the proposed services objectively and in the best interests of TCTA.

Please select one:

☐ The proposer is not aware of any actual or potential conflict of interest related to this procurement or the proposed services.

☐ The proposer identifies the following actual or potential conflict(s) of interest:

For each disclosed matter, describe the nature of the relationship or circumstance, the parties involved, and any proposed measures to avoid, mitigate, or manage the conflict. Attach additional pages if necessary.

The proposer agrees to promptly notify TCTA if an actual or potential conflict of interest becomes known after submission of the proposal and before completion of any resulting contract.

Organization Name: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

NON-DISCLOSURE / CONFIDENTIALITY ACKNOWLEDGMENT

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This sample acknowledgment is intended to address confidential or non-public information that may be provided by TCTA during the procurement, evaluation, negotiation, transition, or performance of a resulting agreement. It is not intended to establish that a proposer's submission is exempt from disclosure under the California Public Records Act or any other applicable law.

The proposer acknowledges and agrees that:

- ☐ Any confidential, proprietary, security-sensitive, personally identifiable, or other non-public information specifically identified by TCTA as confidential will be used only for purposes associated with this procurement or any resulting agreement.
- ☐ The proposer will use reasonable administrative, technical, and physical safeguards to prevent unauthorized access to or disclosure of such information.
- ☐ Access to such information will be limited to personnel, agents, or subcontractors with a legitimate need to know and who are subject to appropriate confidentiality obligations.
- ☐ The proposer will promptly notify TCTA of any known or suspected unauthorized access, use, or disclosure of TCTA confidential information.
- ☐ Nothing in this acknowledgment limits TCTA's obligations or discretion regarding disclosure of proposal materials or public records under applicable law.

If the proposer requests confidential treatment for any portion of its proposal, the proposer should clearly identify the specific material and the legal basis for the request. TCTA makes no representation that material identified by a proposer as confidential will be exempt from disclosure.

Organization Name: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

ADDENDA ACKNOWLEDGEMENT

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Receipt of the following addenda is hereby acknowledged:

Addendum No.	Proposer's Initials

Organization Name: _____

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____