



Website Redesign Request for Proposal

Charleston, South Carolina
Date: May 17, 2023

Due Date: June 14, 2023
Time: 3:00 P.M. EST

Receipt Location:
BCD Council of Governments
Attn: Jason McGarry
5790 Casper Padgett Way
North Charleston, SC 29406

**Request for Proposal
RFP # RTMA2023-02**

Sealed Proposals will be received until **3:00 P.M. EST, June 14, 2023** to the address listed on pg. 1. All qualified Consultants are invited to submit proposals for the following: **Website Redesign**

Submittal:	Proposals will be accepted until 3:00 PM EST on June 14, 2023
Deadline for Questions or Clarifications:	May 31, 2023 by 3:00 PM
E-Mail:	jasonm@bcdcog.com
Pre-Proposal Meeting:	N/A

All proposals shall be submitted in a sealed package labeled as “**RTMA2023-02: Website Redesign**”. **The Contractor must mail one (1) original, one (1) digital and three (3) hard copies of the final submittal** to the receipt location on the cover page.

Any revisions to this Request for Proposal will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the RFP will be posted on the TriCounty Link website at: <https://ridetricountylink.com/> **All Consultants should consult this website for updates before submitting proposals.**

The completed proposal must have been physically received on or prior to the deadline above. If you plan to have your proposal delivered other than 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.

Any offer submitted shall be valid for ninety (90) calendar days following the submittal date. This solicitation does not commit Berkeley Charleston Dorchester Rural Transportation Management Association (BCD-RTMA) to award a contract, to pay any cost incurred in the preparation of proposals submitted, or contract for the services. BCD-RTMA reserves the right to accept or reject, any, all, or any part of offers received as a result of this request, or to cancel in part or in its entirety if it is in the best interests of BCD-RTMA to do so.

Proprietary and/or Confidential Information

Proposals resulting from this solicitation are subject to the South Carolina Freedom of Information Act (FOIA). All information that is to be treated as confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page.

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1. INTRODUCTION

The Berkeley, Charleston, Dorchester Rural Transportation Management Authority (BCD-RTMA) dba TriCounty Link was created to provide 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. TriCounty Link 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.

2. BACKGROUND

TriCounty Link is seeking the services of a qualified Contractor to host and manage the agency's website (<https://ridetricountylink.com/>) and to help lead TriCounty Link in a dynamic, engaging website redesign that will capture the interest of customers, potential new customers and stakeholders. The updated website must be user friendly, intuitive, informative and mobile-friendly by incorporating responsive design features to ensure mobile compatibility.

3. SCOPE OF WORK

The selected contract shall redesign the TriCounty Link website to be interactive, visually appealing, functional, engaging, easy to navigate, and simple to maintain.

Key services selected Contractor shall provide for this project include:

- TriCounty Link website assessment, creation of design alternatives and website redevelopment plan
- Develop and populate the site with TriCounty Link content which will be provided
- Conduct quality assurance testing
- Project management

4. WEBSITE DESIGN & SUPPORT/DEVELOPMENT GUIDELINES

1. **Assessment.** The selected Consultant shall first conduct an assessment of the existing TriCounty Link website, its content and navigation scheme as well as the overall look and feel of the site.
2. **Design Meeting and Discovery.** The selected Contractor will meet with Staff to review the purpose, goals, and desired outcome of TriCounty Link's website redesign efforts. Look, functionality, and design considerations will also be discussed at this meeting. Staff will share examples of similar websites to use as a basis for informing the discussion.
3. **Website Architecture and Wireframes.** The selected Contractor shall supply a website architecture plan and appropriate wireframes to document site development. These elements may be supplemented with additional material to inform website functionality, navigation scheme, information architecture and future options. These elements will be reviewed and approved by staff prior to website development. This plan should include

recommendations to utilize state of the art technology to appreciably enhance the utility and functionality of the site. The plan must also include, but are not limited to, recommendations for the following elements:

- Website hierarchy
 - Homepage and website look and functionality
 - Website navigation scheme
 - Fonts, style, guide, use of graphic and other non-text elements
 - Videos and forms for virtual orientation and registration
 - Website accessibility in compliance with ADA standards
4. **Design Composition.** Consultant shall design three (3) alternatives for TriCounty Link to review and approve for use in a new website. Each design alternative will include a mock-up of three sample web pages:
- proposed home page;
 - one page that contains mixed graphics and written content;
 - one page agreed upon between staff and the Consultant.

These design alternatives must include proposed font(s), page layout, colors, attractive look and feel, graphics and other webpage elements.

5. **Design Presentation.** The selected Consultant will present the design alternatives to staff and answer questions about the proposed design, site architecture, technology and other matters regarding the design and website implementation.
6. **Design Development.** After the Design Presentation task, TriCounty Link will select one design alternative for further design development. In consultation with staff, Selected Contractor will refine the selected design until it is approved for use in the new website.
7. **CMS (Content Management System) Development.** Using the information acquired during the initial assessment, create a content management system that will permit designated, non-technical staff to instantly update website content on specific pages.
8. **Hosting Services or Recommendations.** It is required that the selected Contractor will either supply hosting services or work with staff to identify a web site hosting provider that can meet the needs of the website being proposed.
- Hosting Service requirements include expertise & advice to staff on selecting a hosting plan that will support the expected bandwidth, scalability and expandability as discussed during the “Design Meeting and Discovery” task above.
 - The selected hosting provider must have automatic backup and recovery features

for the website.

- The hosting provider must also have:
 - secure facilities,
 - live customer support and
 - analytical tools to monitor performance of the site.

Whether the web hosting solution is supplied directly by the vendor responding to this RFP or offered as a third-party hosting solution, the proposal should include a minimum of (3) references for the hosting services recommended, including the identification of environmental and security features available to protect TriCounty Link’s network architecture.

Once a website host has been identified, staff will secure the hosting plan (Including all associated fees and agreements). TriCounty Link will grant selected Contractor access to the host for website creation and development.

Deliverables-to be provided to TriCounty Link for the activities described in this section include:

- Documented website architecture plan and wireframes
- Three (3) Design Alternatives, including at least three (3) sample web pages per alternative
- Description of CMS redevelopment plan and capabilities
- Description of hosting services providing a brief recommendation
- One (1) refined Selected Design for the home page, interior page and selected page

5. WEBSITE DEVELOPMENT

The new website must provide:

1. Resources, information, and serve as a marketing and public engagement tool that establishes a professional and friendly environment for customers and industry partners and other partner agencies and community organizations that have a broad range of technical and computer literacy.
2. Visual-appeal, easily navigation, ease of use, highly-interactivity, architectural soundness and flexibility sufficient to support TriCounty Link website needs for the next five to eight years. The site must have the ability for multi-media applications, including but not limited to, video/slideshow and live video streaming capability.
3. Design in accordance to the Web Content Accessibility Guidelines (Federal guidelines, Section 508) Information can be found at this web site: www.usability.gov.

4. Capability for staff to perform routine content management such as the creation of new pages, development of additional sections, uploading of photos, graphics and limited animation.
5. Consistency with a standardized look, feel and tone for all pages; thereby establishing a unified theme throughout the redesigned and redeveloped TriCounty Link website. However, the established theme must also provide the flexibility to allow for different projects and functions to have some level of individuality and/or functionality. TriCounty Link logo should be prominently displayed on every page as a common header. The use of photographs, fonts and layouts should be consistent throughout the site.
6. Responsiveness with rapid download times for both low and high bandwidth providers typically used by the average citizen - including file size optimization of graphics. Must be designed with a balance of text and graphics whereas each page loads in 8 seconds or less on the average computer.
7. Easy to use functions, links, and information for mobile device applications in order to be compatible for use on mobile devices.
8. Ability to convert substantial amounts of existing content to new website. We will use much of the existing web content. Any additional content/copy or photography will be provided by TriCounty Link. Adapt forms, manuals, etc. already in use at TriCounty Link on the new website.
9. Consistently oriented navigational aids, such as hierarchical menus that tell users how deep they are into a topic or subtopic, as well as a homepage link or icon in the same position on each webpage.
10. Enhanced interactivity. Such interactivity may include, but is not limited to, email links, surveys, feedback forms, online calendars and social media sharing tools.
11. Advanced internal and external search capabilities (including .pdf's).
12. Design so that forms and pages may be easily printed. Consultant shall also include links for visitors to download any browser plug-in products, such as Acrobat Reader, that are necessary to view content on the site.
13. Additional features may include (but not limited to):
 - Spam filtering services
 - Search engine optimization
 - Mobile TriCounty Link
 - Smartphone/iPhone applications
 - Facebook Function

- Twitter Function
- QR Function
- Real Audio/Video Live Streaming
- Live Broadcasting w/100 Streams
- Tag all pdf, photos, graphics with keywords (for search strength)
- Video hosting or remote playing capabilities
- Automated job posting
- Event calendar/submission
- Keyword search
- Subscription
- Directories
- Multi-media (video/slideshow)
- Language translator capability
- Ability for multiple graphics; photos, etc. per page using flash
- Should contain multiple tier level drops down boxes to more easily connect and view information.
- Homepage should include quick links-Buttons for the most used, most viewed, most requested information.
- Schedule finder functions included
- Text prediction
- Service Bulletins
- Homepage should feature prominent graphic/photo image. Should be flash media in order to highlight several subjects. Should be clean looking and fit in well in the design of the page in order not to appear cluttered.
- Items and stories on the homepage should link directly to the source location. When clicking on a subject matter user should be taken directly to that source story.

6. PRESENTATION OF DRAFT WEBSITE

Once a draft of the redesigned website has been completed, the selected Contractor will present the Draft Site to staff and answer questions about the design, site architecture, technology, functionality, and other matters regarding the site. Staff may request changes and modifications of the website which selected Contractor will implement in a prompt manner until such time that staff accepts the website as satisfactory, meeting all the requirements.

7. CMS (CONTENT MANAGEMENT SYSTEM) DEVELOPMENT

Concurrent with the website development task, selected Contractor shall develop a Content Management System that meets the following criteria:

1. System should work with interactive elements and allow staff the ability to easily update those functions.

2. System should have the flexibility to interline future elements and allow staff to update and interact with those functions.
3. Provide general maintenance and upgrades to allow CMS to continue to accommodate the growing demands of the community and staff.
4. System should have a function where staff can view analytics on an ongoing basis as well as monthly statistics.
5. System should be capable of working with windows as well as HTML software. This is required to:
 - provide non-technical staff to update and upload information to the site in a very easy, simple format and;
 - to allow staff and associates with some technical knowledge the ability to have more options and greater flexibility with the on-going maintenance and updating of the site to keep the appearance vibrant as it grows.
6. System can be customized to fit the specific needs of TriCounty Link; however, the system should be the property of TriCounty Link and it should not contain proprietary items that would prohibit the use of the system in whatever way TriCounty Link determines.
7. Provide initial training to selected staff on CMS and provide future periodic training as it applies.

8. QUALITY TESTING & ASSURANCE

During the development phase of the new website, Selected Consultant shall also conduct quality assurance testing.

1. **Platforms and Browsers.** Selected Consultant shall test web pages on both PC and Macintosh platforms, using a variety of popular operating systems on a variety of popular Web browsers and versions, including, but not limited to: Firefox, Internet Explorer, Safari, Opera, Lynx, and mobile phone browsers such as iPhone and Android.
2. **Connectivity Speed.** Selected Consultant shall test web pages at both 56k dial-up modem and broadband connectivity to ensure each webpage can be accessed without undue load time or lag.
3. **Post Go-Live Support.** Selected Contractor will also provide TriCounty Link with sixty (60) days post go-live support to assure the site is functioning properly under conditions of normal/public use. Such support will address bug fixes or other defective functions of the site. Website updates, design modifications and other training or consulting services are outside the scope of post go-live support.

4. Deliverables:

- Draft site
- An approved fully-functioning website/source code of finalized/accepted recreated and redesigned accessible website
- HTML and CSS templates for future development of the website
- Major design elements in the native file format
- Fully functioning CMS and source code of finalized system
- All graphics, logos and other design elements in digital format.
- Relevant documentation related to web site access, usage and instructional material

9. PROJECT MANAGEMENT

Contract shall provide Project management services to manage and ensure completion of the project on schedule and within budget. Specific tasks and deliverables include, but are not limited to, the following:

1. **Project Kick-off Meeting.** Within ten (10) calendar days of contract execution, Selected Contractor will meet with the staff to validate scope and schedule as well as discuss communications, TriCounty Link's objectives for the new website and other matters regarding the work described herein.
2. **Project Schedule.** Consultant shall work with staff to prepare a detailed project schedule which shall include, but not be limited to, the following milestones and project phases:
 - Website Design & Support Alternatives Presentation
 - Development phase timeline
 - Website Hosting options
 - Draft Site Presentation
 - Final/Approved Site Delivery
 - Finalized CMS
 - Implementation Schedule
 - Periodic project meetings with staff
3. **Single Point of Contact.** Selected Consultant shall provide a single point of contact for the TriCounty Link staff to contact regarding project status, issues, schedule and other matters related to performance of the work. Selected Consultant shall provide day-to-day management, coordination and direction to the contract team.
4. **Project Status Meetings.** Consultant shall attend and participate in a one-hour project status meeting, once per month, to discuss progress, issues, risk management activities and other aspects of the work. Selected Consultant shall prepare the agenda for these project status meetings and distribute the agenda at least two (2) hours prior to the meeting. The meeting location will be determined later.

5. Deliverables to be provided by Selected Consultant:

- Project Schedule
- Project Status Meeting Agenda

Soft Launch. The Consultant shall exercise commercially-reasonable efforts to test the website and to make sure the website is fully functional on all devices and major Internet browsers (including Chrome, Firefox, and Internet Explorer). A “soft launch” period of at least 7 days should be utilized for review and testing to identify issues or problems and make changes. The site should not be live during the soft launch and the soft launch will not be accessible to the public.

Public Launch. The website should be launched for use by the public only after the final development of the website is reviewed and approved by BCDCOG, and any issues identified during the soft launch period are resolved. The Public Launch shall be subject to BCDCOG’s final approval.

10. HOSTING SERVICES

Selected company shall provide hosting services that meet the current needs of TriCounty Link as well as accommodating for future growth. Consultants must also provide documentation of their downtime performance, technical support complaint history and demonstrate their internet traffic throughput speed. (Respond if applicable or recommend a hosting company)

1. Web hosting services will provide the following (but not limited to):

- A secure, reliable connection to the internet
- Scalable bandwidth
- State-of-the art ancillary services such as audio, video and wireless features
- Support for multiple platform environments for software application
- Stability provided through 24x7x365 server management
- Minimal downtown or disruptions of the site in the event of needed server upgrades
- A professionally staffed technical support help desk with call backs in under 1 hour

2. Server Specification Requirements:

- Dedicated Server
- Full anonymous FTP, unlimited access
- ‘True Doman Name’ IP address
- Canonical Non-‘www.’ domain name capability
- Unlimited web space, callable as the website grows over time
- Multiple connections to major internet backbones (with redundancy)
- Access to raw log files
- Web Site Traffic Statistics/Analysis Program

- Administrative Control Panel w/password protections
- Secure SSL
- E-commerce and tracking-enhance current functions and provide the ability to increase items offered to the public.

3. Scalable Server:

- Counters Submit Site to Search Engines
- Customizable Error Pages
- Spam Filters
- File Manager Capability
- Password protected directories
- Internal Search Engine
- 99.7% uptime guarantee
 - This should apply to the site being accessible to users online. If the site is down and inaccessible to the public or staff (for changes and updates) and this is due to server and/or network issues, the uptime guarantee should apply
- Free of advertising not authorized by TriCounty Link

4. Technical Support Requirements:

- Daily backups
- Rapid, responsive and knowledgeable customer support – voice & e-mail
- 24x7x365 email technical support
- 24x7x365 help desk support
- Secure Location, UPS and Generator Backup
- Secure access, encryption

5. Reporting Requirements:

Ongoing reporting of web statistics, including unique user site sessions, page views, hit counters, cumulative year-to-date site visits and page views, etc.

6. Deliverables:

- Full Description of Hosting Services providing containing the elements as listed above. Include any recommendations and reasoning if these recommendations differ or fall outside of the parameters listed above.
- Referrals of hosting customers with similar size and functions as the TriCounty Link website.

11. MEETINGS AND RESOURCES

Meeting Summary

Selected Contractor is expected to attend the following meetings under the contract:

1. Project Kick-Off Meeting

2. Design Meeting and Discovery
3. Design Presentation
4. Draft Website Presentation
5. Project Status Meetings: Assume at least approximately 8

Resources to be provided by TriCounty Link

In support of this project, TriCounty Link will provide Selected Consultant with the following:

- Directions for obtaining content and any original content needed for the website, including: text, graphics (.jpg, .gif, etc.) reports (.pdf, .doc, etc), PowerPoint presentations (.ppt), etc.
- The Regional Strategist will serve as the points of contact of TriCounty Link, expedite decision-making, provide constructive feedback and general direction to the Selected Consultants Project Manager and act as a liaison to other key Staff.
- If Applicable, web hosting for the redesigned website.
- Any information requested regarding system configuration and intended functionality, including access to key project participants.
- Ongoing maintenance and support of the website.

12. RIGHTS OF DELIVERABLES, DATA, AND INTELLECTUAL PROPERTY

TriCounty Link content, including all data, marketing materials, images, pre-existing trademarks, text, and any other materials owned by the TriCounty Link, shall remain the sole property of TriCounty Link.

Consultant shall provide TriCounty Link with a written list of any and all third-party materials, including any proprietary data, scripts, coding, templates images, or other materials owned by third parties, that may be required to perform the services contemplated herein or will otherwise integrated into the website. Such list shall include information with respect to the owner(s) of the third-party materials, the source of such third-party materials, and the location on the website where the third-party materials are used.

If the use of any listed third-party materials requires a license, Consultant shall inform TriCounty Link of any need to license such third-party materials, and Consultant shall have sole responsibility for obtaining any necessary licenses of third-party materials and transferring such licenses to TriCounty Link. Consultant will indemnify TriCounty Link from any and all damages, liabilities, costs, losses or expenses arising out of any claim, demand, or action by a third party arising out of Consultant's failure to inform TriCounty Link of any third-party materials, the need for licenses for any third-party materials, or the failure to obtain such licenses.

Upon the Public Launch of the website, Consultant assigns to TriCounty Link all right, title, and interest, including without limitation copy right and intellectual property rights, to the website and all materials which form any part of the final webpage, with the exception of third-party materials as stated above.

13. PROPOSAL FORMAT

When submitting your Request for Proposal response, please provide details of your solution(s), how it will meet expected outcomes and respond to the following questions:

1. **Transmittal Letter:** A transmittal letter must be submitted with the proposal which shall include:
 - The RFP subject and solicitation number.
 - Name of the Consultant responding, including mailing address, e-mail address, telephone number, and name of contact person or persons.
 - The name of the person or persons authorized to make representations on behalf of the Consultant and enter into a contract.
2. At least three (3) examples of current work (transit / transportation-related work a plus). These examples should include websites that the agency has created. The examples submitted must contain examples of work done by personnel that will be assigned to this project.
3. Contact names, email addresses, and telephone numbers of up to three (3) clients that may be contacted as references, for which similar services have been provided as referenced in this request for proposal.
4. Complete resumes of key personnel proposed for assignment to the project shall be included.
5. Signed addendum (if issued) and any other required signature pages.

14. SELECTION CRITERIA

Previous Experience (examples of similar work) / 20 Points The technical and creative soundness of the Consultants stated approach to the project, the comprehensiveness of the proposed approach, and the methodology/techniques to be used.

- Proposal should outline the type of deliverables anticipated over the course of the project

Proposed Solution and Functionality / 30 Points – Evaluation of the proposed solution specifically highlighting the specifications, security, functionality and compatibility in regards to the overall need.

Capability and Qualifications / 20 Points – The qualifications, experience and technical expertise of team members to be assigned to the project as specified in the proposal including Subs, and with particular reference to experience and technical quality on similar projects.

Cost Proposal / 25 Points - Attach a separate sheet titled Cost Worksheet itemizing each item of cost per year for a total of five (5) years.

DBE Participation / 0 or 5 Points – Evaluation shall be based on the participation of certified Disadvantaged Business Enterprises (DBE)

STEP TWO: Oral Presentations (BCDCOG reserves the right not to include this activity)

Consultants with the highest scoring proposals may be requested to make an oral presentation of their proposal. This presentation, if held, will provide an opportunity for the Consultant to clarify their proposal.

15. INSTRUCTIONS & GENERAL CONDITIONS

A. Consultants Responsibility

Consultants 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 Consultant to acquaint itself with the existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Consultant to any contract resulting from this RFP.

B. Duty to Inquire

Should a Consultant find discrepancies or omissions in this RFP, or should the Consultant be in doubt as to the meanings, the Consultant shall at once notify TriCounty Link 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 Consultants 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. Consultants 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 Consultant 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. Revisions To RFP

TriCounty Link 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 to all perspective Consultants who have requested or received copies of the RFP. Receipt of all addenda must be acknowledged in the proposals received by TriCounty Link.

F. Withdrawal of Proposal

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

G. Reserved Right

All Consultants are notified the contract for this service is contingent upon Federal and State appropriations. In the event that funding is eliminated, decreased, or not granted, TriCounty Link reserves the right to terminate any RFP; any contract awarded hereunder or modifies any contract or this RFP accordingly.

- TriCounty Link reserves the right to waive any minor irregularities in any and all Proposals.
- TriCounty Link reserves the right to reject all Proposals and re-solicit or cancel this procurement if deemed by BCDCOG to be in its best interest, without indicating any reason for such rejection(s).
- TriCounty Link also reserves the right to enter into a contract with any Consultant based upon the initial Proposal or on the basis of a best and final offer without conducting oral interviews.

H. Prohibited Interest

No member, officer, employee of TriCounty Link or member of its Board during his/her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

I. Notice to Proceed

The Consultant shall be issued a written Notice to Proceed. Any services provided prior to receipt of the Notice to Proceed shall be at the sole risk and expense to the Consultant.

J. Labor Provisions

South Carolina is a Right-to-Work state. The successful Consultant shall be responsible for compliance with all applicable requirements of 49 USC § 5333(b).

K. Protest Procedures

Any prospective Consultant who is aggrieved in connection with the solicitation of a contract may protest to TriCounty Link's Executive Director. Any such protest must be delivered in writing within five days of the issuance of the RFP or within five days of amendment thereto if the amendment is at issue. Any actual Consultant, consultant, or sub consultant who is aggrieved in connection with the intended award or award of a contract shall protest to the Executive Director. Any such protest must be delivered in writing within five days of the date the notice of award or intent to award is posted. A protest must set forth all specific grounds of protest in detail and explain the factual and legal basis for each issue raised.

L. Cost of Proposal Preparation

BCDCOG shall not be responsible for any cost or expenses incurred for preparation of the Proposal in response to this RFP. Consultants shall not include such expenses as a part of the price proposed. BCDCOG and the BCD Council of Governments shall be held harmless and free from any and all liability, claims, or expenses whatsoever,

incurred by, or on behalf of any person or organization responding to this RFP. Costs related to Proposal preparation include, but shall not be limited to the following:

- Preparing proposals in response to this RFP.
- Negotiations with TriCounty Link on any matter related to this procurement.
- Costs associated with interviews, meetings, travel, or presentations.
- Other expenses incurred by a Consultant prior to formal Notice to Proceed for any agreement.

16. COST PROPOSAL

Attach a separate sheet titled Cost Worksheet itemizing each item of cost per year for a total of five (5) years.

Disadvantaged Business Enterprise (DBE) Certification

Has the Consultant been certified by the state of South Carolina as a Disadvantaged Business Enterprise?

_____Yes _____No

If no, has the Consultant been certified by any other US State, Territory or Protectorate as a Disadvantaged Business Enterprise?

_____Yes _____No

If yes, attach copy of current certification letter.

I hereby certify that the information provided on this form is true and accurate to the best of my knowledge.

Date: _____

Company Name: _____

Printed Name: _____

Title: _____

Signature: _____