

Southeastern Regional Planning and Economic Development District (“SRPEDD”)

Request for Proposals (“RFP”)

TRN #2025-01

Website Accessibility & Transportation Department Updates



Issue Date: September 8, 2025

Proposal Due Date: September 29, 2025

**Southeastern Regional Planning and Economic Development District
88 Broadway, Taunton, MA 02780
Phone: (508) 824-1367 | Fax: (508) 823-1803**

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GENERAL INFORMATION

Proposal Due Date and Submittal Location

The Proposal must be received by 4:00 p.m. EST on Monday, September 29, 2025.

Electronic submissions, in searchable PDF format, must be sent to Lauren Lunetta, Chief Procurement Officer, at llunetta@SRPEDD.org.

The subject line of the email shall be clearly marked: **[Proposer Name] – Response to Request for Proposal TRN #2025-01**

The full proposal must be sent in one email, in two separate files:

- One for Technical (non-price), must be named: **[Proposer Name] – Technical Response to Request for Proposal TRN #2025-01**
- One for Price, must be named: **[Proposer Name] – Price Response to Request for Proposal TRN #2025-01**

Proposals must be received by SRPEDD by the date and time listed above, or as may be amended by SRPEDD. All Proposals received by SRPEDD after the deadline will be rejected and not opened. No faxed or hard copy (paper) proposals will be accepted.

Questions

Any and all questions pertaining to the RFP should be submitted via email to: Lauren Lunetta, Chief Procurement Officer, at llunetta@SRPEDD.org, with the subject line **“Request for Proposal TRN #2025-01 Questions”** by 5:00 p.m. EST, Thursday, September 18, 2025.

If the question is one that SRPEDD believes would materially affect the Description, Scope of Work, or the Evaluation Criteria, all known prospective bidders who received a request for proposal will receive a copy of the written question and SRPEDD’s answer without identifying the source of the question. **Responses to all questions are expected to be e-mailed to all known prospective bidders on or before 5:00 p.m. EST on Monday, September 22, 2025.**

Responses to questions will also be posted on the SRPEDD website at <https://srpedd.org/about-srpedd/procurement/>. While SRPEDD will attempt to send the responses to questions to all known prospective bidders, it is the ultimate responsibility of every potential Proposer to this RFP to check the SRPEDD website for any updates, addenda or responses to questions.

Neither Mrs. Lunetta nor any other employee at SRPEDD is authorized to give interpretations of any portion of the RFP or to give information as to the requirements of the RFP in addition to that contained in the RFP. Interpretations of the RFP or additional information as to its requirements, where necessary, shall be communicated to Proposers by written addendum, which addendum shall be considered part of this RFP, including any changes or interpretations which may arise.

Modifications to Proposals

A Proposer may correct, modify, or withdraw a proposal by electronic notice by email to Lauren Lunetta, Chief Procurement Officer, at llunetta@SRPEDD.org for proposal submission prior to the time set for the opening of proposals. After the opening, a Proposer may not change the price or any other provision of the proposal in a manner prejudicial to the interest of SRPEDD or

to fair competition. Proposal modifications must be emailed to Lauren Lunetta, Chief Procurement Officer, at llunetta@SRPEDD.org, in searchable PDF format. **The subject line of the email shall be clearly marked: [Proposer Name] – Modification No. __ – Response to Request for Proposal TRN #2025-01.** Each modification must be numbered in sequence and must reference the original Request for Proposals.

Changes to RFP

At any time, in its sole discretion, SRPEDD may, by written addenda, modify, correct, amend, cancel, and/or reissue this RFP. If an addendum is issued prior to the Proposal Due Date, it will be provided to all parties to whom RFPs were provided. If an addendum is issued after proposals have been received, the addendum will be provided only to those parties whose proposals remain under consideration at such time.

Receipt and Opening of Proposals

Proposals will not be opened publicly but will be opened in the presence of one or more witnesses at the time stated in the due date section of this document. The contents of proposals shall remain confidential and shall not be disclosed to competing Proposers until the completion of the evaluation or until the maximum time for acceptance, as stated below. At opening of proposals, SRPEDD shall prepare a register of proposals for public inspection.

Acceptance or Rejection of Proposals

SRPEDD will either accept a proposal or reject all proposals within ninety (90) days after the proposal opening date. The time for acceptance may be extended for up to forty-five (45) additional calendar days by mutual agreement between SRPEDD and the responsive and responsible Proposer offering the most advantageous proposal.

SRPEDD may cancel the Request for Proposals, or reject, in whole or in part, any and all proposals, if SRPEDD determines that the cancellation or rejection serves the best interests of SRPEDD.

Acceptance shall be only by electronic agreement by the Proposer in its proposal, a notice in writing signed by an authorized representative on behalf of SRPEDD specifically stating the proposal is accepted or by execution of an agreement covering the subject matter of the RFP signed by authorized representatives of SRPEDD and the Proposer.

Rejection of a proposal shall be only by either (a) a notice in writing stating that the proposal is not accepted, signed by an authorized representative of SRPEDD and emailed to or delivered to the Proposer at the office designated in the Proposal, or (b) omission of SRPEDD to accept the proposal within 90 days after the Proposal Due Date.

Evaluation Procedures and Negotiation

Only Proposers which meet the Minimum Quality Requirements may have their proposals evaluated based on the evaluation criteria set forth in this RFP. SRPEDD may use such procedures that it deems appropriate to evaluate such proposals.

SRPEDD reserves all its rights at law and equity with respect to this RFP including, but not limited to, the unqualified right, at any time and in its sole discretion, to change or modify this RFP, to reject any and all proposals, to waive defects or irregularities in proposals received, to seek clarification of proposals, to request additional information, to request any or all Proposers to make a presentation, to undertake discussions and modifications with one or more Proposers, to terminate further participation in the proposal process by a Proposer or to proceed with any proposal or modified proposal, which in its judgment will, under all circumstances, best serve SRPEDD's interests. The holding of any discussions with any Proposer shall not constitute acceptance of a proposal, and a proposal may be accepted with or without discussions.

SRPEDD may give oral or written notice to one or more Proposers to furnish additional information including but not limited to interviews with and presentations to SRPEDD representatives. The giving of such notice shall not be construed as an acceptance of a proposal. Information requested shall be submitted within three (3) business days after SRPEDD's request, unless a shorter or longer time is specified at the time of request.

Proposal Preparation Costs

SRPEDD shall not be responsible for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

Use of Terms

For the purposes of the RFP, any reference to "bid" shall mean "proposal"; and any reference to "Bidder" shall mean "Proposer."

No Obligation or Liability

No Proposer shall have any rights against SRPEDD arising from the contents of this RFP, the receipt of proposals, or the incorporation in or rejection of information contained in any proposal or in any other document. SRPEDD makes no representations, warranties, or guarantees that the information contained herein, or in any addenda hereto, is accurate, complete, or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by SRPEDD shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its proposal, expressly agrees that it has not relied upon the forgoing information, and that it shall not hold SRPEDD liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement, or promise, of SRPEDD, its directors, officers, agents, representatives or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer required by this RFP or Contract and the Proposer agrees that it shall not hold SRPEDD liable or responsible in any manner whatsoever.

1.0 INTRODUCTION

Southeastern Regional Planning and Economic Development District (SRPEDD) is requesting proposals for consultant services to assist with the update of its current website (www.srpedd.org) to meet Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards by April 24, 2026 and update of approximately 35 pages to create a cohesive department structure and better navigation of transportation related content.

SRPEDD proposes moderate additions to and modifications of its existing modules/frames and plug-ins for the Transportation pages on the SRPEDD website. The modified Transportation web pages will live within the existing SRPEDD framework but would modify the look and feel of the page to achieve a customized presence that helps SRPEDD to brand and present the critical information about transportation data, projects, and services.

SRPEDD is one of Massachusetts' 13 regional planning agencies in the Commonwealth and provides planning assistance, regional transportation planning and programming, and demographic, economic, and geographic information services to its 27 local municipalities.

1.1 Proposal Timeline

The Proposal Timeline for this project is as follows:

Monday, September 8, 2025	RFP Issued
Thursday, September 18, 2025	All questions regarding the RFP are due by 5:00 PM EST
Monday, September 29, 2025	Proposals due by 4:00 PM EST
September 30- October 3, 2025	Internal review and interview of candidates
October 6-8, 2025	Successful bidder notified
October 9-14, 2025	Contract signed
April 20, 2026	Accessibility related contract deliverables due
September 30, 2026	Remaining contract deliverables due

1.2 Project Timeline & Budget

Project Timeline: The project timeline is October 15, 2025, through September 30, 2026. **Accessibility improvements must be complete by April 20, 2026.** The project will be organized in two main phases: Accessibility improvements; and Transportation Section Updates.

Phase I: Accessibility Assessment and | Analysis of current website to assess accessibility related areas for improvement and resolution of identified issues.

Phase II: Transportation Section Updates | Update of the Transportation section of the website (approximately 35 pages) including creating a transportation specific identity that is cohesive in nature with SRPEDD's branding and current website structure. Deliverables would also include a transportation specific main landing page that allows for easy navigation of transportation-related content and 3-4 subpage templates for future use.

1.3 Contract Terms

SRPEDD will negotiate full contract terms upon selection. All contracts are subject to review by legal Counsel and SRPEDD. The project will be awarded upon the signing of an agreement/contract, which will outline the terms, scope, budget, and other items deemed necessary by SRPEDD.

2.0 PROJECT PURPOSE AND OBJECTIVES

2.1 Project Purpose

SRPEDD is seeking an update to an existing website to meet Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards by April 20, 2026.

In addition, SRPEDD is also seeking a design update cohesive with the current branding and structure of the website for Transportation Department related pages. The update would include design and implementation of a main landing page for the Transportation Department that would provide user-friendly navigation of transportation department content. The Transportation Department currently manages 35 pages, which would need to be updated to match the main landing page as well as meet a standard operating procedure defined by the transportation department. Deliverables would also include a main landing page and 3-4 subpage templates incorporating design updates and standard operating procedure guidance.

3.0 FUNCTIONALITY GUIDELINES, INTEGRATION NEEDS AND DELIVERABLES

Throughout the strategic redesign and development of the new transportation section of the SRPEDD website, all work submitted for consideration or review must be in a format that allows the designs to be used for further concept development, operational considerations, and marketing and planning activities. All designs, reports, and supporting documents should be provided in electronic format. All work will be fully owned by SRPEDD.

3.1 Functionality Guidelines

- Compliance with ADA Section 508, including text resizing and compatibility with screen reader technology and the website to meet Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards;
- Compliance with Title VI of the Civil Rights Act, including translation capability into relevant languages.

3.2 Integration Needs

SRPEDD requires integration with current website features including:

- Google Analytics for usage tracking;

- SRPEDD's email marketing tool (Constant Contact);
- SRPEDD events calendar;
- Ability to embed GIS maps and other interactive functions for maps and overlay districts.

Other integration needs may be identified during the development process.

3.3 Deliverables

- A project plan and corresponding timeline and budget for all deliverables;
- An assessment of the current website related to WCAG 2.1 Level AA standards.
- A plan for improvements to the website to meet WCAG 2.1 Level AA standards, to be reviewed by SRPEDD staff before implementation.
- Implementation of improvements to meet WCAG 2.1 Level AA standards by April 24, 2026.
- Staff training on compliance with WCAG 2.1 Level AA standards related to website updates and maintaining compliance moving forward.
- 1-2 meetings with relevant SRPEDD staff to discuss standard operating procedures (developed by SRPEDD) and plans for implementation.
- Presentation of potential design updates to transportation department pages before implementation
- Implementation of design updates.
- Development of a main landing page template and 3-4 subpage templates to meet new design and standard operating procedures.
- Training on new templates and new modules including written documentation and virtual training sessions.

4.0 AVAILABLE RESOURCES

4.1 Available Resources

Jacqueline Jones and Karen Porter will be Co-Project Managers for the website redesign process. With assistance from the Executive Director and internal staff, the Project Managers will work with the consultant during all phases of the project to develop a refined project plan, and will create/provide all content.

SRPEDD will utilize a majority of existing website content. New content will be identified and required in select areas, and outdated content will be identified and flagged for removal. All content will be curated by the Project Managers and provided via Word or text documents.

The Project Managers will be the primary point of contact and are responsible for curation of information from other staff and stakeholders.

The Project Managers will monitor the budget and schedule and act as the liaison between the consultant and SRPEDD.

5.0 PROPOSAL REQUIREMENTS

5.1 Proposal Submission Qualifications

The proposal should demonstrate that the consultant understands the intent and scope of this project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed. To be considered, the Proposal must be received by **4:00 p.m. EST on Monday, September 29, 2025**. Electronic submission, in searchable PDF format, must be sent to Lauren Lunetta, Chief Procurement Officer, at llunetta@SRPEDD.org. The subject line of the email shall be clearly marked: **[Proposer Name] – Response to Request for Proposal TRN #2025-01**

The full proposal must be sent in one email, in two separate files:

- One for Technical (non-price), must be named: **[Proposer Name] – Technical Response to Request for Proposal TRN #2025-01**
- One for Price, must be named: **[Proposer Name] – Price Response to Request for Proposal TRN #2025-01**

Proposals must be received by SRPEDD by the date and time listed above, or as may be amended by SRPEDD. All Proposals received by SRPEDD after the deadline will be rejected and not opened. No faxed or hard copy (paper) proposals will be accepted.

SRPEDD retains the right to reject any and/or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of SRPEDD.

The proposal must include the following:

1. Cover Letter: Describe why your firm is interested and should be considered for this project. Identify the project manager and/or any principal staff that will provide the requested services. Please include the phone number and email address of the contact person for this RFP response or the project manager. If SRPEDD releases any Addenda to this RFP, to ensure that Proposers have taken all Addenda into consideration, the Proposer should include in this cover letter acknowledgement of receipt of each addendum issued.

2. Technical Proposal, including:

Introduction to the Consultant Firm and Project Approach: This section should provide a brief introduction along with an overview of the consultant's understanding of the nature of the work and general approach to be taken.

Scope of Work: This section should provide a detailed description of the consultant's approach to this project, specifically addressing the Functionality Guidelines, Integration Needs, and Deliverables found in Section 3.0. The consultant should provide approaches, schedule, and budget.

Project Management Organization: This section should discuss the firm's project management structure.

Qualifications and Experience of Key Staff: Consultants should identify key individuals to be assigned to this project and include the function and/or responsibility of each of the identified individuals. Please include resumes for each key staff member in your proposal.

Qualifications of the Consultant Firm: Consultants should provide the following information relative to their firm:

- Firm names and business address, including telephone number and email contact.
- Year established. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated.
- Type of ownership, and name and location of parent company and subsidiaries, if any.
- Indication of whether the firm is licensed to do business in the Commonwealth of Massachusetts (a requirement of this project).
- Number of full-time employees. Part-time employees or consultants routinely engaged by the respondent may be included if clearly identified as such.
- Subcontractor's (if applicable) qualifications and experience.
- A description of the firm's general qualifications, including demonstrated experience creating successful outcomes with similar types of contracts.
- A description of the relevant specific skills and services the firm offers, particularly relating to municipal or governmental institutions.
- A statement affirming the firm's compliance with all federal, state, and local laws.
- Proposals must be signed by a duly authorized official of the firm.

References (a minimum of three): The respondent should submit names, addresses, and phone numbers of at least three references familiar with the consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

Website References (a minimum of three): The respondent should provide three websites, including active URLs, it has redesigned or produced that best reflect its work and are most relevant to this project.

3. Cost Proposal: The Cost Proposal must be submitted in a separate file from the Technical Proposal. The Cost Proposal must be submitted via email to Lauren Lunetta, Chief Procurement Officer, at llunetta@SRPEDD.org. The subject line of the email shall be clearly marked: **[Proposer Name] – Response to Request for Proposal TRN #2025-01**, and the file must be named: **[Proposer Name] – Price Response to Request for Proposal TRN #2025-01**. Cost proposals shall include the total project cost as well as the proposed total hours per staff and the estimated cost of each work element. The cost proposals will be evaluated after the technical review.

6.0 EVALUATION PROCESS

Non-price proposals that meet all of the Proposal Requirements listed above will be evaluated and rated solely on the basis of the evaluation criteria contained in this section. Each responsive non-price proposal will be assigned a rating for the evaluation criteria provided in section 6.1.

In evaluating each non-price proposal, the evaluation team shall assign a rating of highly advantageous, advantageous, not advantageous, or unacceptable for each of the criteria. The evaluation team may identify any revisions necessary to change a rating on a criterion from unacceptable to advantageous and shall specify such changes in writing.

The evaluation team shall assign a composite rating of highly advantageous, advantageous, not advantageous, or unacceptable for each non-price proposal. Each composite rating shall be justified in writing. After a composite rating has been assigned for each proposal on the basis of the evaluation criteria in this section, the evaluation team shall review the price proposals and determine the most advantageous proposal, taking into consideration the non-price proposal ratings and the price. If the evaluation team selects a proposal other than the lowest-priced proposal, the evaluation team shall explain in writing why the added benefits of the proposal justify its higher price.

6.1 Evaluation Criteria

The Evaluation Team will apply the following criteria to all proposals that have met the proposal submission requirements and quality requirements specified in the RFP:

1. Qualifications and experience of staff expected to work on the contract;
2. Adequate skilled resources and staffing to do the work;
3. Knowledge of project requirements;
4. Technical approach to the project;
5. Creativity and innovation in overcoming potential project barriers;
6. Commitment to continually engaging with SRPEDD;
7. Clear and effective timeline; and
8. Cost proposal.

6.2 Evaluation Process

A two-step process is being used to select consultants to work with SRPEDD on this project. In the first step, the selection committee will review technical proposals. In the second step, the selection committee will review the price proposals. At the discretion of SRPEDD a possible third step will be added to the process. Consultants might be selected for interviews. In this step, the selection committee will meet with the top proposers, conduct interviews, and select the successful proposer.

Following selection, SRPEDD will attempt to negotiate an agreement with the top ranked firm. If no agreement can be reached with the top ranked firm, that firm will be dismissed and SRPEDD will proceed to the second ranked firm and so on, until an agreement can be reached that is satisfactory to both parties.

Failure to include any of the information specified in this RFP may automatically lead to the proposal not being reviewed. Attachments other than requested above will not be considered as part of the evaluation process.

6.3 Comparative Evaluation Matrix

1. Criteria	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
1. Qualifications and experience of staff expected to work on the contract	Has over ten years of experience with website design, specifically with WordPress. Has experience with Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards.	Has between five and ten years of experience with website design, specifically with WordPress. Has experience with Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards.	Has less than five years of experience with website design, specifically with WordPress. Has experience with Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards.	No experience with website design and/or with WordPress. Has no experience with Web Content and Accessibility Guidelines (WCAG) 2.1, level AA standards.
2. Adequate skilled resources and staffing to do the work.	Clearly demonstrates ability to fulfil the work program.	Presents, with some exceptions, the ability to fulfil the work program.	Does not clearly provide evidence of the ability to fulfil the work program.	No evidence of ability to fulfil the work program.
3. Knowledge of project requirements	Clearly demonstrates a strong understanding of project requirements.	Presents, with some exceptions, a general understanding of the project requirements.	Does not clearly evidence an understanding of the project requirements.	No evidence of an understanding of the project requirements.
4. Technical approach to the project	Clearly demonstrates a thorough technical approach to the project requirements.	Presents a strong technical approach to the project requirements.	Does not clearly show evidence of a technical approach to the project requirements.	No evidence of technical approach to the project requirements.
5. Creativity and innovation in overcoming potential project barriers	Clearly demonstrates the ability to anticipate potential barriers to project completion (technical, organizational, and design challenges, etc.) and to overcome these potential barriers.	Presents, with some exceptions, the ability to anticipate potential barriers to project completion (technical, organizational, and design challenges, etc.) and to overcome these potential barriers.	Does not present the ability to anticipate potential barriers to project completion (technical, organizational, and design challenges, etc.) and to overcome these potential barriers.	No evidence of any ability to anticipate potential barriers to project completion (technical, organizational, and design challenges, etc.) and to overcome these potential barriers.

6. Commitment to continually engaging with SRPEDD staff.	Clearly demonstrates the willingness and ability to ensure consistent communication with SRPEDD staff.	Presents, with some exceptions, the willingness and ability to ensure consistent communication with SRPEDD staff.	Does not present the willingness and ability to ensure consistent communication with SRPEDD staff.	No evidence of the willingness and ability to ensure consistent communication with SRPEDD staff.
7. Clear and effective timeline	Provides a clear timeline for the accomplishment of tasks in an efficient, realistic, and well-sequenced manner.	Provides, with some exceptions, a clear timeline for the accomplishment of tasks in an efficient, realistic, and well-sequenced manner.	Provides a timeline, with major gaps in clarity or with misalignment of project deliverables as stated in the RFP.	No project timeline provided or does not meet Accessibility Standards deadline of April 20, 2026.
8. Cost proposal*	Provides a cost proposal that has clear details, is tied to deliverables, and is cost effective.	Provides a cost proposal that has some detail, is tied to deliverables, and is cost effective.	Provides a cost proposal that is not detailed or is not tied to deliverables but is cost effective.	Provides a cost proposal that does not have clear details, is not tied to deliverables or cost effective.

*Cost proposals will be evaluated after the technical review

7.0 RULE FOR AWARD

SRPEDD will select the responsive and responsible Proposer submitting the most advantageous proposal taking into consideration the firm's expertise, references, and plan of services as well as the proposal price. Cost will be considered in determining award, but will not be the deciding factor of award, and a Contract may be awarded to a Proposer other than the vendor proposing the lowest price.

SRPEDD reserves the right to select a subset of tasks or sub-tasks proposed for contracting. SRPEDD shall award a contract by written notice to the selected vendor by no later than ninety (90) days after the Request for Proposals are due unless the time for contract award is extended by mutual agreement between the Southeastern Regional Planning and Economic Development District and the selected vendor.

8.0 ATTACHMENTS

Attachment A: Proposal Signature Page

Attachment B: Attestation of Tax Compliance*

Attachment C: Certificate of Non-Collusion*

Attachment D: Conflict of Interest Certification

Attachment E: SDO/DBE Participation

Attachment F: Certification of Nondiscrimination

Attachment G: Subrecipient Title VI Monitoring Process

** Failure to submit these forms will result in vendor disqualification, as both the Certificate of Non-Collusion and the Certificate of Tax Compliance are legally required forms that must be included in Proposers' Bid, or the bid will be disqualified. MGL c. 30B, §10 and MGL c. 62C, §49A.*

Attachment A: Proposal Signature Page

Complete this page and return with the completed proposal.

TRN #2025-01

Company Name

Contact Person

Street

Phone

City, State, Zip

Fax

Email

Submits the attached proposal for this Request for Proposals to the Southeastern Regional Planning and Economic Development District (SRPEDD), on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFP, all Addenda thereto, and its resulting contract, to perform any tasks and deliver any documents required, and to execute a Contract with the SRPEDD.

Authorized Agent of the Proposer:

Signature (blue ink or electronic signature)

Printed Name

Date

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortia, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Proposer and/or one legal entity. The Proposal must indicate the responsible entity.

Proposer 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.

Attachment B: Attestation of Tax Compliance

Complete this page and return with the completed proposal.

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“Pursuant to M.G.L. c. 62C, s. 49A, I certify under the penalties of perjury that to my best knowledge and belief the undersigned has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.”

Authorized Agent of the Vendor:

Signature (blue ink or electronic signature)

Name (as used for tax filing)

Printed Name of Signatory

SSN or EIN

Title of Signatory

Date

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity. Vendors 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.

Attachment C: Certificate of Non-Collusion

Complete this page and return with the completed proposal.

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The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Authorized Agent of the Vendor:

Signature (blue ink or electronic signature)

Name (as used for tax filing)

Printed Name of Signatory

SSN or EIN

Title of Signatory

Date

Attachment D: Conflict of Interest Certification

Complete this page and return with the completed proposal.

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The Proposer hereby certifies that:

- a. The Proposer has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this RFP.
- b. No consultant to, or subcontractor for, the Proposer has given, offered, or agreed to give any gift, contribution, or offer of employment to the Proposer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Proposer.
- c. No person, corporation, or other entity, other than a bona fide full-time employee of the Proposer has been retained or hired to solicit for or in any way assist the Proposer in obtaining a Contract pursuant to this RFP upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Proposer.
- d. Proposer understands that the Massachusetts Conflict of Interest Law, M.G.L. c. 268A, applies to the Proposer and its officers, employees, agents, subcontractors, and affiliated entities with respect to the transaction outlined in the Request for Proposals.
- e. Proposer understands that the Proposer and its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Authorized Agent of the Proposer:

Signature (blue ink or electronic signature)

Name (as used for tax filing)

Printed Name of Signatory

SSN or EIN

Title of Signatory

Date

Attachment E: SDO/DBE Participation

Complete this page and return with the completed proposal.

TRN #2025-01

The Southeastern Regional Planning and Economic Development District (SRPEDD) is required to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Firms are requested to indicate whether any of the proposed project team is a Massachusetts Supplier Diversity Office (SDO) certified business or a U.S. DOT certified Disadvantaged Business Enterprise (DBE) or are in the process of obtaining such a certification/designation.

_____ Yes, I am a certified SDO or DBE business.

_____ I am in the process of obtaining certification as an SDO or DBE business.

_____ Yes, a subcontractor is a certified MBE or WBE.

The subcontractor's name is _____

_____ A subcontractor is in the process of obtaining certification as an SDO or DBE business.

The subcontractor's name is _____

If any of the above categories are selected, please indicate the nature of participation and the percent of the total contract value to be attributed to each SDO or DBE business in this project:

_____ No, I (nor any of my subcontractors, if applicable) am not an SDO or DBE business.

Authorized Agent of the Proposer:

Signature (blue ink or electronic signature)

Name (as used for tax filing)

Printed Name of Signatory

SSN or EIN

Title of Signatory

Date

Attachment F: Certification of Nondiscrimination

Complete this page and return with the completed proposal.

TRN #2025-01

Pursuant to 28 CFR Part 42.204 (d), I certify that my employment practices comply with Equal Opportunity Requirements and complies with 28 CFR Part 42.202; and that my organization complies with the Americans with Disabilities Act.

Authorized Agent of the Proposer:

Signature (blue ink or electronic signature)

Name (as used for tax filing)

Printed Name of Signatory

SSN or EIN

Title of Signatory

Date

Attachment G: Subrecipient Title VI Monitoring Process

Complete this page and return with the completed proposal.

TRN #2025-01

All subrecipients will be made aware that as subrecipients of federal funds they are required to adhere to SRPEDD's Title VI Plan, Public Participation Plan, and Language Access Plan. The Title VI Coordinator will conduct reviews of subrecipients of the SMMPO's federal funds to ensure compliance with Title VI provisions. All operational guidelines to subrecipients will be reviewed annually to include Title VI language and provisions and related requirements, where applicable.

Title VI training will be made available at least annually to subrecipients. The training will provide comprehensive information on Title VI provisions, application to program operations, and identification of Title VI issues and resolution of complaints. SRPEDD's Title VI Coordinator will present the Title VI Plan (including Title VI Notice to the Public, Title VI Complaint Procedures, and Title VI Complaint form and their translations), Public Participation Plan, Language Assistance Plan, and in-house "Accessibility, Public Outreach, and Meeting Protocols" Guide to the subrecipient and direct them where to find these plans on the SRPEDD website and SharePoint site. These Plans are easily available on the SRPEDD website, in person at the SRPEDD office, and can be mailed out upon request.

The Title VI Coordinator will disseminate Title VI Program information to subrecipients as well as the general public. The SMMPO will require that all of the subrecipient's major transportation planning documents, as well as studies, reports, etc. include the Title VI Notice of Nondiscrimination, and that every meeting invitation as well as outreach materials include an Offer of Accommodations, which includes an offer of translation and interpretation into the region's Safe Harbor Languages.

The subrecipient will be required to identify and include strategies to mitigate potential disparate impact that would affect members of a group identified by their race, color, or national origin. If any project, especially one located within, near or serving an underserved population or community, does not adequately address public outreach, mobility, air quality, and any number of additional criteria, then the proponent will be strongly advised by SRPEDD staff to address these issues before advancing the project.

Remedial Action

All consultants will be made aware that as subrecipients of federal funds they are required to adhere to our agency's Title VI Plan, Public Participation Plan, and LAP Plan. The SMMPO will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements.

Should irregularities occur in the administration of the program's operation, corrective action will be taken to resolve Title VI issues, and such actions will be reduced to writing in the form of a remedial action agreed upon to be necessary, all within a period not to exceed 90 days.

1) Subrecipient placed in a deficiency status will be given a reasonable time, (not to exceed 90 days after receipt of the deficiency letter), to voluntarily correct deficiencies.

2) The SMMPO will seek the cooperation of the subrecipient in correcting deficiencies found during the review. The SMMPO will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.

3) When a subrecipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the SMMPO will submit to MassDOT's Office of Diversity and Civil Rights or the FHWA two copies of the case file and a recommendation that the subrecipient be found in noncompliance.

4) A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

The Proposer certifies that as a subrecipient of federal funds, the Proposer will adhere to SRPEDD's Title VI Plan, Public Participation Plan, and Language Access Plan.

Authorized Agent of the Proposer:

Signature (blue ink or electronic signature)

Name (as used for tax filing)

Printed Name of Signatory

SSN or EIN

Title of Signatory

Date