

Exhibits

Exhibit A – Payment Schedule – (To Be Provided to Short-listed Proposers) [\(Included in Exhibit C – Pricing Forms\)](#)

Exhibit B – Price Proposal Instructions - (To Be Provided to Short-listed Proposers) [\(Included in Exhibit C – Pricing Forms\)](#)

Exhibit C – Pricing Forms - (To Be Provided to Short-listed Proposers)

Exhibit D - Forms

Exhibit A Payment Schedule

(To Be Provided to Short-listed Proposers)
(Included in Exhibit C – Pricing Forms)

Exhibit B
Price Proposal Instructions
(To Be Provided to Short-listed Proposers)
(Included in Exhibit C – Pricing Forms)

Exhibit C

Pricing Forms

(To Be Provided to Short-listed Proposers)

Tab / Title	Definition / Instructions	Cell Reference	
Tab B - Operations Implementation Phase	For this phase of the Project, the Proposer is to provide a lump sum price that shall include ALL tasks, work, labor and supervision, Contractor-required materials and equipment, and all initial training required from NTP up to Go-Live. For ease of comparison between Proposers, four separate sub-tasks prices shall be provided by proposers as follows:		
	Project Management Planning	Enter a price that includes all work, tasks, materials, and labor required to complete the Project Implementation Schedule and the Management Plan. Documents must receive NCTA approval in order to be considered complete.	C9
	Operations Program Establishment	Enter a price for each document that includes all work, tasks, materials, and labor required to complete all documents shown in 'Tab B - Operations Implementation Phase' cells A13 through A22. Documents must receive NCTA approval in order to be considered complete.	C13 - C22
	Initial Training	Enter a price that includes all work, tasks, materials, and labor required to complete the initial training of all staff prior to Go-Live. Completion of Training is demonstrated by the Contractor that, at Go-Live, all staff and management have been fully trained in all aspects of Operation as required by the approved Training Plan and in accordance with the NC QUICK PASS® AND NC FERRY CUSTOMER SERVICE OPERATIONS RFP and addendums thereto.	C30
	Operational Readiness	Enter a price that includes all work, tasks, materials, and labor required to demonstrate Operational Readiness as defined in the RFP, Part III Section 3.3. The amount entered for this line item cannot be less than 10% of the total price for the Operations Implementation Phase (Tab B, cell 39).	C36

Tab / Title	Definition / Instructions	Cell Reference
Tab C - Ongoing Ops - Fixed Fees	<p>For the Ongoing Operations phase of the Project, the Proposer is to provide annual fixed fee prices that cover all contractor materials, supervision, and all related labor in order to perform all activities required for the areas below in accordance with the Contract and approved SOPs. The amounts to be entered by Proposers should be the annual price of which one twelfth will be invoiced and paid each month during Ongoing Operations. These amounts represent year one of the Contract and will commence at Go-Live. For all Fixed Fee Price categories, Proposers shall assume forecasted growth for the existing roadways as shown in RFP Appendix J. Impacts to operations attributable to new roadways, material changes in business policies, introduction of new products, or other material changes resulting in exceptional account growth or extraordinary activities requiring Contractor organization changes or supplemental training requirements shall be reviewed jointly by the Contractor and NCTA for any adjustments necessary to Fixed Fee pricing.</p>	
	<p>Key Personnel</p> <p>Provide an annual price for each of the six Key Personnel positions as outlined in the RFP. Position tasks and responsibilities are as described in the RFP. Commencement of these fees will begin upon Go-Live.</p>	B5 - B10
	<p>CSC Facility Staffing & Operation</p> <p>Provide an annual price for each current CSC location for on-site staffing and supervision for up to 120 customers per day that utilize a window at each individual CSC location. CSC Facilities are open 9:00am - 5:00pm Monday thru Friday, and 9:00am - 2:00pm on Saturday. At all times of operation, each CSC facility requires a minimum of:</p> <ul style="list-style-type: none"> - one (1) greeter; - one (1) CSR; - one (1) on-site Supervisor; - at least one (1) of the above staff members must be able to communicate in both English and Spanish; and - at least one (1) window shall be open and available to service customers at all times during open hours. 	B16 - B18
	<p>Financial Management</p> <p>Provide an annual price for all labor and tasks, with the exclusion of the Finance Manager, required to properly handle the financial requirements for this project in accordance with Contract and the approved SOPs. These include all tasks associated with: external and internal audits; all Facility Management items; administration of all Pass-Through items (obtaining approval, ordering, tracking receipt, and invoicing of items to NCTA); all accounting and financial reporting; interoperability settlements; coordination with NCTA and NCDOT Finance; processing of refunds, NSF, and chargebacks; budgeting and forecasting; period close-outs; financial analysis; financial reconciliations, and; all other financial functions not covered in other price categories.</p>	B24
	<p>Quality Management</p> <p>Provide an annual price for all labor and tasks, with the exclusion of the Quality and Training Manager, and exclusion of the unit pricing related to QA sampling of outgoing mail (requirement #204), required to administer all quality assurance functions and quality control for the entire operation in accordance with the approved Quality Management Plan (QMP). This includes review and update of all Standard Operating Procedures (SOP), phone monitoring, reporting on monthly quality tests, QA of project documentation, plans, and any submittal to NCTA, and other areas identified in the QMP.</p>	B30
<p>Training Program</p> <p>Provide an annual price for all labor, materials, and tasks during Ongoing Operations (and not during the Operations Implementation Phase), with the exclusion of the Quality and Training Manager, required to administer and conduct the overall training program in accordance with the approved Training Plan. This shall include new-hire training, refresher training, and any certifications for the operation. NCTA expects and emphasizes staff quality, however NCTA also expects efficiency, and cost control. The approach to training and the associated training price should reflect innovation, address the necessary requirements for success, serve as a sustained model benefitting both NCTA and the Contractor, and require minimal oversight by NCTA.</p>	B36	

Tab / Title	Definition / Instructions	Cell Reference
<p>Tab D - Ongoing Ops - Per Unit Pricing</p>	<p>For the Ongoing Operations phase of the Project, the Proposer is to provide unit prices that cover all labor and supervision in order to perform the necessary functions in accordance with the Contract and approved SOPs. These will be paid out monthly based on volumes and unit price. For certain units, scalability is necessary and therefore estimated volume ranges have been supplied by NCTA. <u>The Proposer shall provide prices for each of the unit count range estimates</u>, where applicable, that have been developed to accommodate normal growth, potential volume spikes, and growth due to new roadway transactions (as shown in RFP Appendix J). The prices entered shall be the rates for year one of the Contract.</p>	
	<p>CSC Walk-in Customer</p> <p>Provide a price per walk-in customer in excess of 120 walk-in customers per day at each individual CSC location that utilize the CSC window. Each location is treated separately. For example, if during a given day 150 customers utilize the window at Monroe and 50 customers utilize the window at Charlotte, the Contractor will be compensated the unit price for 30 customers that utilize the Monroe CSR window that day.</p>	<p>B4</p>
	<p>Call Center Productive Hour</p> <p>Provide a price per productive call hour. A productive hour consists of customer inbound and outbound call talk time, hold time, after call work time, and outbound ring time. This data is to be reported directly from the phone system reports. This unit price will be applied to both Toll Operations as well as Ferry Reservations calls.</p>	<p>C7 and C8</p>
	<p>Quality Reviews</p> <p>Provide a price for each outgoing item that is reviewed/tested for quality assurance in compliance with Requirement 204. Items are to be QA reviewed for completeness, accuracy, whether the item was completed in accordance with the approved SOPs, and checked for quality in accordance with the QMP.</p>	<p>C11 - C14</p>
	<p>Web and Correspondence Case</p> <p>Provide a price to process web and correspondence items. A unit price will be the same for processing: customer emails, web correspondence, mail correspondence (may include payments), Web Chat, lockbox exception payments, Level 2 assignments, DMV Hold/Release not processed by BOS, Collections actions not processed by BOS, and all other items not covered under other price categories. Price per unit covers all costs of labor and supervision.</p>	<p>C17 - C20</p>
<p>Fulfillment</p> <p>Provide a price to process a customer account transponder fulfillment request, regardless of the number of transponders to be fulfilled per request. This price item covers all labor and supervision costs but does not include postage, packaging material, or approved third-party mail expeditors.</p>	<p>C23 - C26</p>	

Tab / Title	Definition / Instructions		Cell Reference
<p>Tab E - Ongoing Ops - Department Staff Hourly Rates</p>	<p>For this tab, the NCTA has identified certain functions that shall be priced on a labor rate basis. For example, for Proposer staff devoted to performing all tasks related to administering Commercial/Fleet/First Responder/Transit accounts, NCTA shall compensate the Contractor for the hours spent by Contractor staff devoted to those functions. Therefore, the Proposer shall provide the staff role/titles for the staff that will be assigned the work and for each staff identified, the fully burdened hourly rates for the staff roles shown on this tab. The prices entered shall be the rates for year one of the Contract.</p>		
	Hourly Rates	Provide the staff roles/titles and the fully burdened hourly rate for each of the staff roles listed. Please note that the labor rates for the staff roles/titles listed here shall be the same rates that are provided for those same roles/titles shown on Tab F - "All Staff Hrly Rates".	Column C and Column D
<p>Tab F - Ongoing Ops - All Staff Hourly Rates</p>	<p>The rates provided by the Proposer in this tab shall represent rates to be used for year one of the Contract and will be utilized for the following:</p> <ul style="list-style-type: none"> A) Staff hours devoted to specialty account management (Fleet/Commercial Accounts, Transit Accounts, Government Accounts, and First Responder Accounts) per Section 4.3.2. of the RFP. Therefore, the rates for staff roles identified on this tab shall be identical to the rates identified for the same staff roles shown in Tab E - Department Staff Hourly Rates. B) Staff hours supplied for special events such as live sign-ups and other marketing efforts requested by NCTA; C) In the event that NCTA requests additional Contractor resources; D) In the event that NCTA provides the Contractor with other types of Task Orders, and; E) For budgeting and planning purposes. <p>In Part A of this tab, NCTA requires that all Proposer staff roles/positions/titles, as identified on the Proposer's Organizational Chart, be identified and assigned a fully burdened straight labor rate. The number of staff in each role is not required at this time. In addition, NCTA has provided certain staff position titles for comparability between Proposers and therefore NCTA requires that Proposers map the NCTA staff position title to the Proposer's staff position title (for example, the NCTA staff position title/role "CSR I" may be shown as "Call Center Agent" on the Proposer's Organization Chart).</p> <p>In Part B of this tab, the Proposer shall provide the overtime and holiday rate differentials for the labor rates identified in Part A.</p>		
	<p>Part A - Year 1 Hourly Rate Fully burdened / Straight Time</p>	<ol style="list-style-type: none"> 1. Proposer shall map the NCTA staff title to the Proposer staff title/role. 2. Proposer shall identify any/all other staff, lead, supervisor, specialist, etc.. titles/positions/roles, as represented on Proposer's Organizational Chart, that will be utilized under this Contract by the Proposer in order to carry out all requirements of this Contract. 3. Proposer shall provide fully burdened straight time labor rates for all staff identified in #1 and # 2 above. 	Columns C, D, and E, as applicable
	<p>Part B - Overtime and Holiday Rate Differentials</p>	<p>Proposer shall provide overtime and holiday rate differentials. Holiday rates do not apply to Ferry reservation work. Enter the rate in the form of a percentage (e.g.: 150 = 150%).</p>	D57 and D58

Tab / Title	Definition / Instructions	Cell Reference
Tab G - Annual Escalation	Proposer shall provide an annual escalation rate for each year of the base Contract. Annual escalation applies to all Ongoing Operations Fixed Fees, Per Unit Prices, and Staff Hourly Rates. Each escalation is based on the previous year. For example, 1% increase from year one to year two, 1% increase from year two to year three, etc... .	
	Annual Escalation	Provide an escalation rate for all Ongoing Operations pricing, one rate for each year for years two through five of the Contract. Proposers to enter escalation rate in form of a decimal. Annual escalation applies to all Ongoing Operations Fixed Fees, Per Unit Prices, and Department and Staff Hourly Rates. Each escalation is based on the previous year.

Instruction Notes:	1. Cells shaded in Yellow on the following tabs require Proposer input. When a valid value has been input, the cell will be shaded blue.
	2. Cells in shaded light green on the following tabs are formulas and are locked. No Proposer input is required.
	3. For payment milestone purposes, 'Commencement of Activities' is defined as tangible Contractor efforts demonstrating work has begun on the required activities.
	4. NCTA Approval of documents and plans are defined as NCTA final acceptance of the specified plans, manuals, and documents as described in the RFP.

Operations Implementation Phase

Item Description and Payment Milestone	Milestone Payment
Project Management Planning:	
Project Implementation Schedule	
Project Management Plan	
Total Project Management Planning Price:	\$ 0.00
<i>100% Paid Upon NCTA Approval of All of the Above Documents</i>	\$ 0.00
Operations Program Establishment:	
NC Quick Pass & NC Ferry Customer Service Operations Plan	\$ 0.00
Transition Plan and Transition Schedule	\$ 0.00
Quality Management Plan	\$ 0.00
Staffing and Training Plan	\$ 0.00
Project Communications Plan	\$ 0.00
Business Operations Continuity / Disaster Recovery Plan	\$ 0.00
Continuous Improvement Program Plan	\$ 0.00
Facility Management Plan	\$ 0.00
Standard Operating Procedures	\$ 0.00
Access Control Matrix	\$ 0.00
Total Operations Program Establishment Price:	\$ 0.00
<i>50% Paid Upon Commencement of Operations Program Establishment Activities</i>	\$ 0.00
<i>50% Paid Upon NCTA Approval of All of the Above Documents</i>	\$ 0.00
Initial Training:	
Training Materials	
Staff Training Complete	
Total Initial Training Price:	\$ 0.00
<i>10% Paid Upon Commencement of Training Materials Development</i>	\$ 0.00
<i>60% Paid Upon NCTA Approval of Training Materials</i>	\$ 0.00
<i>30% Upon Completion of Training - Paid at Go-Live</i>	\$ 0.00
Operational Readiness (see Note 2):	
Total Operational Readiness Demonstration:	\$ 0.00
<i>100% Paid Upon Go-Live</i>	\$ 0.00
Total Operations Implementation Phase Price	\$ 0.00

Notes:

1. Cells in yellow will change from yellow to blue if a valid value is entered.
2. Operational Readiness Value (cell C36) shall not be less than 10% of the Total Operations Implementation Phase Price (cell C39).

Ongoing Operations Phase: Fixed Fees

Key Personnel	Annual Cost
Project Manager	\$ -
Customer Service Manager	\$ -
Production Manager	\$ -
Quality & Training Manager	\$ -
Finance Manager	\$ -
Marketing and Communications Manager	\$ -
Total Fixed Key Personnel Cost:	\$ -

CSC Facility Staffing & Operation	Annual Cost
Morrisville Customer Service Center	\$ -
Charlotte Customer Service Center	\$ -
Monroe Customer Service Center	\$ -
Total Fixed CSC Facility Staffing & Operation Cost:	\$ -

Financial Management	Annual Cost
Financial Management Function	\$ -
Total Fixed Financial Management Cost:	\$ -

Quality Management	Annual Cost
Quality Management Function	\$ -
Total Fixed Quality Management Cost:	\$ -

Training Program Cost	Annual Cost
Training Program Cost	\$ -
Total Fixed Training Program Cost:	\$ -

Total Ongoing Operations Phase: Fixed Fee Price	\$ -
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Note:

1. Cells highlighted in yellow will change to blue when a valid value is entered.

Ongoing Operations Phase: Per Unit Pricing

CSC Walk-in Customer	Unit Price per Customer
Provide a price per walk-in customer in excess of 120 walk-in customers per day at each CSC location that utilize the CSC window.	\$ -

Call Center	Projected Monthly Hours	Unit Price
Price per Call Center Productive Hour	Up to 12,000	\$ -
	12,001 +	\$ -

Quality Reviews	Projected Monthly Volume	Unit Price
Price per Outgoing Mail Item (per Requirement #204) where Quality Review was Performed	1 - 70,000	\$ -
	70,001 - 90,000	\$ -
	90,001 - 110,000	\$ -
	110,001+	\$ -

Web and Correspondence Case	Projected Monthly Volume	Unit Price
Price per Web and Correspondence Case (from receipt to close-out and includes Level 2 Customer Service)	1 - 80,000	\$ -
	80,001 - 100,000	\$ -
	100,001 - 120,000	\$ -
	120,001+	\$ -

Fulfillment	Projected Monthly Volume	Unit Price
Price per Transponder Order Fulfilled (not per transponder)	1 - 6,000	\$ -
	6,001 - 9,000	\$ -
	9,001 - 12,000	\$ -
	12,001 +	\$ -

Note:

1. Cells highlighted in yellow will change to blue when a valid value is entered.

Ongoing Operations Phase: Department Staff Hourly Rates

Item #	Department / Function	Proposer Staff Position Name	Fully burdened / Straight time
1	Customer outreach and specialized customer care for escalated issue resolution		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
2	Commercial, Fleet, First Responder, and Transit Account Administration (per Part III, Section 4.3.2 of the RFP).		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
3	Live / remote sign-ups, marketing, special event attendance		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Use as many rows as necessary to develop Proposer's listing of staff assigned to these tasks			

Notes:

- 1. Cells highlighted in yellow will change to blue when a valid value is entered.
- 2. The rates for the staff listed here must be the same as the rates for the same staff positions listed on "Tab F - Ongoing Ops-All Staff Hrly"

Ongoing Operations Phase: All Staff Hourly Rates			
Item #	NCTA Staff Position/Classification Name	Comparable Proposer Staff Position Name	Fully burdened / Straight Time Rate
1	Call Center Supervisor I		\$ -
2	Call Center Supervisor II		\$ -
3	Call Center Team Lead I		\$ -
4	Call Center Team Lead II		\$ -
5	Call Center Specialist I		\$ -
6	Call Center Specialist II		\$ -
7	Remote/Work-From-Home Call Center Agents		\$ -
8	Call Center CSR I		\$ -
9	Call Center CSR II		\$ -
10	Production Supervisor I		\$ -
11	Production Supervisor II		\$ -
12	Production Team Lead I		\$ -
13	Production Team Lead II		\$ -
14	Production Specialist I		\$ -
15	Production Specialist II		\$ -
16	Production CSR I		\$ -
17	Production CSR II		\$ -
18	Specialty Account Management Specialist I		\$ -
19	Specialty Account Management Specialist II		\$ -
20	Customer Care Escalation Specialist		\$ -
21	Succession Project Manager		\$ -
22	Financial Analyst		\$ -
23			\$ -
24			\$ -
25			\$ -
26			\$ -
27			\$ -
28			\$ -
29			\$ -
30			\$ -
31			\$ -
32			\$ -
33			\$ -
34			\$ -
35			\$ -
36			\$ -
37			\$ -
38			\$ -
39			\$ -
40			\$ -
41			\$ -
42			\$ -
43			\$ -
44			\$ -
45			\$ -
46			\$ -
47			\$ -
48			\$ -
49			\$ -
50			\$ -
Use as many rows as necessary to develop Proposer's COMPLETE Staff Listing			

Overtime and Holiday Rate Differential	
Overtime Rate (% of Straight hourly rate)	0.0000%
Holiday Rate (% of Straight hourly rate)	0.0000%

- Notes**
- Cells highlighted in yellow will change to blue when a valid value is entered.
 - Holiday Rate not applicable to Ferry Reservations work
 - The staff positions listed by NCTA (green shaded cells) are staff roles that must be priced by the Proposers. Proposers may have other names for these roles. If so, Please provide the comparable staff role name that corresponds to Proposer's Organizational Chart.
 - In addition to the NCTA-specified staff roles (Note #3), Proposers are required to supplement this list so that all non-managerial roles subject to hourly rates shown on their Organization Chart are represented here with a pricing value.
 - For any staff position that is also listed on "Tab E - Ongoing Ops - Dept. Staff", the rates shown here must be the same as the rates for the same staff positions shown on Tab E.
 - For the NCTA Staff Position/Classification names, a "I" is a junior position and a "II" is an experienced/senior position.

Annual Escalation		
	<i>Enter in the form of a decimal</i>	<i>Percentage</i>
Proposed Increase (%) for Contract year TWO to Contract year THREE:	0.0000	0.0000%
Proposed Increase (%) for Contract year THREE to Contract year FOUR:	0.0000	0.0000%
Proposed Increase (%) for Contract year FOUR to Contract year FIVE:	0.0000	0.0000%
Proposed Increase (%) for Contract year FIVE:	0.0000	0.0000%

Example:

Enter in the form of a decimal	0.015	1.5000%
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Exhibit D Forms

- D-1 – Proposer Reference Form
- D-2 – Key Personnel Resume Form
- D-3 – Subconsultant or Subcontractor RS-2 Form
- D-4 – Proposer Questions Form
- D-5 – Acknowledgment of Receipt of Addenda Form
- D-6 – Non-Collusion Form (Corporation)
- D-7 – Non-Collusion Form (Individual with a firm Name)
- D-8 – Non-Collusion Form (Individual)
- D-9 – Non-Collusion Form (Limited Liability)
- D-10 – Non-Collusion Form (Partnership)
- D-11 – Adherence to Terms and Conditions Form

Form D-1

Proposer Reference Form

(A Word version of the form is “paper clipped” to the RFP package)

Note: Proposers are required to provide three (3) Contract References. Each reference provided may be contacted by NCTA.

Proposer's Name: _____

Proposer's Role of the Project:

Prime Subcontractor

Primary Reference:		
Reference Company/Agency Name:		
City:	State:	
Project Manager/Owner Reference:	Project Manager/Owner Reference Phone Number and/or E-mail Address:	
Start and End Dates of the Contract:	Contract Value:	
Proposer's Contract Project Manager:	Number of Proposer Staff on Contract:	Customer Management System Contractor:
Alternate Reference:		
Reference Name:	Reference Phone Number and/or E-mail Address:	
Reference Role on the Project:		
Services Provided:		
Describe the services your firm provided on this contract.		

Form D-2

Key Personnel Resume Form

(A Word version of the form is “paper clipped” to the RFP package)

Proposer shall use this form for Key Personnel Team member resumes. Each Key Personnel Team member proposed in the Proposer’s Qualification Package must have a resume using the form below. Each reference provided may be contacted by NCTA.

Proposer: _____

Key Personnel Position			
Name			
A. Education/Training			
Institution/City/State	Degree/Certification	Field of Study	Year
B. Relevant Project/Work Experience (insert additional projects as required)			
Project #1 Title:			
Company/Agency:			
Project Role:			
Start Date:			
End Date:			
Description of Overall Project Scope:			
Detailed Description of Proposed Individual’s Specific Responsibilities on the Project:			
Project #2 Title:			
Company/Agency:			
Project Role:			
Start Date:			
End Date:			
Description of Overall Project Scope:			
Detailed Description of Proposed Individual’s Specific Responsibilities on the Project:			
Project #3 Title:			
Company/Agency:			
Project Role:			
Start Date:			
End Date:			
Description of Overall Project Scope:			

Detailed Description of Proposed Individual's Specific Responsibilities on the Project:	
C. Professional References (minimum of three)	
Reference #1 Name/Title:	
Company/Agency:	
Phone:	
Email:	
Reference #2 Name/Title:	
Company/Agency:	
Phone:	
Email:	
Reference #3 Name/Title:	
Company/Agency:	
Phone:	
Email:	

Form D-3

Subconsultant or Subcontractor Form RS-2

(A fillable PDF of the form is “paper clipped” to the RFP package)

Subconsultant Form RS-2

REV 1/15/08

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

TIP No. and/or Type of Work (Limited Services)

(Consultant/Firm Name and Federal Tax Id)

(Subconsultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
	TOTAL UTILIZATION:
SUBMITTED BY: SUBCONSULTANT:	RECOMMENDED BY: CONSULTANT:
*BY:	*BY:
TITLE:	TITLE:
SPSF Status: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**“SUBCONCONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL**

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete “SPSF Status” section - Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has **no** subconsultant, **it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word “None” or the number “ZERO” and signing the form.**

Form D-4 Proposer Questions Form

(A Word version of the form is “paper clipped” to the RFP package)

Proposer Questions		North Carolina Turnpike Authority (NCTA)				
		#	Page	Section	Section Title	Proposer Question
1						
2						
3						
4						
5						

Form D-5 Acknowledgement of Receipt of Addenda Form

(A Word version of the form is “paper clipped” to the RFP package)

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The Proposer shall acknowledge receipt of each addendum to this Request for Proposal by completing this form and including it in the Qualification Package.

<u>Addenda</u>	<u>Date</u>	<u>By</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Failure to confirm receipt of addenda may result in rejection of the Proposer’s Qualification Package.

Dated _____, 2019

Legal Name of Firm

By _____
Signature

Title

NOTE: Attach additional pages as necessary.

Forms D-6 to D-10 Non-Collusion Forms

(Separate attachments. Please complete a single form that is applicable to your firm's structure. PDFs of each form are presented below. Fillable PDFs of the forms are "paper clipped" to the RFP Package)

- D-6 – Non-Collusion Form (Corporation)
- D-7 – Non-Collusion Form (Individual with a firm Name)
- D-8 – Non-Collusion Form (Individual)
- D-9 – Non-Collusion Form (Limited Liability)
- D-10 – Non-Collusion Form (Partnership)

Form D-II
Adherence to Terms and Conditions Form

(A Word version of the form is “paper clipped” to the RFP package)