



April 20, 2021

To: Consultants

RE: Request for Proposals (RFP #2021-05) for the 2021 Preparation of a Community-Based Transportation Plan (CBTP) in the City of Suisun City

The Solano Transportation Authority (STA) invites consultants to submit proposals for the *Preparation of a Community-Based Transportation Plan (CBTP) in the City of Suisun City*.

To obtain a copy of the full Request for Proposals (RFP), please download the RFP as a PDF file from the STA website: <https://sta.ca.gov/work-with-sta/procurement-opportunities/> or call the STA at (707) 424-6075.

The RFP describes the project, presents the requirements of the Proposer, and outlines the criteria that will be used to evaluate the Proposal.

Qualified firms are invited to submit one (1) hard copy and one (1) digital copy in PDF format (via email is acceptable) of your Proposal to the STA office no later than **4:00 PM on Friday, June 4, 2021** addressed to:

Debbie McQuilkin
Transit Mobility Coordinator
dmcquilkin@sta.ca.gov
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

Note that this deadline is firm, and late submittals **will not** be accepted. Questions regarding this RFP are due by **4:00 PM (local), May 13, 2021**, and all questions and answers will be published on STA's website by **May 17, 2021**.

Proposals will be reviewed and, if needed, the firms/teams whose qualifications most closely meet the STA's needs will be invited to interview the week of **June 14, 2021**.

The STA has adopted a Local Preference Policy which encourages the hiring of local firms; this Policy can be found at <https://sta.ca.gov/operations/rfp-rfq-local-preference/>. While there is no adopted goal for this project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. If you have questions regarding this project, please contact Ron Grassi, Director of Programs, at (707) 399-3233 or rgrassi@sta.ca.gov. Thank you for your interest.

Sincerely,


Daryl K. Halls
Executive Director



**REQUEST FOR PROPOSALS
(RFP #2021-05)**

For the

Preparation of a Community Based Transportation Plan (CBTP)

In

The City of Suisun City

Release Date: April 23, 2021

RESPONSES DUE:

4:00 PM, FRIDAY, June 4, 2021

One (1) complete hard copy and one digital copy (flash drive) of each response must be received before 4:00 p.m. PST on June 4, 2021

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473

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Request for Proposals, Revised 11/9/2020
2021 SolanoExpress Connection Protection Study

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Attachment A – STA Standard Contract

Attachment B – Sample Cost Proposal

Exhibit 10-H Sample Cost Proposal

INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority comprised of members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the County Transportation Agency (CTA) for Solano County and is responsible for coordinating countywide transportation plans, programs, and projects under a Joint Powers Authority among the Cities and County of Solano. The STA also works with local and regional transit operators to ensure that residents can move efficiently throughout the County and the region. An important goal of the STA is to reduce single occupancy vehicle trips through ridesharing, carpool/vanpooling, and transit use. The agency therefore has a vested interest in transit network integration and ensuring that riders can transition smoothly between transportation modes, including local and regional transit options.

BACKGROUND

The Metropolitan Transportation Commission's (MTC) *2001 Lifeline Transportation Network Report* identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area. In addition, the Environmental Justice Report for the *2001 Regional Transportation Plan* also identified the need for MTC to support local planning efforts in low-income communities throughout the region.

To advance the findings of these studies, MTC initiated and has been funding Community Based Transportation Planning (CBTP) studies in low-income communities throughout the Bay Area. The objective of the CBTP was to develop a plan through a collaborative process that identifies transportation gaps, proposes and prioritizes strategies to address the gaps, and identifies potential funding sources and project leads for implementation. This process ensured that the low-income population directly affected by the transportation plan is guiding the process.

As a result of this planning process, potential transportation improvements specific to low-income communities were identified and cost-estimates were developed to implement these improvements. This information, including prioritization of improvements are considered most critical to address. Funding opportunities were explored to support them, and an outline for an action plan to implement the solutions are to be developed.

The CBTP Guidelines reflect strategies that incorporate public feedback related to community engagement, steering committee, and reporting requirements. This includes incorporation of inclusive engagement to low-income populations including recommended financial incentives, a new steering committee requirement, and enhanced monitoring and evaluation to better track implementation of CBTP priorities.

STA received a request for the City of Suisun City to update their CBTP. STA recently completed a CBTP in Vallejo in 2020 which included a Participatory Budgeting (PB) Process. Previous CBTPs for Dixon, Cordelia, Fairfield, Suisun City, East Fairfield, and Vacaville were completed about ten years ago. While MTC's [Lifeline Transportation Program](#) was a key source of funding for previous projects identified by CBTPs, this CBTP will use State Transit Assistance Funds.

The Solano Transportation Authority (STA) has been a leader in the State with the development of programs for SolanoExpress bus, Carpool/Vanpool creation, Travel Demand Management (TDM), First/Last Mile Solutions, Active Transportation connections, Micro-transit, and supporting rail and ferry service. While all these programs have been successful, a fresh look is required to go with recent changes in how people move. The STA will engage community residents as a Consolidated Transportation Services Agency (CTSA) and through oversight and direction from the Solano County Equity Working Group, using the recently adopted Equity Guiding Principles. STA will also use previously created plans such as the Active Transportation Plan (ATP), the Solano Travel Safety Plan and all the previous CBTPs which help in identifying the needs and priorities of the community and developing future equitable and accessible transportation programs and projects for all Solano County residents.

The CBTP process and plan will be used as a framework to guide community and participatory engagement with the overarching goal of working with the community to gather feedback and prioritize future mobility programs and projects.

The plan should address the following topics:

- Local Transit & Micro-Transit Opportunities
- Travel Demand Management Successes and Shortcomings (TDM)
 - First/Last Mile Solutions
 - Active Transportation Connections to Transit

FINAL PRODUCT

The final product will be the Suisun City Community Based Transportation Plan. The Consultant will be responsible for developing a plan through a locally-focused, collaborative process that identifies, proposes, and prioritizes strategies to address the transportation needs of residents in the City of Suisun City, with a focus on equity and disadvantaged populations. The milestones include identifying transportation gaps, collaborating with stakeholders for strategies to address the gaps, developing solutions to improve connected mobility in Suisun City, and identifying funding sources and project leads for implementation. The finished product will be a data-driven Community Based Transportation Plan for all residents of the City of Suisun City. This plan should include a list of potential projects that have been recommended and prioritized for implementation along a 2-, 5-, and 10-year timeline.

This product will be used by elected officials, City staff, and community members to provide guidance on how the City of Suisun City invests in transportation in the coming decade. The Community Based Transportation Plan should have at the minimum the following chapters:

1. Executive Summary: This section should include a summary of the following chapters, with the audience being decision makers. Data-driven recommendations along a 2-, 5-, and 10-year timeframe should be included in the executive summary.

2. Summary and Analysis of Currently Offered Transportation Programs/Services in Suisun City: This section should include a summary of existing transportation programs/services currently being offered in Suisun City. *Data on program usage, costs, and qualitative benefits will be provided to consultant for analysis.* Consultant will work with stakeholders to gain consensus on what are the benchmarks for success.
3. Recommendations to Improve Mobility and Transit Services in Suisun City: This section should provide recommendations on how to improve the transportation services for Suisun City residents. The chapter will provide recommendations based on current and prior analysis via the recently adopted Equity Guiding Principles and previously created plans such as the Active Transportation Plan (ATP) and the Solano Travel Safety Plan. Big-data or model runs to identify cost-benefit data for options to deliver micro transit is recommended.
4. Phased Implementation Strategy: This section should provide a prioritized list of recommended improvements along a 2-, 5-, and 10-year timeline.

LOCAL PREFERENCE POLICY

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. While there is no adopted goal for this Project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <https://sta.ca.gov/operations/rfp-rfq-local-preference/>.

SCOPE OF SERVICE TASKS

The STA intends to retain a qualified and committed professional planning firm to work closely with STA and Suisun City Officials and Stakeholders to complete the Suisun City Community-Based Transportation Plan via the following major tasks:

1. Kick-Off Meeting, Budget, and Schedule
2. Establish a Project Leadership Team with representatives from some or all the following: STA, CTSA, Equity Working Group, Suisun City Officials, and Suisun City Residents and Community Stakeholder agencies.
3. Project Inventory of Existing Transportation Programs/Services in Suisun City
4. Public Outreach
5. Analysis of Needs and Gaps in Existing Transportation Programs/Services in Suisun City
6. Follow up Outreach to share Analysis and Recommendations to Improve Gaps in Existing Transportation Programs/Services in Suisun City
7. Compile DRAFT Suisun City CBTP
8. Review and Revisions of DRAFT Suisun City CBTP by STA and Project Leadership Team.
9. Final Community Based Transportation Plan
10. Presentations to STA Committees and STA Board

The following details each task with deliverable information:

Task 0. Project Management Overview

Selected Consultant is expected to be independent to the point of requesting direction on deliverables. Consultant will keep track of needed information necessary to deliver a product to the team. Regular bi-weekly updates will take place with STA Project Manager.

Task 1. Budget and Schedule

Develop detailed project budget and schedule. There will be a Kick-Off Meeting between STA and the selected consultant to negotiate the final budget and determine the final schedule with milestones to complete the tasks described in the Scope of Work.

Deliverable
1) Finalized budget and detailed project schedule.

Task 2. Establish a Project Leadership (PLT) Team with representatives from STA, Suisun City Officials, Staff, Residents and Stakeholder agencies.

PLT is meant to serve as a sounding board for progress and to ensure that stakeholders can provide comments as products are being developed. PLT will consist of stakeholders' representative of various transit dependent community groups within Suisun City (e.g., non-profits, providers serving the low-income, people with disabilities and older adult population, young adults/students)

Deliverable
1) Monthly or bi-monthly meetings consisting of STA staff, and Project Leadership Team. This team will work to ensure all previously developed information is utilized correctly and to direct consultant on how to develop future deliverables.

Task 3. Summary of Existing Transportation Programs/Services in Suisun City.

Consultant will provide a summary of existing transportation and mobility programs and services currently available to Suisun City residents.

Deliverable
1) Inventory existing transportation services and programs available to Suisun City residents. Include current transit services and programs provided by FAST, Rio Vista Delta Breeze, Solano Mobility (STA), non-profit, TNCs and private transportation services.
2) Inventory by mode, spatial distribution, and temporal characteristics etc. Provide a description of the project area, including residential demographics (auto ownership, ethnicity, gender, age, income).
3) Review existing plans and studies for Solano which include the Active Transportation Plan, Solano Mobility Plan for Older Adults and People with Disabilities and the Solano Safety Plan. These studies will be provided by STA staff for review by consultant.
4) Provide a 1–2-page summary of existing transportation programs and services currently available to Suisun City residents. Summary will be a tool to present a before and after picture when making recommendations.

Task 4. Public Outreach

Many of the plans and programs previously mentioned were a product of substantial public outreach efforts. Since that time, circumstances have changed for many residents. A renewed look at the mobility needs of our public is justified as is the means to conduct the outreach.

Deliverable
<ol style="list-style-type: none">1) Coordinate with STA Marketing and Solano Mobility to plan outreach strategy and events.2) Create a webpage to simultaneously educate and solicit feedback.3) Demonstrate use of online technology (i.e., zoom) for virtual meetings/outreach.4) Create written and online surveys.5) Host/attend at least 3 “pop-up” outreach events at commuter destination locations such as grocery stores, shopping centers, transit hubs, senior centers, food banks.6) Outreach to various community-based forums such as Solano County Senior Coalition.7) Utilize existing stakeholders to distribute information, surveys, etc.

Task 5. Analysis of Existing Transportation Programs/Services in Suisun City

Based on results of summary of existing programs/services and public outreach, Consultant will conduct an analysis of existing transportation programs/services in Suisun City. Consultant will work with PLT to assign metrics for the efficiency of existing programs (i.e. locations served, cost per passenger for agency, cost per ride for the passenger, overall connectivity, addresses equity, etc.). Model runs or big-data to identify opportunities for micro-transit are recommended. STA may be able to provide necessary data for analysis.

Deliverable
<ol style="list-style-type: none">1) Based on results of literature review, surveys, and outreach, conduct a needs and gaps assessment of existing plans, studies, and programs in Suisun City.2) Utilizing PLT and based on needs and gaps assessment, prepare recommendations for improvement of existing programs or implementation of new projects or programs.3) Obtain consensus on benchmarks for success.4) Utilize modeling or big data to obtain origin/destination information as needed.5) Analyze cost-benefit of offering micro-transit opportunities in the City of Suisun City.

Task 6. Recommendations and Follow up Outreach to share Analysis and to Improve Gaps in Existing Transportation Programs/Services in Suisun City.

After collection and analysis of the needs and gaps assessment and public feedback, Consultant will conduct another round of public outreach to share results and confirm that community interests direction.

Deliverable
<ol style="list-style-type: none">1) Provide analysis of existing programs/services.2) Recommend augmentations to existing programs, or creation of new programs, to expand public access, improve fiscal sustainability and efficiency.3) Recommend governance of programs/projects.

- 4) Recommendations should be prioritized based on metrics agreed to by the PLT.
- 5) Confirm recommended direction

Task 7. Compile DRAFT Suisun City Community Based Transportation Plan

Utilizing analysis of existing programs/services plans and recommendations to improve those programs/services, compile a DRAFT Suisun City Community Based Transportation Plan

Deliverable

- 1) Plan should be based on a 2-, 5-, and 10-year horizon with programs/services that show the highest cost/benefit for expansion being prioritized

Task 8. Review and Revisions of DRAFT Suisun City Community Based Transportation Plan by STA Committees

Consultant will present at PLT, STA Consortium, STA TAC, and the CTSA the DRAFT Suisun City Community Based Transportation Plan and receive comments or recommendations. Consultant will confer with STA staff on how to address comments and recommendations and incorporate into the Final Plan.

Deliverable

- 1) Presentation and materials
- 2) A matrix of comments and responses.

Task 9. Final Suisun City Community Based Transportation Plan

Deliverable

- 1) Compile Final Suisun City Community Based Transportation Plan

Task 10. Presentations to STA Committees and STA Board

Deliverable

- 1) Present Final Suisun City Community Based Transportation Plan to STA Committees and STA Board

Proposed Project Timeline

Task	Deadline
Task 1. Budget and Schedule	July 1, 2021
Task 2. Establish a Project Leadership (PLT) Team with representatives from STA, Caltrans, and STA member agencies.	July 11, 2021
Task 3. Summary of Existing Transportation Programs/Services in Suisun City and Surrounding Area	August 2, 2021
Task 4. Public Outreach	August - September

Task 5. Analysis of Existing Transportation Programs/Services in Suisun City and Surrounding Area	October 2021
Task 6. Recommendations and Follow up Outreach to share Analysis and to Improve Gaps in Existing Transportation Programs/Services in Suisun City.	November 2021
Task 7. Compile DRAFT Suisun City Community Based Transportation Plan	December 2021
Task 8. Review and Revisions of DRAFT Suisun City Community Based Transportation Plan by STA Committees	January 2022
Task 9. Final Suisun City Community Based Transportation Plan	February 2022
Task 10. Presentations to STA Committees and STA Board	March - April 2022

INSTRUCTION TO PROPOSER

1. *Examination of Proposal Documents:* By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP, and that it can perform the work identified in Scope of Work.
2. *Addenda/Clarifications:* Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFP may be requested verbally or in writing. All inquiries pertaining to this RFQ should be emailed to Debbie McQuilkin, Transit Mobility Coordinator, at the following email address: dmcquilkin@sta.ca.gov no later than **4:00 PM (local), May 13, 2021**. Response to all questions submitted by the **May 13, 2021** deadline that may have a material impact on the proposal will be posted on the STA website at www.sta.ca.gov by **May 17, 2021**. The subject line for questions submitted in writing should include reference to: "Questions - STA RFP 2021-05 Community Based Transportation Plan (CBTP)".
3. *Withdrawal of Proposal Submittal:* A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposal submittals as provided in this RFP by delivering to the procurement officer a written request for withdrawal signed by, or on behalf of, the proposer.
4. *Rights of STA:* This RFP does not commit STA to enter into a contract, nor does it obligate STA to pay for any costs incurred in preparation and submission of the proposal or in anticipation of a contract.

STA may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence or qualifications to perform the services described in this RFP.

STA, in its sole discretion, reserves the right to:

- Reject any or all proposal submittals.
- Issue one or more subsequent RFQs and/or RFPs.
- Postpone opening for its own convenience.
- Remedy technical errors in the RFQ and/or RFP process.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the proposers responding to this RFP.
- Solicit best and final offers from all or some of the proposers.
- Award a contract to one or more proposers.
- Waive informalities and irregularities in any proposal.

Method of Payment: method of payment for this project is Actual Cost-Plus-Fixed Fee. The submitted cost proposal (submitted separate from the technical proposal) must be in an appropriate format. See

Exhibit 10-H (attached) for sample structure. More information on this method of payment can be found on the Caltrans website for Local Programs Procedures. <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-programs-procedures-lpp>

Proposers shall be prepared to accept the terms and conditions of STA's standard form contract included as ATTACHMENT A (STA Sample Professional Service Agreement) hereto. If a proposer desires to take exception to the agreement, the proposer shall provide the following information as a section of the proposal identified as "Exceptions to the Agreement":

- a. Proposer shall clearly identify each proposed change to the agreement, including all relevant exhibits and attachments.
- b. Proposer shall furnish the reasons therefore as well as specific recommendations for alternative language.
- c. The above factors will be considered in evaluating proposals. Substantial exceptions to the agreement may be determined by **STA**, at its sole discretion, to be unacceptable and **STA** may proceed with negotiations with the other proposed firms.

RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements. Total pages shall not exceed 20 double sided pages, excluding appendices.

1. *Transmittal Letter*: The qualifications shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the qualifications shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Debbie McQuilkin, Transit Mobility Coordinator
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, California 94585

2. *Project Understanding*: This section shall clearly convey that the consultant understands the nature of the work, and issues related to the development of the Suisun City Community Based Transportation Plan.
3. *Approach and Management Plan*: This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.
4. *Qualifications and Experience*: The qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for the development of a SolanoExpress Connection Protection Study. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.

6. *Staffing Plan:* The qualifications shall provide a staffing plan required for analysis of current connection protection equipment, potential connection protection opportunities, and effective connection protection strategies for integrating the SolanoExpress system with regional transit operators. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the development of a SolanoExpress Connection Protection Study according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.
7. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. **The project is expected to commence no later than July 1, 2021.**
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposal:* One (1) hard copy and one digital copy (flash drive) of your proposal are due at the STA office **no later than 4:00 p.m., June 4, 2021.** Envelopes or packages containing the proposal should be clearly marked, "**Suisun City Community Based Transportation Plan (CBTP)**"
12. *Cost Proposal:* **A cost proposal should be submitted in a separate sealed envelope titled BUDGET.** The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The submitted cost proposal must be in an appropriate format. See Exhibit 10-H (attached) for sample structure, though it need not be identical. The maximum consulting services (including all incidental expenses and all deliverables) budget has been set at **\$250,000** for this project. The envelope will not be opened until all proposals have been received and ranked based upon firm/team qualifications. The STA will select a Respondent based upon their ability to provide the requested services but may reject any proposal that does not fall within the established budget.

SELECTION OF CONSULTANT & CRITERIA

The overall process will be to evaluate the technical components of all the qualifications completely and independently from the cost component. The qualifications will be evaluated and scored on a 100-point total basis using the following criteria:

1. Project understanding and approach (40 Points)
2. Experience with similar types of projects (25 Points)
3. Schedule and capacity to provide qualified personnel (15 Points)
4. Satisfaction of previous clients (10 Points)
5. Business presence and/or experience in Solano County (10 Points)

If needed, two or more of the firms/teams may be invited to an interview on or about **June 14, 2021**. The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from STA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs, and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

SELECTION SCHEDULE

April 23, 2021	RFP released
May 13, 2021	Deadline questions emailed to Debbie McQuilkin (dmcquilkin@sta.ca.gov)
May 17, 2021	Answers to questions posted on STA website
June 4, 2021	Proposals are due no later than 4:00 PM. <i>Late submittals will not be accepted.</i>
June 14, 2021	Consultant Interviews
June 18, 2021	Consultant Selected
July 1, 2021	Project Commences

If you have any questions regarding this RFP, please contact:

Debbie McQuilkin
 Transit Mobility Coordinator
 707-399-3231
 Fax (707) 424-6074
dmcquilkin@sta.ca.gov

DISCLOSURE:

The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after

notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

PROTEST AND APPEALS

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the Solicitations or Notice of Intent to Award a contract may protest to the Executive Director. The protest shall be submitted in writing to the Executive Director within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto. All letters of protest shall clearly identify the reasons for the protest. The protest also must state the law, rule, regulation, or policy upon which the protest is based. The Executive Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall; state the reason for the action taken; and inform the protester that a request of further administrative appeal of an adverse decision must be submitted in writing to the Clerk of the STA Board of Directors within seven (7) working days after receipt of the decision by the Executive Director.