

Item No. 9



DATE: June 5, 2013

TO: Board of Directors

FROM: Marlena Kohler *MK*
Procurement Manager/DBE Officer

Andrew Mikkelson *[Signature]*
Director of Operations

RE: Consider Authorizing Award of a Contract for Bus Operator's Training, Training Management and Safety System to Vigil Solutions

I. EXECUTIVE SUMMARY :

A Request for Proposal (RFP) for Bus Operator's Training, Training Management and Safety System was issued on March 21, 2013. The purpose of this system is to provide a training and documentation tool that can be used for providing instant and visual feedback to bus operators during any phase of training (introductory, refresher and remedial).

The RFP was posted on the GCT website and the Transit Talent industry website and was sent to several vendors found through extensive internet search. One proposal was submitted. Other vendors chose not to bid because of their own internal business reasons. Price analysis conducted determined the price to be fair and reasonable based on established market prices. Several agencies/companies have recently purchase similar systems from Vigil Solutions for a similar price.

Vigil Solutions is also determined to be a responsible firm capable of performing successfully under the terms and conditions of this procurement. This project is funded by the California Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) created by Proposition 1B.

It is recommended the Board of Directors authorize award of a contract for Bus Operator's Training, Training Management and Safety System to Vigil Solutions in the amount of \$160,060.00.

II. BACKGROUND:

Currently GCT tracks training under DMV standards by a combination of paper files and Microsoft Excel spreadsheets. GCT was looking for a training system that

would use the latest technologies available, which would save time, be easy to use and be more efficient.

Although three (3) firms were sent the RFP and the RFP was posted on our website and advertised on Transit Talent website, only one submitted a proposal. The non-proposers stated business reasons and resource availability for not proposing.

The responsive proposal was received by April 12, 2013 deadline from Vigil Solutions. It was evaluated by the evaluation team in accordance with the evaluation criteria on the RFP, which is shown as Attachment 1 hereto. The evaluation team concluded that the proposal from Vigil Solutions meets all of GCT's requirements and is therefore, responsive.

Since there was only one proposal, a price analysis was conducted. Price analysis determined the price to be fair and reasonable based on established market prices. Several agencies/companies have recently purchase similar systems from Vigil Solutions for a similar price, Long Beach Transit and Champaign-Urbana MTD are two of the most recent purchasers. Both agencies were contacted and it was concluded that the pricing and performance of Vigil Solutions were as expected. Based on this information, Vigil Solution's proposal is determined to be fair and reasonable.

The Vigil solution combines the power of their unique technology with the proven "Observation and Feedback" style of assessment and training that brings everyone together working as a team to support a common goal.

Customizable, the process begins with establishing "Core Skills" and with the use of computers, software, sensors, video cameras and assessments, the training system will become an efficient, effective way to train and evaluate operators.

This system will provide a training and documentation tool that can be used for providing instant and visual feedback to bus operators during any phase of training (Introductory, Refresher and Remedial) required by the DMV as well as GCT's in-house evaluations. It will be capable of providing forms, records, core driving values and a set of driving behaviors in order to supplement and build the safety culture at GCT through the use of video and written input. Additionally, it will allow supervisors and trainers to directly input data, with the use of a tablet, which can be transferred to forms (DMV, GCT or other forms) as designed. The system will maintain a database of those records, creating a simpler, more efficient and time saving process.

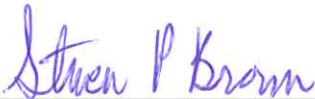
This system also includes, as a key component, a standalone video system that is installed on buses during training sessions with the cameras placed in strategic spots that allow the trainer to review the ride with the trainee after it has been completed. This is a big step in helping to improve improper driving behaviors that are witnessed by the trainer but not acknowledged by the trainee. The system allows a real look at the driving behavior of the specific trainee each time.

This training system will be for all employees who carry a commercial driver's license and operate GCT vehicles, including all Bus Operators, mechanics, supervisors and the operations and training staff.

III. SUMMARY AND RECOMMENDATIONS:

GCT was looking for a Bus Operator Training System that would be efficient, save time and be easy to use. The subject RFP resulted in a responsive firm, Vigil Solutions, submitting a proposal that met all GCT's requirements in accordance with the terms and conditions of the RFP. It is a responsible firm whose proposed price is determined to be fair and reasonable.

It is recommended the Board of Directors authorize award of a contract for Bus Operator's Training, Training Management and Safety System to Vigil Solutions in the amount of \$160,060.00.



General Manager's Concurrence