NORTHBRIDGE TRANSIT AUTHORITY

Addendum No. 2 to RFP-2026-0417

Fleet Telematics and Depot Records Modernization

Solicitation	RFP-2026-0417
Project	Fleet Telematics and Depot Records Modernization
Issued by	Northbridge Transit Authority, Office of Procurement
Issue date	March 2, 2026
Response due	April 24, 2026 at 2:00 p.m. local time
Document type	Addendum No. 2 to RFP-2026-0417

This document is fictional and was generated for software demonstration and end-to-end testing. It is not a real solicitation, no real vendor is named, and no submission is requested. All names, addresses, prices and events are invented.

1 Purpose

This Addendum No. 2 modifies RFP-2026-0417. It extends the proposal due date, replaces the field list on Form 3A, and adds a records-transfer requirement to Section 2. Bidders shall acknowledge this addendum in the cover letter.

2 Summary of Changes

No.	Section	Summary
1	Section 3	Proposal due date extended to April 24, 2026 at 2:00 p.m.
2	Form 3A	Field list replaced; surety and MWBE contact fields added.
3	Section 2	Records-transfer window added for each depot.
4	Section 6.2	Certificate of Insurance must list the Authority as additional insured.
5	Section 9	Protest filing address updated.

Bidders shall incorporate all changes into their proposals. Addenda are posted to the procurement portal and are incorporated into the solicitation by reference. Failure to acknowledge an addendum may render a proposal non-responsive.

3 Revised Requirements

3.1 Accessibility conformance for published documents

Requirements related to accessibility conformance for published documents are stated in the referenced section. Bidders shall indicate, for each requirement, whether it is met by the proposed solution, met through configuration, delivered by a subcontractor or not met. Exceptions shall be listed in the Compliance Matrix and priced separately where applicable.

The Authority will evaluate accessibility conformance for published documents against the criteria in the evaluation section. Responses should be specific about sequencing, dependencies and assumptions. Where the Bidder proposes an alternative, the alternative shall be described in full and accompanied by a statement of its effect on schedule, cost and service levels.

Experience with accessibility conformance for published documents on comparable transit or public-sector engagements shall be summarized in no more than two pages. The summary shall identify the client, the period of performance, the contract value and the results actually achieved. References may be contacted at the Authority's discretion.

Requirements R-3.1.1 to R-3.1.2

The following minimum requirements apply in addition to the narrative above:

1. R-3.1.1 — The Bidder shall provide an escalation path and response times for unresolved issues for accessibility conformance for published documents.
2. R-3.1.2 — The Bidder shall provide audit evidence retained for the contract term plus three years for accessibility conformance for published documents.

3.2 Invoicing, payment milestones and cost reporting

The Authority will evaluate invoicing, payment milestones and cost reporting against the criteria in the evaluation section. Responses should be specific about sequencing, dependencies and assumptions. Where the Bidder proposes an alternative, the alternative shall be described in full and accompanied by a statement of its effect on schedule, cost and service levels.

Experience with invoicing, payment milestones and cost reporting on comparable transit or public-sector engagements shall be summarized in no more than two pages. The summary shall identify the client, the period of performance, the contract value and the results actually achieved. References may be contacted at the Authority's discretion.

For invoicing, payment milestones and cost reporting, the Bidder shall propose a quality assurance method, including sampling approach, acceptance criteria and the process for correcting defects. The method shall be applied during transition and throughout the contract term, and results shall be reported to the Contract Administrator each month.

Requirements R-3.2.1 to R-3.2.2

The following minimum requirements apply in addition to the narrative above:

1. R-3.2.1 — The Bidder shall provide a test plan covering normal operation, degraded mode and recovery for invoicing, payment milestones and cost reporting.
2. R-3.2.2 — The Bidder shall provide a written knowledge-transfer session before each phase acceptance for invoicing, payment milestones and cost reporting.

3.3 Service levels and remedy credits

Experience with service levels and remedy credits on comparable transit or public-sector engagements shall be summarized in no more than two pages. The summary shall identify the client, the period of performance, the contract value and the results actually achieved. References may be contacted at the Authority's discretion.

For service levels and remedy credits, the Bidder shall propose a quality assurance method, including sampling approach, acceptance criteria and the process for correcting defects. The method shall be applied during transition and throughout the contract term, and results shall be reported to the Contract Administrator each month.

The Authority expects service levels and remedy credits to be addressed within the total not-to-exceed price. If additional effort is required, the Bidder shall state the estimated level of effort, the basis for the estimate and the proposed pricing basis in the Price Proposal.

Requirements R-3.3.1 to R-3.3.2

The following minimum requirements apply in addition to the narrative above:

1. R-3.3.1 — The Bidder shall provide a reconciliation of source records to indexed records at each cutover for service levels and remedy credits.
2. R-3.3.2 — The Bidder shall provide a documented procedure with a named owner and a stated review cycle for service levels and remedy credits.

3.4 Spare parts, consumables and warranty coverage

For spare parts, consumables and warranty coverage, the Bidder shall propose a quality assurance method, including sampling approach, acceptance criteria and the process for correcting defects. The method shall be applied during transition and throughout the contract term, and results shall be reported to the Contract Administrator each month.

The Authority expects spare parts, consumables and warranty coverage to be addressed within the total not-to-exceed price. If additional effort is required, the Bidder shall state the estimated level of effort, the basis for the estimate and the proposed pricing basis in the Price Proposal.

All work related to spare parts, consumables and warranty coverage shall comply with the Authority's records retention policy and with applicable state and federal requirements. The Bidder shall not remove, alter or transmit Authority records except as authorized in writing by the Contract Administrator.

Requirements R-3.4.1 to R-3.4.2

The following minimum requirements apply in addition to the narrative above:

1. R-3.4.1 — The Bidder shall provide a monthly report to the Contract Administrator with exceptions listed for spare parts, consumables and warranty coverage.
2. R-3.4.2 — The Bidder shall provide an escalation path and response times for unresolved issues for spare parts, consumables and warranty coverage.

3.5 Document intake, indexing and quality sampling

The Authority expects document intake, indexing and quality sampling to be addressed within the total not-to-exceed price. If additional effort is required, the Bidder shall state the estimated level of effort, the basis for the estimate and the proposed pricing basis in the Price Proposal.

All work related to document intake, indexing and quality sampling shall comply with the Authority's records retention policy and with applicable state and federal requirements. The Bidder shall not remove, alter or transmit Authority records except as authorized in writing by the Contract Administrator.

The proposed schedule for document intake, indexing and quality sampling shall be provided as a milestone chart with dependencies, review points and the Authority's required response times. Durations shall be stated in calendar days and shall account for Authority review periods.

Requirements R-3.5.1 to R-3.5.2

The following minimum requirements apply in addition to the narrative above:

1. R-3.5.1 — The Bidder shall provide named backup staff and a current cross-training record for document intake, indexing and quality sampling.
2. R-3.5.2 — The Bidder shall provide a test plan covering normal operation, degraded mode and recovery for document intake, indexing and quality sampling.

3.6 Fleet telematics data ingestion and normalization

All work related to fleet telematics data ingestion and normalization shall comply with the Authority's records retention policy and with applicable state and federal requirements. The Bidder shall not remove, alter or transmit Authority records except as authorized in writing by the Contract Administrator.

The proposed schedule for fleet telematics data ingestion and normalization shall be provided as a milestone chart with dependencies, review points and the Authority's required response times. Durations shall be stated in calendar days and shall account for Authority review periods.

The Bidder shall identify the key personnel responsible for fleet telematics data ingestion and normalization, their relevant experience and the percentage of time each will devote to the engagement. Substitutions after award require the Contract Administrator's written approval.

Requirements R-3.6.1 to R-3.6.2

The following minimum requirements apply in addition to the narrative above:

1. R-3.6.1 — The Bidder shall provide a change log with version numbers, approvers and effective dates for fleet telematics data ingestion and normalization.
2. R-3.6.2 — The Bidder shall provide a reconciliation of source records to indexed records at each cutover for fleet telematics data ingestion and normalization.

4 Acknowledgment

The Bidder shall sign below to acknowledge receipt of this addendum. The signed acknowledgment shall be included in the technical volume.

Bidder legal name	
Solicitation number	RFP-2026-0417
Addendum acknowledged	No. 2
Authorized signature	
Printed name and title	
Date	

End of addendum. Synthetic demo data — not a real solicitation.