



Greater Cleveland  
Regional Transit Authority

1240 West 6th Street  
Cleveland, Ohio 44113-1302  
Phone: 216-566-5100  
riderta.com

## MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **December 7, 2021** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon.

This meeting will be live-streamed on RTA's Facebook page ([www.facebook.com/rideRTA](http://www.facebook.com/rideRTA)) for staff and members of the public. Members of the public may also attend in-person. Based on Centers for Disease Control (CDC) guidance to continue to avoid large events and gatherings and Ohio Department of Public Health advice that businesses and other entities may continue to require mitigation measures, as well as RTA's interest in protecting community and employee health and safety, the following measures will be in place for in-person attendance:

1. To allow for social distancing, RTA Board Room capacity is limited to forty-four (44) people. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room.
2. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6<sup>th</sup> Street are required to wear a mask/face covering and maintain a distance of six feet or more from other individuals who are not members of their family or household. The mask/face covering must be cloth or other fabric and worn to cover the person's nose, mouth and chin. If a person entering the building does not have a mask, one can be provided to them.
3. All persons entering RTA's MOB will be temperature screened for COVID-19 in accordance with guidance provided by the CDC and the Cuyahoga County Board of Health. If the screening indicates that the person may be infected with COVID-19, that individual will be denied entry.

The meeting package will be posted on RTA's website at ([www.riderta.com/board](http://www.riderta.com/board)), on RTA's Facebook page, and RTA's Twitter page.

## 9:00 A.M. - MEETING AGENDA

**Special Board Meeting** - Agenda attached

### **Organizational, Services & Performance Monitoring Committee**

- RFP Procurement – A presentation of a competitive negotiated procurement for a comprehensive compensation study.
- Annual DBE Goal FY 2022-2024 – A presentation on the establishment of the annual three-year Disadvantaged Business Enterprise (DBE) goal for federal fiscal years 2022-2024.
- Paratransit Update – Update on Paratransit Customer Handbook.

### **External & Stakeholder Relations & Advocacy Committee**

- Human Resources Update – Update on human resources, workforce development and overall people strategy initiatives.



### **Operational, Planning & Infrastructure Committee**

- Budget Presentation:
  - Proposed 2022 Operating Budget
  - Proposed increase to the FY 2021 General Fund and Reserve Fund
  - Proposed increase to the FY 2022 Capital Improvement Plan (CIP)

### **2<sup>nd</sup> PUBLIC HEARING**

- FY 2022 Appropriation

### **Committee of The Whole**

- Code Book Updates: - A request to (1) amend Chapter 297; (2) amend Section 460.03 and (3) repeal Chapter 852 of the Codified Rules and Regulations of the GCRTA
- Executive Session Requested - to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

### **Audit, Safety Compliance And Real Estate Committee**

- Property Insurance Renewal Program – Presentation on the Property Insurance Renewal Program.
- Cyber Liability Insurance Program – Presentation on the Cyber Liability Insurance Renewal.
- Internal Audit Charter – Review of Internal Audit Charter.

A handwritten signature in black ink, appearing to read 'India L. Birdsong', is written over a faint, larger signature that is partially obscured.

India L. Birdsong  
General Manager, Chief Executive Officer

ILB:tab  
Attachment

## AGENDA


### Special RTA Board of Trustees Meeting

Tuesday, December 7, 2021

- I. Call to order
- II. Roll Call
- III. Certification regarding notice of meeting
- IV. Introduction of Resolutions:
  - A. 2021-102 - Authorizing Contract No. 2021-103 with Applied Graphics LTD. for the procurement of bus exterior graphics production and installation services of up to 80 CNG coaches over a five (5) year term, and for funding in an amount not to exceed \$89,460.00 for the first 20 CNG coaches (RTA Development Fund, Current and future funding, Fleet Management Department budget)
- V. Adjournment



To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager/Chief Executive Officer 

Date: November 26, 2021

Subject: Response to Protest – Turbo Images  
RFP No. 2021-103 – Bus Exterior Graphics

On November 12, 2021, GCRTA's Procurement Department received a protest from Turbo Images regarding RFP No. 2021-103, Bus Exterior Graphics.

GCRTA has responded to the protest in accordance with the Procurement Policies, approved by the Board of Trustees, and procurement procedures. These protest procedures were incorporated in Section 2 - Instructions for Proposers of the Request for Proposal package. The procurement process followed established FTA procedures for Competitive Negotiated Procurements, which are described in Section 18 of the Procurement Manual.

In light of the fact that the subject procurement is not federally funded, FTA is not a party to the protest. Review and consideration is made solely by GCRTA's Director of Procurement.

Included in this Memo for your reference are:

1. A copy of GCRTA's Response to Protest dated November 22, 2021, including Attachment A (Policy and Procedures for Competitive Negotiated Procurements)
2. The Instructions to Proposers, Section 2.C. – Procedural

This procurement was discussed at the Organizational, Services and Performance Monitoring Committee at the November 9, 2021 meeting and recommended for award. Award of the Bus Exterior Graphics procurement was removed from the November 16, 2021 board agenda after notification of the Turbo Image's protest. In light of the fact that after a thorough review, the protest has been denied, GCRTA staff requests that this procurement be sent to the full Board of Trustees for approval at a special board meeting to be held on December 7, 2021.

If you have any questions, please do not hesitate to contact me or Melinda Dangelo, GCRTA's Director of Procurement, at (216) 356-3135. Thank you.

ILB/MD

Attachments

## **18 COMPETITIVE NEGOTIATED PROCUREMENTS**

### **Policy:**

The Director of Procurement may direct that competitive negotiated proposals be solicited. Competitive negotiated procurements must be conducted in a manner that preserves the integrity of the procurement process. To the extent permitted by law, regulation or court decision, the evaluation of proposals shall be conducted in a confidential manner, and all confidential or proprietary information shall be held confidential.

### **Procedures:**

#### **18A GENERAL**

In competitive negotiation, proposals are requested from a number of sources and the Request for Proposals is publicized, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. If competitive negotiation is used for a procurement, the following requirements shall apply:

- Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The request for proposal shall be publicized in compliance with ORC 306.43 and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.
- The request for proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
- The GCRTA shall provide mechanisms for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written oral discussions, and selection for contract award.
- Award shall be made to the responsible offeror whose proposal will be most advantageous to the GCRTA, price and other factors considered. Unsuccessful offerors should be notified promptly.

GCRTA shall use competitive negotiation procedures, as defined herein, for all revenue generating contracts.

The GCRTA may reject all proposals and re-solicit or cancel the procurement if deemed to be in its best interest. Proper justification and good business reasons must be provided before such action is taken. The GCRTA may also enter into a contract with any offeror based upon the initial proposal, without conducting written or oral discussions; provided, the solicitation specifically stipulates this reservation of GCRTA rights and the proposal is deemed to be far superior to any other proposal received.

#### **18B REQUEST FOR PROPOSAL PROCEDURES – IN GENERAL**

All Requests for Proposals (RFPs) shall be based on a clear and accurate description of the requirements for the services to be procured. Such requirements shall not contain features which unduly restrict competition.

The Director of Procurement shall have the authority to determine where a specification is restrictive or not, and to reject a specification which has been determined to be unduly restrictive of competition. When a determination that a specification is unduly restrictive is made, it shall be returned with appropriate comments to the originator for revision.

GCRTA technical, engineering and other project initiating personnel are responsible for providing the in-house independent cost estimate, specifications, drawings and

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statements of work for the services required. Preparation of technical requirements and statements for work shall be the responsibility of the project initiator.

In addition to the technical requirements and statement of work, additional and special terms and conditions shall be prepared to cover such items as required delivery schedule, progress reporting requirements and technical evaluation criteria. Initiators are responsible for providing this information, together with the purchase request, to the Procurement Department.

The Procurement Department is responsible for assembling the solicitation document. A solicitation document includes instructions to proposers, specifications, special terms and conditions, the contractual provisions required by the state and federal government, the proposed contract terms and conditions and the evaluation criteria that will be utilized for contractor selection.

All departments and groups involved in the preparation of the RFP shall review the portions for which they are responsible. When all reviews have been completed, the Procurement Department will issue the final documents.

### **18C REQUEST FOR PROPOSALS (RFP) PREPARATION**

For negotiated procurements, the Contract Administrator is responsible for the following:

#### **18C-1 Purchase Request (PR) - Check thoroughness of request from project office.**

- Review for all approval signatures.
- Attach cost estimate justification for all purchases, adequate statement of work, and justification memo.
- Ensure the DBE goal is in the RFP.
- Review weighted evaluation criteria.
- Obtain insurance requirement or otherwise ensure it's in the RFP.
- Approved PR should be filed in the contract folder.

#### **18C-2 Required Elements**

- RFP Number
- Date of issuance
- Date, hour and place of receipt of proposals
- A complete statement of the service to be furnished. The description should be in sufficient detail to provide a common basis for evaluation. It should state the magnitude of the project and cost limitations, if any.
- Reporting requirements, the time for performance, and a required procurement schedule.
- The requirements and conditions for the protection of submittals or portions thereof from disclosure.
- Clear enumeration of the evaluation criteria to be utilized and the relative weights of such criterion.
- Except where architect/engineering or construction management services are sought, the RFP shall solicit both a cost proposal and a technical proposal. The proposer is required to submit cost proposals fully supported by cost or pricing data adequate to establish the reasonableness of the pricing.
- The RFP shall solicit the names and telephone numbers of persons authorized to conduct contract negotiations on behalf of the proposer, as well as the names and resumes of the principal participants in the services to be performed and a description of the resources of the proposer that will be devoted to the project.

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- Directions for obtaining copies of any GCRTA documents, such as plans, drawings, specifications, or other documents which are cited in the solicitation which have a direct bearing on the proposal solicited.
- Specify the number of copies of proposals to be submitted.
- A statement of the EEO, Affirmative Action and DBE Program requirements of the GCRTA.
- Include the template contract and insurance requirements.

### **18D PUBLICATION**

Requests for Proposals shall be publicized as follows:

For projects estimated to exceed \$100,000, GCRTA shall publish a notice calling for proposals once a week for no less than two consecutive weeks in a newspaper of general circulation within the territorial boundaries of the GCRTA. GCRTA shall also publicize to minority business associations and appropriate trade associations and clearing houses, if applicable. If the project complexity warrants wider circulation to ensure adequate competition, advertising shall be placed in trade journals/magazines or other mass communication media.

### **18E CONFIDENTIALITY**

Dissemination of proposals within the GCRTA should be controlled and restricted to those persons with a demonstrable "need to know." The confidentiality of proposal contents is subject to the requirements of the Ohio Public Records Act.

All cost and pricing data received by the GCRTA in negotiated procurements is to be treated as confidential, to the extent permissible by law. If there is a request for information, it should be directed to the legal department.

All information contained in proposals and all information concerning the number or identify of offerors shall not be disclosed to the public or to anyone in the GCRTA not having a legitimate interest or need to know, except as may be required under the Ohio Public Records Act. All participants in the evaluation and negotiation process shall be required to sign a confidentiality statement which acknowledges the critical importance of maintaining strict confidentiality during the entire selection and award process. The participant's responsibility and the GCRTA's rights in protecting the confidential nature of the process and submittals under consideration shall also be acknowledged by the participant.

### **18F GUIDELINES FOR THE EVALUATION OF PROPOSALS**

Proposals for professional services shall be evaluated and ranked solely on the basis of criteria contained in the solicitation. Generally, emphasis will be placed on the technical expertise of the firm and while price is a consideration, it may not be the determining factor. The objective is to select the firm or individual that can best provide the services, when the technical ability, price and other factors have been considered.

Following the receipts of proposals by the Procurement Department, several steps are to be followed in the evaluation process prior to the selection of a firm to do the work. Those various steps are discussed below:

#### **18F-1 Evaluation Panel**

Prior to the receipt of proposals, the Director of Procurement or designee shall appoint an evaluation panel which shall consist of persons qualified to evaluate and make judgments regarding technical issues contained in the proposals. The

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nature and complexity of the procurement and the advice of the originating department head will be considered in selecting persons to serve on the evaluation panel. The evaluation panel may be comprised of the originating department head or a designated representative and the Contract Administrator for procurements of a non-technical and non-complex nature. The panel for technical and/or highly complex procurements shall be comprised of a sufficient number of qualified persons from the originating department; Technical Services; Project Development (E&C); consultants; or other resources as necessary to insure a competent and complete evaluation of proposals. When possible no department or division shall have more than 50% representation on the evaluation panel. The Office of Business Development and the Legal Department shall assist the evaluation panel as appropriate and necessary.

The role of the Contract Administrator of the Procurement Department is to Chair the Evaluation Panel, advise the team on proper evaluation and scoring procedures, and ensure that the open and competitive nature of the process is maintained.

### **18F-2 Conflict of Interest**

In order to avoid even the appearance of conflict of interest, members of the evaluation panel must disclose any past employment or other affiliation with any firm or individual being considered for selection. In accordance with the FTA Master Grant Agreement, no employee, officer, agent or board member, or his or her immediate family member, partner, or organization that employees or is about to employ any of the foregoing, may participate in the selection, award, or administration of a contract to which that person has an affiliation that creates a real or apparent conflict of interest. A conflict of interest would arise when the employee, officer, agent, board member, his or her immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. In the event such a conflict of interest existed or exists, the member is responsible for disqualifying himself/herself and requesting the nomination of a substitute member from his/her department.

To accomplish that end and in order to avoid the necessity of having to adjourn and reschedule panel meetings, Contract Administrator shall inform the panel members of the names of the firms that submitted proposals prior to the first meeting. The restriction against an employee serving on an evaluation panel that is considering contracting with a firm or individual with which the employee is or was affiliated will remain in effect as long as the employee is employed by the GCRTA.

Officers, employees, agents, and board members must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, in accordance with GCRTA's Code of Ethics.

### **18F-3 Log and Inspect**

- Enter receipt of proposal into the tabulation sheet.
- Note number of copies submitted and whether any attachments are included.
- Make certain any attachments to proposals are properly marked; if not, apply label on cover and mark with proposer's name.
- Mark one copy of each proposal "RFP File Copy."



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- Check for “Confidential” or “Restricted Data” markings.

### **18F-4 Distribution**

- After submission of signed confidentiality agreement, each member of the evaluation team shall receive one copy of all proposals submitted.
- All copies are to be returned to the Procurement Department after completing the evaluation.

## **18G EVALUATION CRITERIA**

Included in the RFP is a list of evaluation criteria which shall be used by the GCRTA evaluation panel in reviewing the proposals. Typically, the evaluation criteria or factors shall relate to the areas of technical expertise, project approach, technical resources and project management.

### **18G-1 Technical Expertise**

The RFP shall identify for the proposer the types of technical expertise which are required for the particular job. The proposers shall then be evaluated on their competence in those areas.

All criteria need not be given equal value in the evaluation process but may be weighted to reflect their relative importance to the project. The weighted technical criteria must be listed in the RFP so that the proposers are aware of the evaluation elements and their relative importance.

### **18G-2 Project Approach and Experience**

The proposer shall be evaluated on its understanding of the nature and scope of the work to be performed. The staff committee shall consider both organization and experience with attention to factors such as:

- Experience and make-up of the firm;
- Experience of key personnel assigned to the project;
- Experience with government agencies;
- Experience with transit projects;
- Past achievements;
- Commitment of key personnel to the project;
- Project execution plan;
- Cost;
- Management techniques/systems

### **18G-3 Disadvantaged Business Enterprise**

The achievement of the GCRTA's Business Enterprise goals and EEO requirements of good faith effort, as set forth in the RFP, will be an important evaluation criterion. Neither points nor weights will be used for the DBE criterion in the evaluation, a proposal must meet or exceed the goal, or good faith effort must be substantiated and an Affirmative determination made by the GCRTA for a proposal to be considered in the competitive range.

### **18G-4 Evaluation Matrix**

The Procurement Department shall prepare an evaluation matrix form to be used by team members in evaluating the proposals. The form is based on the evaluation criteria listed

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in the RFP and should be sufficiently detailed to properly document the analysis performed by the evaluation panel.

The evaluation panel member shall evaluate the proposals and complete the evaluation matrix. The score shall then be totaled and consolidated. A panel meeting shall be held to verify the scoring process and to determine the proposals technically qualified to be included in the competitive range of proposals for negotiations. The evaluation panel shall submit a consensus report with the matrix containing a narrative appraisal of significant strengths and weaknesses of each proposal.

The results shall be maintained by the Procurement Department for file documentation and for notification of the proposers selected for negotiations. Should the evaluation panel determine that an award is appropriate based upon initial submittals, a recommendation shall be prepared documenting the consensus of the panel.

### **18H SELECTION OF PROPOSER FOR NEGOTIATION AND AWARD**

After completion of the evaluation of the proposals, the evaluation panel may continue to participate in the negotiation process or a negotiation team may be selected to continue the negotiation process. It is not unusual for the negotiations to be handled solely by the Contract Administrator.

Prior to commencing formal negotiations on complex RFPs, the panel shall meet to develop a strategy plan for conducting the negotiations. Should additional meetings be necessary to complete the plan, negotiations will be delayed to provide adequate time to develop a comprehensive plan which will address the following issues:

- Proposal elements which are unacceptable, weak, or could be refined to improve the project.
- GCRTA's pricing objective including a range of pricing which would be acceptable.
- Schedule for individual proposer negotiation sessions including time, date and location.
- Order of negotiation sessions.
- Role of panel members.
- Any other significant factors.

All firms whose proposals are determined to be within the competitive range shall be invited to participate in oral or written discussions. The competitive range shall be composed of all firms whose proposals are determined to be technically acceptable and that have a reasonable chance of being selected for award. This determination shall be made based on consideration of the technical factors pursuant to the terms of the RFP.

Written or oral discussion shall be conducted with all offerors who submit proposals within the competitive range, except that this requirement need not necessarily be applied to the following procurement:

- Cost of \$100,000 or less;
- In which prices or rates are fixed by law or regulation;
- Emergency requirements;
- Contracts in which it can be clearly demonstrated from the existence of adequate competition that award can be made without discussion, provided however, that the solicitation notified all offerors of such possibility and provided that such award is in fact made without any written or oral discussion with the offeror.

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For the sole purpose of eliminating minor uncertainties or irregularities, an inquiry may be made to an offeror concerning the proposal. Such inquiries and resulting clarification furnished by the offeror shall not constitute discussions. If the clarification prejudices the interest of other offeror, award may not be made without discussion with all offerors in the competitive range.

### **18I COMPETITIVE RANGE**

The determination as to which proposals are in a competitive range shall be made by the Contract Administrator, assisted by the panel and other appropriate staff members. The competitive range shall be determined on the basis of technical, cost, and other salient factors and shall include all proposals which have a reasonable chance to be selected for award. When there is doubt as to whether a proposal is within the competitive range, that doubt shall be resolved by including it. The initial number of tentatively acceptable proposals considered as being within the competitive range may be reduced when, as a result of the written or oral discussions, any such proposal has been determined to no longer have a reasonable chance of being selected for award.

The format of the oral interviews is varied. Proposers shall either be asked to make formal presentations or to be prepared for a question and answer session. For each of the finalists, telephone interviews may be conducted with prior clients of the proposer. These clients are those that are listed as references in the proposals. This telephone information shall be distributed to the evaluation panel and included in the final selection process.

The following list of typical questions that may be asked of clients who have had experience with proposers:

- Did the proposer have a positive and innovative approach to the project?
- What did you think of the proposer in his role in the project?
- Did their internal organization work; did they work well together?
- Did you use a team (with A/E, CM, GCRTA) approach?
- How well did the project completion compare with the original schedule?
- Was the project over budget or behind schedule?
- Was proposer honest about status and did he work on solutions?
- How effective was the proposer's ability to administer changes?
- Would you use the proposer again?
- Was the product/deliverable satisfactory?

### **18J DISCUSSIONS WITH OFFERORS**

All offerors selected to participate in discussions shall be advised of deficiencies in their proposals and shall be offered a reasonable opportunity to correct or resolve the deficiencies and to submit such price or cost, technical or other revisions to their proposals that may result from the discussions. A deficiency is defined as that part of an offeror's proposal which would not satisfy the GCRTA's requirements.

Discussions shall not disclose the strengths or weaknesses of competing offerors or disclose any information from any offeror's proposal which would enable another offeror to improve this proposal as a result thereof.

Auction techniques are strictly prohibited; an example would be indicating to an offeror a price which must be met to obtain further consideration, or informing him that his price is not low in relation to another offeror. On the other hand, it is permissible to inform an offeror that his price is considered by the GCRTA to be too high.

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During the discussion, price negotiations may be conducted with the offerors only after a mutual understanding of the contractual terms and conditions, and the scope of work has been achieved.

At the end of each discussion or interview, a memorandum summarizing the discussion shall be prepared and placed in the contract file.

At the conclusion of discussions, a final, common cut-off date which allows a reasonable opportunity for submission of written "best and final" offers shall be established and all remaining participants so notified. If oral notification is given, it shall be confirmed in writing. The notification shall include information to effect that 1) discussion has been concluded, 2) offerors are being given an opportunity to submit a "best and final" offer and, 3) if any modification is submitted, it must be received by the date and time specified.

Should it be necessary to reopen negotiations after receipt of best and final offers, all proposers with whom negotiations were conducted shall be afforded an opportunity to continue in the negotiation process.

After the panel's review of the best and final offers, the evaluation panel shall submit scores on the evaluation matrix. The scores shall be used to determine which proposal is most advantageous, cost and other factors being considered, to the GCRTA.

### **18K CONTRACT AWARD**

Following successful negotiations and a determination by the Contract Administrator that the proposer is responsible, contract award may be made. If the contract is a small purchase, Board approval is not required. In a large purchase, the Board of Trustees will award the contract. The Director of Procurement or designee is responsible for the preparation of the documentation necessary to make a recommendation for contract award to the CEO, General Manager/Secretary-Treasurer and/or the Board of Trustees. This documentation, along with supporting data, will be reviewed and approved by the General Manager before it is presented to the Board.

The Board can take three possible actions: 1) award the contract; 2) take no action and table or refer to committee; or 3) reject the recommendation.

In the event that the negotiated contract is not awarded by the Board, the Director of Procurement, in consultation with the project office, will review the situation and make recommendations.

Upon award by the Board of Trustees, the Procurement Department will prepare a contract. After the contract documents are signed by all required parties, copies of the contract documents will be given to the project manager and the Contract Administrator. The project manager will make an internal distribution of the contract documents as appropriate to the servicing departments and other members of the project team. All original contract documents will be retained in the Procurement Department's main file.

### **18L DE-BRIEFING OF UNSUCCESSFUL OFFERORS**

When requested by an unsuccessful offeror, a debriefing shall be conducted by the Contract Administrator using evaluation material, documentation of the scoring process, and a narrative appraisal describing the strengths and weaknesses of the unsuccessful offeror's proposal.

### **18M ADMINISTRATION OF NEGOTIATED PROCUREMENTS**

Immediately after full execution of the basic contract, the technical administration of the contract becomes the responsibility of the project manager with the administrative

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assistance of the Contract Administrator. The Contract Administrator and project manager shall establish the methods and procedures to be utilized to monitor the contract.

The following are routine duties of the Contract Administrator:

- Act as a focal point for all correspondence with the contractor regarding contractual matters. Provide direction to the contractor on contractual matters.
- Coordinates proposed changes with contractors, obtains cost quotes, assesses impact, obtains necessary approvals, and processes contract changes.
- Reviews Request for Change Orders document, negotiates all changes to contracts and prepares all change orders with technical assistance from the Project Manager, with supporting backup, reflecting these changes.
- Retaining copies of updated insurance certificates and bonds during the life of the contract.
- Prepares contractual memoranda in cooperation with the originating department for presentation to GCRTA staff, Board of Trustees, and Board committees.
- Maintains master contract files.
- Attends, as required, project progress meetings between contractors and other GCRTA staff.
- Performs contract close-out in accordance with established procedures.

## **C. Procedural**

### **1. Clarity and Completeness**

The Authority seeks solid information about the proposer's capability to perform the services required. Unnecessarily elaborate brochures or other presentations beyond that required to provide a complete and effective response to this solicitation are not desired and may be construed as an indication of the proposer's lack of understanding of these requirements and cost consciousness. The proposal is expected to fully address all the requirements of Section II, Scope of Services.

### **2. Confidential Data**

The Authority is subject to federal and state public records provisions. Proposers that include, within the proposal, data that the Proposer deems should not be included in a public records request must mark each page containing confidential material with an appropriate statement as to what should not be disclosed and why.

The Authority will use its best efforts to comply with and enforce such restrictions within the confines of the public records acts. The Authority will use its best efforts to notify affected proposers of any public records requests within a time that will allow the proposer an opportunity to seek protection of such information against disclosure.

### **3. Amendment to Solicitation**

Any amendment or modification to this RFP shall be by addendum issued by the Director of Procurement.

Any such addendum shall be acknowledged by each proposer as part of the proposal, on the forms provided. All terms and conditions of this solicitation not modified by an addendum remain unchanged.

### **4. Late submissions, Modifications, and Withdrawal of Proposals**

- a. Any proposal received after the time specified in the Notice to Proposers or any addendum thereto will not be considered.
- b. Proposals may be modified at any time prior to the submission deadline established in the Notice to Proposers may be withdrawn by written notice to the Director of Procurement at the address identified in Section A herein.

### **5. Protest Procedures**

Interested parties aggrieved by this solicitation or the award of any resulting contract may file a written protest with the Authority's Director of Procurement. The Director of Procurement will consider all protests submitted before proposal opening, post-proposal opening, or after award.

The protest must include at least the following information:

- Name, address and telephone number of protester

- A statement of the relief is requested
- Identification of the solicitation under protest
- A detailed statement of the legal and factual grounds of protest including reference to relevant documents

The Director of Procurement shall render a decision in writing within fifteen (15) working days from receipt of the written protest and shall provide notice of such decision to all interested parties.

- a. Protests Prior to Receipt of Proposals Protests addressing the adequacy of this RFP, including any inequity or inadequacy in the Scope of Services, the Instructions to Proposers, and the Evaluation Criteria, must be filed at the Procurement Department no later than five (5) working days before the date proposals are to be received. Thereafter, such issues are deemed waived by all interested parties.

Notice of a protest and the basis, therefore, will be given to all parties, which have requested the RFP. The proposal due date will be extended, unless the Director of Procurement determines that:


- The items or services to be procured are urgently required; or
  - Delivery or performance will be unduly delayed by failure to make the award promptly, or
  - Failure to make prompt award will otherwise cause undue harm to the Authority or the federal government
- b. Protests After Proposal Receipt. Following completion of proposal evaluations and prior to award of contract, a proposer or subcontractor with a substantial economic interest in the award may submit a protest against the award. Such protest would generally address inequities in the evaluation process. Such protest must be filed within three (3) working days of the posting of a Recommendation of Award at the offices of the Authority's Department of Procurement. If the Director of Procurement decides that a protest lacks merit or that the award is to be made during the rendering of a protest, a written notice of the decision to proceed with the award will be given to the protestor and, as appropriate, to others concerned.
- c. Protests After Award. Notice of Protest against award must be filed at the Procurement Department within five (5) working days immediately following the award. The sole basis for such protest is that the award was made in violation of the procedures of the Authority's Board of Trustees. The Contractor will be furnished with the Notice of Protest and the basis thereof.
- When it appears likely, that an award may be invalidated or that a delay in receiving the supplies or services is not prejudicial to the Authority's interest, the Director of Procurement may suspend performance by the contractor on a no-cost basis.
- d. Protest to FTA. Under certain circumstances, a protest may be made to the Federal Transit Administration (FTA) in accordance with FTA Circular 4220.1 (current version). These circumstances are generally limited to (1) failure of a grantee to have and/or to follow a protest procedure and (2) to abide by a federal law or regulation.



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Disadvantaged Business Enterprise (DBE) Prime Contractor for  
December 7, 2021 Special Board meeting

Please be advised the following resolution involving a DBE firm as the prime contractor will be presented at the December 7, 2021 Special Board meeting.

- Authorizing Contract No. 2021-103 with Applied Graphics to provide production and installation services, for Contract No. 2021-103 – on up to 80 CNG Coaches.

If you have any questions please feel free to contact me. You can also contact Carl Kirkland, Director of Office of Business Development directly at (216)-356-3128.

CC:IB:CK:db





<b>TITLE/DESCRIPTION:</b> <b>CONTRACT:</b> PROCUREMENT OF BUS EXTERIOR GRAPHICS PRODUCTION AND INSTALLATION SERVICES ON UP TO 80 CNG COACHES OVER A FIVE (5) YEAR TERM  <b>VENDOR:</b> APPLIED GRAPHICS, LTD.  <b>AMOUNT:</b> NTE \$89,460.00 FOR THE FIRST 20 COACHES	<b>Resolution No.:</b> 2021-102
	<b>Date:</b> December 2, 2021
	<b>Initiator:</b> Fleet Management Department
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for the procurement of bus exterior graphics production and installation services on up to 80 CNG coaches over a five (5) year term of the contract and to authorize funding for 20 coaches.
- 2.0 **DESCRIPTION/JUSTIFICATION:** Exterior graphics are utilized on GCRTA commercial/bus exteriors. The material is designed to maintain color and adhesion in the transit environment in Northeast Ohio. On March 23, 2021, the Board of Trustees authorized the purchase of new 40 ft. CNG coaches by Resolution No. 2021-22. These buses now require exterior graphics. Currently, financing has been identified for the first 20 coaches.
- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposals ("RFP") was posted on the GCRTA Procurement web site and advertised in the local newspapers. Twenty interested parties downloaded the solicitation package. Three proposals were received. After evaluation by a panel of Authority employees in accordance with established Procurement policies and procedures and after negotiations, Applied Graphics, Ltd. was selected to provide bus exterior graphics production and installation services on up to 80 CNG coaches over a period of five years at unit prices of \$4,473.00 for year one, \$4,509.00 for year two, \$4,545.00 for year three, \$4,582.00 for year four and \$4,619.00 for year five, for a total negotiated contract price not to exceed \$362,550.00. Applied Graphics, Ltd. has successfully completed projects for GCRTA, and New Flyer Industries, among others.
- The Procurement Department performed a price analysis and determined the proposed pricing to be fair and reasonable to the Authority.
- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 12% DBE goal was established for this procurement. Applied Graphics, Ltd. is a certified DBE firm (Female-owned), and will perform 100% of the contract utilizing its own workforce.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This contract shall be payable from the RTA Development Fund, Fleet Management Department budget, including but not limited to, 100% Local funds at a unit price of \$4,473.00, for a total amount not to exceed \$89,460.00 for the first 20 CNG coaches. The remainder of said services shall be payable from the funding source to be determined based on funding available at that time. The proposal price is approximately 11% below the budget estimate.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would cause delays in the procurement of bus exterior graphics production and installation services and impact service quality.

- 8.0 RECOMMENDATION: This procurement was discussed by the Organizational, Services & Performance Monitoring Committee at the November 9, 2021 meeting. It is recommended that the offer of Applied Graphics, Ltd. be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
General Manager, Chief Executive Officer

RESOLUTION NO. 2021-102

AUTHORIZING CONTRACT NO. 2021-103 WITH APPLIED GRAPHICS LTD. FOR THE PROCUREMENT OF BUS EXTERIOR GRAPHICS PRODUCTION AND INSTALLATION SERVICES OF UP TO 80 CNG COACHES OVER A FIVE (5) YEAR TERM, AND FOR FUNDING IN AN AMOUNT NOT TO EXCEED \$89,460.00 FOR THE FIRST 20 CNG COACHES (RTA DEVELOPMENT FUND, CURRENT AND FUTURE FUNDING, FLEET MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority requires the procurement of bus exterior graphics production and installation services; and

WHEREAS, the proposal of Applied Graphics, Ltd., located at 1717 McCarrick Parkway Mansfield, Ohio 44903, for the procurement of bus exterior graphics production and installation services for up to 80 CNG coaches at unit prices of \$4,473.00.00 for year one, \$4,509.00 for year two, \$4,545.00 for year three, \$4,582.00 for year four, and \$4,619.00 for year five, for a total negotiated contract price not to exceed \$362,550.00 over the five (5) year term, was received on August 27, 2021; and

WHEREAS, Applied Graphics, Ltd has offered to provide bus exterior graphics production and installation services on the first 20 CNG coaches, at a unit price of \$4,473.00, for a total amount not to exceed \$89,460.00, with the remainder of 60 CNG coaches to be completed over the remaining five year term of the contract; and

WHEREAS, the General Manager, Chief Executive Officer deems the proposal of Applied Graphics, Ltd., to be the most advantageous proposal and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the proposal of Applied Graphics, Ltd. for the procurement of bus exterior graphics production and installation services over the five (5) year term of the contract be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer be and she is hereby authorized to enter into a contract with Applied Graphics, Ltd., to provide bus exterior graphics production and installation services on up to 80 CNG coaches over the five (5) year term of the contract.

Section 3. That the General Manager, Chief Executive Officer be and she is hereby authorized to purchase bus exterior graphics production and installation services for the first 20 CNG coaches.

Section 4. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized, based on available funding, to purchase bus exterior graphics production and installation services on up to the remaining 60 CNG coaches during the remainder of the five (5) year contract.

Section 5. This contract shall be payable from the RTA Development Fund, Fleet Management Department budget, including but not limited to, 100% Local funds at a unit price of \$4,473.00, for a total amount not to exceed \$89,460.00 for the first 20 CNG coaches. The remainder of said services shall be payable from the funding source to be determined based on funding available at that time. The proposal price is approximately 11% below the budget estimate.

Section 6. That the purchase of the balance of 60 bus exterior graphics production and installation services on CNG coaches during the remainder of the five (5) year contract shall be payable from a funding source to be determined based on the funding available at that time.

Section 7. That said contract shall be binding upon and an obligation of the Authority contingent upon funding for future years and compliance by the contractor to the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 8. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Applied Graphics, Ltd. will attempt to exceed the 12% minimum DBE goal assigned to this procurement.

Section 9. That this resolution shall become effective immediately upon its adoption.

Adopted: December 7, 2021

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer

## AGENDA

### RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, December 7, 2021

Committee Members: Mayor Michael P. Byrne, Chair  
Ms. Karen Gabriel Moss, Vice Chair  
Ms. Roberta Duarte  
Mr. Leo Serrano  
Mayor David E. Weiss


- I. Roll Call
- II. RFP Procurement – A presentation of a competitive negotiated procurement for a comprehensive compensation study  
  
Presenters:
  - George Fields, Deputy General Manager, Human Resources
  - Shawn Becker, Contract Administrator
- III. Annual DBE Goal FY 2022-2024 – A presentation on the establishment of the annual three-year Disadvantaged Business Enterprise (DBE) goal for federal fiscal years 2022-2024.  
  
Presenter:
  - Carl Kirkland, Director of Office of Business Development
- IV. Paratransit Update – Update on Paratransit Customer Handbook  
  
Presenter:
  - Nick Davidson, Director of Paratransit
- V. Adjourn



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Summary of Proposed Award – Compensation Study

This is a procurement to provide the Authority with a qualified firm to provide consulting services in compensation and salary administration for non-bargaining employees.

At the December 7, 2021, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for contract award. Attached is the summary for this contract award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the December 21, 2021 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.


ILB/MD  
Attachment



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Proposed FFY2022-2024 DBE Program Goal

At the December 7, 2021 Organizational, Services and Performance Monitoring Committee, staff will present the Proposed FFY2022-2024 DBE Program Goal.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

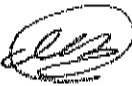
IB/CK



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Paratransit Customer Handbook

At the December 7, 2021 meeting of the Organizational, Services and Performance Monitoring Committee, Nick Davidson will provide an update on the Paratransit Customer Handbook.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/ND



## AGENDA

### RTA EXTERNAL & STAKEHOLDER RELATIONS & ADVOCACY COMMITTEE

Tuesday, December 7, 2021

Committee Members: Ms. Valarie J. McCall - Chair  
Karen Gabriel Moss - Vice Chair  
Mayor Michael P. Byrne  
Ms. Roberta Duarte  
Mayor Paul A. Koomar  
Ms. Luz N. Pelot

- I. Roll Call
- II. Human Resources Update – Update on human resources, workforce development and overall people strategy initiatives.

Presenters:

- George Fields, Deputy General Manager of Human Resources
- Wendy Talley, Director of Training and Employee Development
- Maria Shurik, Manager of Employee Development


- III. Adjourn



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Human Resources/Workforce Development Update

At the December 7, 2021 meeting of the External and Stakeholder Relations and Advocacy Committee, George Fields and Human Resources staff will present updates regarding human resources, workforce development, and overall people strategy initiatives.

Human Resources staff will describe how our new Mission "Connecting the Community," is improving the culture, increasing employee engagement, and demonstrating GCRTA's value to the community. Highlights of the presentation will include ways GCRTA is actively engaging employees in delivering GCRTA's mission, increasing numbers of employees engaging in personal and professional development, and GCRTA's focus on Workforce and Agency Partnerships.

Please call me if you have any questions or require additional information prior to the December 7, 2021 Board Committee meeting.

IB:GF

## AGENDA

### RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, December 7, 2021

Committee Members:            Mr. Terence P. Joyce, Chair  
   Ms. Karen Gabriel Moss, Vice Chair  
   Mayor Michael P. Byrne  
   Ms. Luz N. Pellot  
   Mr. Leo Serrano

I.        Roll Call

II.       Budget Presentation:

- Proposed 2022 Operating Budget
- Proposed increase to the FY 2021 General Fund and Reserve Fund
- Proposed increase to the FY 2022 Capital Improvement Plan (CIP)

Presenter:

- Kay Sutula, Director - Office of Management and Budget


III.      2<sup>nd</sup> Public Hearing

- FY 2022 Appropriation

IV.      Adjourn



To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Proposed Fiscal Year (FY) 2022 Budget Development and Proposed Increases  
to the FY 2021 General Fund Budget and Reserve Fund and FY 2022 Capital  
Improvement Plan (CIP)

At the November 16, 2021 Operational Planning & Infrastructure Committee meeting, staff presented the proposed FY 2022 Budget. The projected 2021 year-end balance of \$70.3 million represents a 3.3-month reserve. This is largely due to the funding received through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan (ARP). The 2021 estimate includes an amendment to create a new Revenue Stabilization Subfund under the Reserve Fund and transfer \$85 million into this subfund.

The proposed FY 2022 Budget includes total revenues of \$354.4 million. With a beginning balance of \$70.3 million, total resources amount to \$424.7 million. The two largest sources of revenue are Sales & Use Tax and Federal Stimulus Funding estimated at \$243.0 million and \$81.2 million, respectively.

Operating expenses are budgeted at \$274.8 million, which includes funding for 18 new positions and wages increases. Transfers to other funds total \$65.1 million, which include an additional \$25 million for the Capital Improvement Program. With total expenditures of \$339.9 million against total resources of \$424.7 million, the available ending balance is budgeted at \$84.8 million, or a 3.7-month reserve.

An increase in the appropriation to the FY 2022 Capital Improvement Plan will also be presented to the Operational Planning & Infrastructure Committee. The FY 2022 CIP was approved by the Board of Trustees on May 25, 2021. An increase of \$24 million will be needed for the Rail Car Replacement Program. An additional appropriation of \$10,200,000 will be needed for an increase in the Tower City East Portal Project and a competitive grant that was submitted for the Hayden District Roof Replacement Project.

At the December 7, 2021 Operational Planning & Infrastructure Committee meeting, we will again present the FY 2022 Budget, the amendment to the FY 2021 General Fund and Reserve Fund, and the amendment to the FY 2022 Capital Improvement Fund. This will be followed by a second public hearing. The resolutions for these will be presented at the December Board Meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB/kms



Greater Cleveland  
Regional Transit Authority

1240 West 6th Street  
Cleveland, Ohio 44113-1302  
Phone: 216-566-5100  
riderta.com

A handwritten signature in black ink, appearing to be 'R. D. Gautam', is written vertically to the left of the 'From:' line.

From: Rajan D. Gautam, DGM, Finance – Secretary/Treasurer  
Subject: Public Hearing Notice – FY 2022 Operating and Capital Budgets  
Date: November 1, 2021

Notice is hereby given that a public hearing on the FY 2022 Operating and Capital Budgets of the Greater Cleveland Regional Transit Authority will be held at 9:00 A.M. Eastern Daylight Time on Tuesday, November 16, 2021. A second public hearing will be held at 9:00 A.M. Eastern Daylight Time on Tuesday, December 7, 2021. Both public hearings will be held in the Board Room of the Authority, 1st Floor, Main Office Building, 1240 West Sixth Street, Cleveland, Ohio.

A copy of the proposed budget is on file in the Office of Management and Budget of the Greater Cleveland Regional Transit Authority, 4th Floor, 1240 West Sixth St., Cleveland, OH, and available for public inspection. India L. Birdsong, General Manager, Chief Executive Officer, Greater Cleveland Regional Transit Authority

## AGENDA

### RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, December 7, 2021

Committee Members:      President Charles P. Lucas (Chair)  
                                 Ms. Karen Gabriel Moss (Vice Chair)  
                                 Mayor Michael P. Byrne  
                                 Ms. Roberta Duarte  
                                 Mr. Terence P. Joyce  
                                 Mayor Paul A. Koomar  
                                 Ms. Valarie J. McCall  
                                 Ms. Luz N. Pellot  
                                 Mr. Leo Serrano  
                                 Mayor David E. Weiss


- I.      Roll Call
  
- II.     Code Book Updates - A request to (1) amend Chapter 297; (2) amend Section 460.03 and (3) repeal Chapter 852 of the Codified Rules and Regulations of the GCRTA.  
  
Presenter:
  - Michael Fesler, Associate Counsel II
  
- III.    Executive Session Requested - to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.
  
- IV.    Adjourn



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Administration, Finance and Vehicles and Operations Code Update

At the December 7, 2021 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Administration, Finance and Vehicles and Operations Code, specifically the chapters relating to the Innovation and Technology Division, Reserve Funds and the repeal of the Reward Program.

The proposed revisions to the policies include:

1. Enacting a chapter creating the Innovation and Technology Division and establishing the position of Deputy General Manager of Innovation and Technology.
2. Adding a reserve for revenue stabilization.
3. Repealing the reward program.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: Red-lines and clean copies of Chapter 297, Section 460.03 and Chapter 852

IB/dmt

CHAPTER 297

Office of Information Technology Innovation and Technology Division

<u>297.01</u>	<u>Supervision.</u>	<u>297.03</u>	<u>297.02</u>	<u>Executive- Director/Chief Deputy General Manager – Innovation and Technology Information Officer.</u>
<u>297.02</u>	<u>297.01</u>	Composition.		

CROSS REFERENCES

Public transportation - see 49 U.S.C.A. 5301 et seq.

Federal Transit Administration, Department of Transportation - see 49 C.F.R. Ch VI

Table of organization; establishment of departments; salaries -see BYLAWS, Art. VIII, Sec. 43

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**297.01 SUPERVISION.**

~~The Office of Information Technology will report to the General Manager/Secretary Treasurer.  
(Res. 2015-124. Passed 12-15-15.)~~

**297.02 297.01 COMPOSITION.**

The Office of Information Technology Innovation and Technology Division is responsible for applications, infrastructure and user support.  
(Res. 2015-124. Passed 12-15-15. Res. 2021-XXX. Passed XX-XX-21.)

**297.03 297.02 EXECUTIVE DIRECTOR/CHIEF INFORMATION OFFICER/DEPUTY GENERAL MANAGER – INNOVATION AND TECHNOLOGY.**

There is hereby established in the Office of Information Technology Innovation and Technology Division the unclassified position of Executive Director/Chief Information Officer/Deputy General Manager – Innovation and Technology.  
(Res. 2015-124. Passed 12-15-15. Res. 2021-XXX. Passed XX-XX-21.)



#### **460.03 RESERVE FUND.**

(a) A Reserve Fund containing sub-accounts may be established and maintained to protect the Authority from economic downturns.

(b) The Reserve Fund sub-accounts and criteria for management and balances are below.

- (1) Reserve for fuel: Annual savings resulting when actual expenditures are less than the budgeted line item for fuel may be placed in this subaccount to protect the Authority from a significant and continuing rise in fuel prices.
- (2) Reserve for compensated absences: Excess funds from the General Fund may be placed in this sub-account to ensure payment to employees for vacation time that has been earned. This reserve shall not exceed twenty-five percent of the accrued liability for compensated absences.
- (3) Reserve for hospitalization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial cost increases from unfunded mandates or out of the ordinary costs for catastrophic illnesses. The reserve shall not exceed ten percent of annual hospitalization costs.
- (4) Reserve for 27th payroll expense: The authority has two different payroll cycles; one cycle for hourly employees and one for salaried employees. Within each cycle, there is an extra pay date (27th payroll expense) that occurs every twelve years. This reserve shall be funded to the best of the Authority's ability in order to plan for this additional payroll expense.
- (5) A Rolling Stock Replacement Fund account may be established to set aside funds to systematically replace aging revenue vehicles. Funds should be amassed in this replacement fund and then transferred to the Capital Improvement Fund to assist in meeting this major capital requirement.
- (6) Reserve for Revenue Stabilization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial decreases in revenues. Funds should be amassed in this stabilization fund and then transferred to the General Fund when needed to maintain a one-month ending balance.

(Res. 2020-97. Passed 12-15-20. [Res. 2021-XX. Passed 12-XX-21.](#))

~~CHAPTER 852~~  
~~Reward Program~~

<del>852.01</del>	<del>Authority of General Manager/Secretary-Treasurer.</del>	<del>852.02</del>	<del>Amount of reward.</del>
		<del>852.03</del>	<del>Authority of Legal Committee.</del>

~~CROSS REFERENCES~~

~~Safety authority—see 49 U.S.C.A. 1618~~  
~~Crime prevention and security—see 49 U.S.C.A. 1620~~  
~~Criminal damaging or endangering—see Ohio R.C. 2909.06~~  
~~Criminal mischief—see Ohio R.C. 2909.07~~  
~~Unauthorized use of a vehicle—see Ohio R.C. 2913.03~~  
~~Unauthorized use of property—see Ohio R.C. 2913.04~~  
~~Security/RTA Police Department—see ADM. Ch. 298~~  
~~Protection against internal losses of public assets—see FIN. Ch. 464~~

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~~**852.1—AUTHORITY OF GENERAL MANAGER/SECRETARY-  
TREASURER.**~~

~~The Legal Committee of the Board of Trustees is hereby authorized to direct the General Manager/Secretary-Treasurer to make payment of a reward to any person (other than law enforcement officers or employees of the Authority) who furnishes information necessary to and resulting in the arrest and conviction of those persons guilty of crimes involving the property of the Authority or against persons employed by and/or utilizing the transportation facilities of the Authority.  
(Res. 1978-45. Passed 2-28-78.)~~

~~**852.2—AMOUNT OF REWARD.**~~

~~Upon the request of the President of the Board of Trustees, the Legal Committee shall determine the amount of the reward based upon the nature and severity of the crime involved. However, no reward recommended by the Committee shall be in excess of five thousand dollars (\$5,000).  
(Res. 1978-45. Passed 2-28-78.)~~

~~**852.3—AUTHORITY OF LEGAL COMMITTEE.**~~

~~All other terms, conditions, provisions, methods of payment, announcements and publications of such reward shall be within the discretion of the Legal Committee.  
(Res. 1978-45. Passed 2-28-78.)~~

CHAPTER 297  
Innovation and Technology Division

297.01	Composition.	297.02	Deputy General Manager – Innovation and Technology
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CROSS REFERENCES

Public transportation - see 49 U.S.C.A. 5301 et seq.

Federal Transit Administration, Department of Transportation - see 49 C.F.R.  
Ch VI

Table of organization; establishment of departments; salaries -see BYLAWS,  
Art. IX, Sec. 3

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**297.01 COMPOSITION.**

The Innovation and Technology Division is responsible for applications, infrastructure and user support.

(Res. 2015-124. Passed 12-15-15. Res. 2021-XXX. Passed XX-XX-21.)

**297.02 DEPUTY GENERAL MANAGER – INNOVATION AND TECHNOLOGY.**

There is hereby established in the Innovation and Technology Division the unclassified position of Deputy General Manager – Innovation and Technology.

(Res. 2015-124. Passed 12-15-15. Res. 2021-XXX. Passed XX-XX-21.)

#### **460.03 RESERVE FUND.**

(a) A Reserve Fund containing sub-accounts may be established and maintained to protect the Authority from economic downturns.

(b) The Reserve Fund sub-accounts and criteria for management and balances are below.

- (1) Reserve for fuel: Annual savings resulting when actual expenditures are less than the budgeted line item for fuel may be placed in this subaccount to protect the Authority from a significant and continuing rise in fuel prices.
- (2) Reserve for compensated absences: Excess funds from the General Fund may be placed in this sub-account to ensure payment to employees for vacation time that has been earned. This reserve shall not exceed twenty-five percent of the accrued liability for compensated absences.
- (3) Reserve for hospitalization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial cost increases from unfunded mandates or out of the ordinary costs for catastrophic illnesses. The reserve shall not exceed ten percent of annual hospitalization costs.
- (4) Reserve for 27th payroll expense: The authority has two different payroll cycles; one cycle for hourly employees and one for salaried employees. Within each cycle, there is an extra pay date (27th payroll expense) that occurs every twelve years. This reserve shall be funded to the best of the Authority's ability in order to plan for this additional payroll expense.
- (5) A Rolling Stock Replacement Fund account may be established to set aside funds to systematically replace aging revenue vehicles. Funds should be amassed in this replacement fund and then transferred to the Capital Improvement Fund to assist in meeting this major capital requirement.
- (6) Reserve for Revenue Stabilization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial decreases in revenues. Funds should be amassed in this stabilization fund and then transferred to the General Fund when needed to maintain a one-month ending balance.

(Res. 2020-97. Passed 12-15-20. Res. 2021-XX. Passed 12-XX-21.)

CHAPTER 852  
Reward Program

EDITOR'S NOTE: This chapter was repealed by Resolution 2021-XXX, passed XX-XX-21.

## AGENDA

### RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, December 7, 2021

Committee Members:        Ms. Karen Gabriel Moss - Chair  
   Mr. Terence P. Joyce  
   Mayor Paul A. Koomar  
   Ms. Valarie J. McCall  
   Mayor David E. Weiss

- I.     Roll Call
- II.    Property Insurance Renewal Program – Presentation on the Property Insurance Renewal Program.  
  
      Presenter:
  - Judy Lincoln, Director of Risk Management
- III.   Cyber Liability Insurance Program – Presentation on the Cyber Liability Insurance Renewal.  
  
      Presenter:
  - Judy Lincoln, Director of Risk Management
- IV.   Internal Audit Charter – Review of Internal Audit Charter.  
  
      Presenter
  - Tony Garofoli, Executive Director of Internal Audit
- V.    Adjourn



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer

Date: December 2, 2021

Subject: Property Insurance Renewal

A handwritten signature in black ink, appearing to read 'India L. Birdsong', is written over the 'From:' line of the memo.

At the December 7, 2021 Audit, Safety, Compliance and Real Estate Committee meeting, Judy Lincoln, Director of Risk Management, will provide a presentation on GCRTA's Property Insurance policy renewal.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

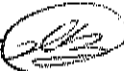
IB/JLL



Greater Cleveland  
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President  
and Members, Board of Trustees

From: India L. Birdsong  
General Manager, Chief Executive Officer 

Date: December 2, 2021

Subject: Cyber Liability Insurance

At the December 7, 2021 Audit, Safety, Compliance and Real Estate Committee meeting, Judy Lincoln, Director of Risk Management, will provide a presentation on GCRTA's Cyber Liability Insurance policy renewal.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/JLL