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July 12, 2019

Ms. Lesley Head
Director, Recreation & Community Development
County of Brant
15 Curtis Avenue North
Paris, Ontario
N3L 3W1

Dear Ms. Head:

EVALUATION OF PROPOSALS TO PROVIDE A DEMAND-RESPONSE PUBLIC TRANSIT SERVICE

This letter summarizes the process and results for selecting a contractor to deliver and operate the “Brant e-Ride” demand-response public transit service in the county pursuant to the issuance of a Request for Proposals by the County. It includes a recommendation of the preferred proponent, BTS Network.

Background

County Council approved the adoption of a demand-response “e-Ride” public transit service in October 2018 based on the Phase 2 report prepared by IBI Group and approved funding to proceed with the service as part of the 2019 budget process in March 2019. As a result, County staff commenced the process to select a contractor to deliver and operate the service through a competitor procurement process. The core principle of the demand-response service was to utilize advanced technology to handle trip reservation, service delivery and routing as well as fare payment and billing. The contractor for the service would provide both the technology and the staff and vehicles required to operate the service.

The competitive procurement process consisted of two steps:

1. The issuance of an Expression of Interest (EOI) for the purpose of providing advance notice of the County’s plan and to determine interest from the industry and private sector;
2. The issuance of a Request for Proposal (RFP) which detailed the service to be provided, related features and required elements, conditions and contractual terms and costing. The RFP also included details regarding the process for evaluating and selecting the successful respondent. The terms of the contract are for a minimum of three years with provision for two one (1) year extensions.

The EOI and RFP documents were prepared jointly by County staff and IBI Group and were based on typical approaches and documents used in other municipalities for similar services.

The EOI was issued on April 9th to some 23 firms, both technology and transportation providers, and was advertised locally and through the Ontario and Canadian transit associations. The EOI closed on April 23rd. Twelve responses were received.

The RFP was issued on May 16th and closed on June 19th and was a “two envelope” system whereby respondents submitted their technical and cost proposals separately. The cost

Ms. Lesley Head – July 12, 2019

proposal envelope would only be opened if the respondent achieved the minimum technical evaluation scoring, which is a standard approach. Five responses to the RFP were received from:

- BTS Network
- Paris Taxi
- DoubleMap
- Pantonium
- Via Transportation

Evaluation Process

The RFP included the evaluation criteria and scoring in order that all respondents were fully apprised in advance of the methodology and basis for evaluation and selection of the preferred respondent. The evaluation framework reflected the two-step process incorporated in the RFP submission requirement - Technical and Cost. The technical evaluations were conducted independently by County of Brant staff and two consultants from IBI Group and then consolidated.

Of the five responses, Via Transportation advised that there were unable to respond at this time and was therefore not considered. The responses from DoubleMap and Pantonium were only for technology and therefore did not reach the minimum technical score to be considered further. The responses from Paris Taxi and BTS Network achieved the base technical score and were then invited to an interview and presentation on July 10th. The purpose of the interviews was for the respondents to demonstrate their capabilities, technology and to clarify and elaborate on their proposal and for the evaluation committee to understand the respondent's proposals and validate the initial evaluation scoring. Subsequent to the interview, the cost envelope was opened and considered. The results of the scoring is summarized in the attached exhibit.

Recommended Proponent

Based on the technical and cost proposal scoring, BTS Network scored highest with a total score of 87.68 compared to Paris Taxi with 85.77. While the cost proposal from Paris Taxi was marginally lower than BTS Network, the technical score for BTS Network was significantly higher. The interview and presentation by BTS Network supported the higher technical scoring.

As a result, **BTS Network is the recommended proponent.**

Yours truly,

IBI GROUP



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Attached: Evaluation Scoring Summary