



## **Addendum 8**

### **Northeast Texas Regional Mobility Authority**

### **Roadside System Implementation and Maintenance**

#### **Extension of Proposal Due Date and Submittal Format**

##### **Proposal due date**

The NET RMA extended the proposal due date three weeks. The new submittal date is **Thursday, April 23, 2020 at 3:00 p.m. CDT.**

##### **Submittal requirements**

NET RMA will allow two options for the submittal of proposals. Proposers may use Dropbox and the instructions below. If corporate governance does not allow the use of Dropbox, proposers may mail flash driver to the NET RMA offices. Technical proposals and Cost proposals must be in separate files in either Dropbox or on flash drives. Each proposing firm using Dropbox will have their folder, to which only they, NET RMA and NET RMA's representatives, have access.

Please note:

1. Hard copies are no longer required.
2. "Wet" signatures are also not required. Digital signatures are acceptable
3. The Dropbox option has a different due date of **April 22, 2020 at 3:00 p.m. CDT.**

##### **Dropbox instructions**

1. Proposers must send an email stating their intent to submit electronically no later than Noon, CDT on Tuesday, April 21, 2020.
2. The intent to submit electronically email shall go to [rfagan@faganconsulting.com](mailto:rfagan@faganconsulting.com)
3. The intention to submit electronically email must provide at least one proposer email address. NET RMA will send an invitation to a secure Dropbox directory to the email addresses.
4. NET RMA or its authorized agent will issue to the email address(es) provided a Dropbox invitation to a private directory that is accessible only to the proposer, NET RMA, and NET RMA's representatives.
5. Proposers will upload their proposal document to the Dropbox directory provided.
6. The proposals shall be in a digitally signed PDF document. If the proposers desire, they may submit documents in native format as well.
7. Proposers are responsible for obtaining a Dropbox account suitable for uploading their proposals.
8. Once the proposer uploads all proposal documents, the proposer representative must send an email to [rfagan@faganconsulting.com](mailto:rfagan@faganconsulting.com), confirming submittal. NET RMA must receive the email no later than **3:00 p.m. CDT, April 22, 2020.** The additional time will allow NET RMA to resolve any submission issues.



9. Once the proposer's email is received, NET RMA or its agent will remove the submitted proposal documents from the secure Dropbox directory. NET RMA or its representatives will delete the directory. NET RMA will consider the proposals submitted.
10. NET RMA will then issue an email to the proposer at the email address(es) provided for the Dropbox credentials confirming receipt of the proposal documents.

**Flash drives**

For proposers that submit via flash drives must ensure delivery of the flash drive(s) to the NET RMA offices by **Thursday, April 23, at 3:00 p.m. CDT.**

Please submit any questions to Ron Fagan at [rfagan@faganconsulting.com](mailto:rfagan@faganconsulting.com)