



STAFF REPORT

MEETING DATE:	June 25, 2025
SUBJECT:	Authorize a Five-Year Technical Services Agreement for Information Technology Support Services Totaling \$300,000
AGENDA ITEM:	7-8
STAFF CONTACT:	Laurent Beauregard, Assistant Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to:

- Enter into a technical services agreement with Apex Technology Management, Inc. (Apex) for information technology (IT) support services for a five-year term, not to exceed a total of \$300,000; and
- Make minor administrative amendments as appropriate.

DISCUSSION:

Information technology support services are needed to maintain the agency's IT hardware, software, and backup files; provide technical support to staff; and assist with the purchase of IT equipment and services. SRTA has maintained an on-call information technology support services contract since 2012. The agency's current agreement with Apex expires on June 30, 2025.

SRTA issued a request for proposals (RFP) for on-call IT support services on April 13, 2025. The following eight firms submitted proposals: Acorn Technology Services; Apex Technology Management, Inc; Cendien; Computer Logistics; Encode; Global Solutions Group, Inc; Next IT; SoftSages LLC. All firms demonstrated the capacity to provide IT support services to SRTA. Apex had the highest scoring proposal and is recommended for award based on a competitive fee schedule. Encode was a close second, but was not chosen due to their comparable services being almost double what Apex quoted.

A five-year agreement is recommended to stabilize costs and minimize disruption of services. The budget of \$300,000 covers monthly IT support needs, day-to-day technical support, annual price escalations, anticipated replacement of equipment, key software to maintain operations, and anticipated projects.

ALTERNATIVES:

The board of directors may select a different firm, circulate a new RFP, or delay this item to request additional information. Any delays to awarding a contract would require a month-to-month agreement with Apex.

FISCAL IMPACT:

The \$300,000 in IT support services are reimbursed as overhead to SRTA through the Indirect Cost Allocation Plan to recover costs proportionally across all SRTA fund sources.

A blue ink signature of Sean Tiedgen, written in a cursive style.

Sean Tiedgen, AICP, Executive Director

Attachments:

A: Consensus Score Sheet

B: Draft Technical Services Agreement

Attachment A

Consensus Score

Firm Name	35 points Thoroughness of proposal at addressing the project's scope of work and the project's overarching objectives	35 points Qualifications and similar experience of the consulting firm and project team	25 points Cost and value of services to be provided	5 points DBE participation	Total Score
Acorn	27.7	29.7	14.3	0	71.7
Apex	33.0	34.7	24.0	0	91.7
Cendien	21.3	24.7	18.0	0	64.0
Computer Logistics	30.3	29.0	21.7	0	81.0
Encode	34.7	33.3	21.7	0	89.7
Global Solutions Group	27.0	30.7	19.7	5	82.3
Next IT	17.3	17.0	11.7	0	46.0
Soft Sages	28.3	29.7	20.3	5	83.3

**TECHNICAL SERVICES AGREEMENT BETWEEN
THE SHASTA REGIONAL TRANSPORTATION AGENCY AND
APEX TECHNOLOGY MANAGEMENT LLC. FOR PROVIDING INFORMATION TECHNOLOGY (IT)
SUPPORT SERVICES**

This agreement is entered into between the Shasta Regional Transportation Agency ("SRTA") and Apex Technology Management LLC. ("Consultant") for the purpose of providing information technology (IT) support services.

1. RESPONSIBILITIES OF CONSULTANT

- A) Consultant shall complete the services outlined in the scope of work shown in Attachment A.
- B) As required by California Government Code Section 7550, each document or report prepared by Consultant, for or under the direction of SRTA pursuant to this agreement, shall contain the numbers and dollar amount of the agreement and all subcontracts under the agreement relating to the preparation of the document or written report. If multiple documents or written reports are the subject of the agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports. Consultant shall label the bottom of the last page of the document or report as follows: Shasta Regional Transportation Agency, agreement number, and dollar amount. If more than one document or report is produced under this agreement, Consultant shall add: "This [document or report] is one of [number] produced under this agreement."
- C) Consultant will not install, support, or troubleshoot unlicensed software and will inform SRTA if any such software is found on supported devices.
- D) Consultant shall provide 30 days written notice, prior to July 1 of each year, if they seek an increase of the hourly or project rates specified in Section 3 of this contract and in Attachment B, Section B.
- E) Consultant shall provide no less than 14 days written notice of a price increase to any of the additional services provided to SRTA that are not included in the Monthly Service Rate, including items listed in Attachment B, Section D (e.g. Office 365, antivirus software, offsite backup).

- F) Consultant shall guarantee that any purchases requested through this contract are procured through an open and competitive process, consistent with SRTA's procurement policies.

2. RESPONSIBILITIES OF SRTA

- A) SRTA shall compensate Consultant as set forth in section 3 of this agreement and shall monitor Consultant's performance.
- B) SRTA shall review and comment on all draft documents including plans, narratives, and reports in a timely manner.
- C) SRTA will provide the following in a timely manner:
- Access to SRTA's office during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) as needed and approved, to complete requested services;
 - Access to SRTA's office before or after regular business hours, as needed, to respond to planned or emergency work; and
 - Documentation supporting ownership or licensing of all equipment and software.

3. COMPENSATION

Compensation shall be based on expenses associated with project deliverables, per the budget and fee schedule shown in Attachment B. Consultant shall be paid a monthly rate based on the agreed upon number of servers and workstation covered, starting on July 1, 2025, for information technology support services, as outlined in Attachment A, with a maximum of 3% annual increases, starting July 1, 2026, and each subsequent year as outlined in Attachment B. Future changes to the monthly rates as shown in Attachment B must be agreed to in writing, by administrative amendment, between SRTA and Consultant.

For support services requested by SRTA that are not covered under Attachment A, Consultant shall be paid at the following rates by technician level:

- "Level 3" technician: \$165
- "Level 2" technician: \$140
- "Level 1" technician: \$120

For projects that are not covered in the monthly support as outlined in Attachment A, SRTA will pay Consultant at a rate of \$165 per hour. Future changes to the technician and/or project rates must be agreed to in writing, by administrative amendment, between SRTA and Consultant and shall not exceed 3% annually.

Compensation shall not exceed \$300,000 for the services described in both Attachments A and B for the life of this contract.

4. BILLING AND PAYMENT

Consultant shall submit to SRTA within thirty days (30) after completion of the services described in section 1, an itemized, mailed or emailed invoice of services rendered and an accompanying progress report. Consultant may submit periodic invoices as work is completed during the term of this agreement; however, not less than quarterly Consultant shall submit an invoice and progress report **within ten days following the close of the quarter**. SRTA's quarters end on the following dates:

- Q1 – September 30
- Q2 – December 31
- Q3 – March 31
- Q4 – June 30

Consultant may mail invoices to SRTA at the following address:

1255 East Street, Suite 202
Redding, CA 96001

Alternatively, Consultant may email invoices to SRTA at the following address for review: srta@srta.ca.gov

SRTA shall make payment within 30 days of receipt of Consultant's correct and approved invoice(s). All requests for payment must include the following:

- a. Consultant's name;
- b. Invoice date and number;
- c. Reference to project name and number;
- d. Narrative of services performed in the period by task, and any agreed-upon deliverables per Attachments A and B;
- e. Percentage of project that is complete;
- f. Invoice support documentation; and
- g. Amount of the invoice.

For travel and subsistence (per diem) expenses of Consultant and its subcontractors, Consultant rates shall not exceed rates authorized to be paid rank and file State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by Consultant are in excess of DPA rates, SRTA will not reimburse those amounts in excess of the DPA rates.

Consultant will require that it and its subcontractors be obligated to agree, that (a) the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items (contractors shall refer to, 2 CFR, Part 200 Uniform

Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and/or parties shall comply with applicable regulations (i) 2 CFR part 220, “Cost Principles for Educational Institutions (OMB Circular A–21);” (ii) 2 CFR part 230, “Cost Principles for Non-Profit Organizations (OMB Circular A–122); and (b) all parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Contractor, and subcontractor(s), as applicable shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

Consultant, and its subcontractors, shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Requests for Reimbursement which segregate and accumulate the costs of work elements by line item (i.e direct labor, other direct costs, consultants/subcontractor, etc.) and enable the determination of incurred costs at interim points of completion, and also provide support for reimbursement payment vouchers or invoices.

For the purpose of determining compliance with Title 2, California Government Code, Chapter 6.5, Article 2, Section 8546.7, Consultant and its subcontractors shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts and/or agreements, including, but not limited to, the costs of administering those various contracts and/or agreements. All of the above referenced parties shall make such contracts and/or agreements available at their respective offices at all reasonable times during the entire period of the contract duration and for three (3) years from the date of final payment to Consultant or until audit resolution is achieved for each annual SRTA Overall Work Program Agreement, whichever is later. The State, the California State Auditor, or any duly authorized representative of the State or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to the fulfillment of the contracts/ and/or agreements for audits, examinations, excerpts, and transactions, and Consultant and its subcontractors shall furnish copies thereof if requested.

5. TERM OF AGREEMENT AND SCHEDULE

- A) This agreement shall commence on the date of SRTA board of directors, or executive director, signing and shall terminate upon completion of the services described in section 1 and Attachment A, or on June 30, 2030, whichever is earlier, unless this agreement is terminated under the provisions of Section 6 of this agreement. If the project scope is not complete by the termination date, SRTA reserves the right to extend the agreement for a specific period without any change in compensation to the Consultant.

- B) Subcontractor contracts containing Federal and State planning funds are required to be competitively bid and awarded in accordance with Title 49, CFR, Part 18, Section 18.37 and consistent with Local Assistance Procedure Manual, Ch. 10 or successors thereto.
- C) At the end of the contract period, SRTA reserves the right to extend the agreement on a month to month basis for a period of up to six months at the then going monthly support costs rate if a transition between IT consultants is determined necessary.

6. TERMINATION OF AGREEMENT

- A) Termination for Convenience – This agreement may be terminated by either party for any reason and at any time by giving no less than thirty (30) days written notice of such termination to the other party and specifying the effective date thereof, provided, however, that no such termination may be effected by the agency unless an opportunity for consultation is provided prior to the effective date of the termination.
- B) Termination for Cause – If Consultant materially fails to perform duties to the satisfaction of SRTA or if Consultant fails to fulfill in a timely and professional manner obligations under this agreement, or if Consultant violates any of the terms or provisions of this agreement, then SRTA shall have the right to terminate this agreement for cause effective immediately upon SRTA giving written notice thereof to Consultant. The Consultant shall retain the contract project manager as specified within this agreement. If the project manager is revised, SRTA shall require notice within seven days of the change, to the extent practicable. SRTA retains the right to terminate the contract if the project manager change is not acceptable to SRTA.

If termination for cause is given by SRTA to Consultant and it is later determined that Consultant was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph A of this section.

- C) Immediate Termination – SRTA may terminate this agreement immediately upon oral and/or written notice should funding cease, or be materially decreased, during the term of this agreement.
- D) Stop Work Order – SRTA may, in order to investigate a possible deficiently-performing consultant or, in some instances protect itself and/or consultant from financial risk associated with lapsed funding, may request a stop order on all consultant work associated with this agreement. Such stop work order will be delivered in writing to the consultant and shall be effective immediately.

E) SRTA's right to terminate this agreement may be exercised by the Executive Director, or his/her designee.

F) Disposition of, Title to and Payment for Work upon Expiration or Termination –

Upon expiration of this agreement or termination for cause or termination for the convenience of a party, all finished or unfinished documents and other materials (e.g. finished and unfinished reports, data, studies, photographs, charts, and other documents), if any, and all rights therein shall become, at the option of SRTA, the property of and shall be promptly returned to SRTA, although Consultant may retain a copy of such work for its personal records only. Unless otherwise expressly provided in this agreement, any copyrightable or patentable work created by Consultant under this agreement shall be deemed a "work made for hire" for purposes of copyright or patent law and only SRTA shall be entitled to claim or apply for the copyright or patent thereof.

G) Payment Terms Upon Termination – Consultant shall only be paid for services satisfactorily completed and provided prior to the notice of termination. Consultant shall be paid for the percentage of work satisfactorily completed under the Agreement, as agreed to by the agency, to the total compensation authorized by the agreement, less payments of compensation previously made.

7. ENTIRE AGREEMENT; AMENDMENTS

A) This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. Consultant specifically acknowledges that in entering into and executing this agreement, Consultant relies solely upon the provisions contained in this agreement and no others.

B) No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. However, minor amendments which do not result in a substantial or functional change to the original intent of the agreement and do not cause an increase to the maximum amount payable under this agreement may be agreed to in writing between Consultant and the executive director. If the proposed minor amendment alters the project schedule, a revised project schedule will be required from the Consultant for this agreement.

C) The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.

8. NONASSIGNMENT OF AGREEMENT; NON-WAIVER

Inasmuch as this agreement is intended to secure the specialized services of the Consultant, Consultant may not assign, transfer, delegate or sublet any interest herein without the prior written consent of SRTA. The waiver by SRTA of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

9. EMPLOYMENT STATUS OF CONSULTANT

Consultant shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow SRTA to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this agreement; provided, however, that the services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such services. The interest of SRTA is to ensure that services shall be rendered and performed in a competent, efficient, timely and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal government which would be withheld from compensation if Consultant were an SRTA employee. SRTA shall not be liable for deductions for any amount, for any purpose, from Consultant's compensation. Consultant shall not be eligible for coverage under SRTA workers' compensation insurance plan nor shall Consultant be eligible for any other SRTA benefit. Consultant must issue W-2 and 941 Forms for income and employment tax purposes, for all of Consultant's assigned personnel under the terms and conditions of this agreement.

10. INDEMNIFICATION

Consultant shall defend, hold harmless, and indemnify SRTA, its elected officials, officers, employees, and agents against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of SRTA counsel and counsel retained by SRTA, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of SRTA) being damaged by the negligent acts, willful acts, or errors or omissions of the Consultant or any of Consultant's subcontractors, any person employed under Consultant, or under any subcontractor, or in any capacity during the progress of the work, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of SRTA. Consultant shall also defend and indemnify SRTA for any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency and shall defend, indemnify and hold harmless SRTA with respect to Consultant's "independent contractor" status that would establish a liability on SRTA for failure to make social security deductions or contributions or income tax withholding payments, or any other legally mandated payment.

For professional services provided under this agreement, Consultant shall indemnify, defend, and hold harmless SRTA, its elected officials, officers, employees, agents, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damage, and costs, including reasonable attorneys' fees, to the extent caused by the negligent acts, willful acts, or errors or omissions of the professional services provided under this agreement.

11. INSURANCE COVERAGE

- A) Consultant and any subcontractor shall obtain, from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this agreement Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect SRTA and the public with limits of liability of not less than \$1 million combined single limit bodily injury and property damage; such insurance shall be primary as to any other insurance maintained by SRTA.
- B) Consultant and any subcontractor shall obtain and maintain continuously required Workers' Compensation and Employer's Liability Insurance to cover Consultant, subcontractor, Consultant's partner(s), subcontractor's partner(s), Consultant's employees, and subcontractor(s) employees with an insurance carrier authorized to transact business in the State of California covering the full liability for compensation for injury to those employed by Consultant or subcontractor. Consultant hereby certifies that Consultant is aware of the provisions of section 3700 of the Labor Code which requires every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Consultant will comply with such provisions before commencing the performance of the work of this agreement.
- C) Consultant shall obtain and maintain continuously a policy of Errors and Omissions coverage with limits of liability of not less than \$1 million.
- D) Consultant shall require subcontractors to furnish satisfactory proof to them that liability and workers' compensation and other required types of insurance have been obtained and are maintained similar to that required of Consultant pursuant to this agreement. Consultant shall not allow any contract or subcontract to continue without proper insurance in effect after notification of the lapse of requisite insurance.
- E) With regard to all insurance coverage required by this agreement:
 - (1) Any deductible or self-insured retention exceeding \$25,000 for Consultant or subcontractor shall be disclosed to and be subject to approval by SRTA prior to the effective date of this agreement.

- (2) If any insurance coverage required hereunder is provided on a “claims made” rather than “occurrence” form, Consultant or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of the agreement and continue coverage for a period of three years after the expiration of the agreement and any extensions thereof. In lieu of maintaining post-agreement expiration coverage as specified above, Consultant or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide coverage for claims received and reported three years after the expiration date of the agreement.
- (3) All insurance (except workers’ compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names the *Shasta Regional Transportation Agency (SRTA), its elected officials, officers, employees, agents, and volunteers as an additional insured* and provides that coverage *shall not be reduced or canceled without 30 days written prior notice certain to SRTA*. The Additional Insured coverage shall be equal to Insurance Service Office endorsement CG 20 10 for on-going operations and CG 20 37 for completed operations.
- (4) Each insurance policy (except for workers’ compensation and professional liability policies), or endorsement thereto, shall contain a “separation of insureds” clause which shall read:
- “Separation of Insureds.”
- Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:
- a) As if each Named Insured were the only Named Insured; and
 - b) Separately to each suit insured against whom a claim is made or suit is brought.
- (5) Consultant shall provide SRTA with an endorsement or amendment to Consultant’s policy of insurance as evidence of insurance protection before the effective date of this agreement. The accountant/finance officer, or his designee, shall approve the insurance certificate. A copy of the insurance certificate will be kept in the project file.
- (6) The insurance required herein shall be in effect at all times during the term of the agreement. In the event any insurance coverage expires at any time during

the term of the agreement, Consultant shall provide, at least twenty (20) days prior to said expiration date, a new endorsement or policy amendment evidencing insurance coverage as provided for herein for not less than the remainder of the term of the agreement or for a period of not less than one year. In the event Consultant fails to keep in effect at all times insurance coverage as herein provided and a renewal endorsement or policy amendment is not provided within ten (10) days of the expiration of the endorsement or policy amendment in effect at inception of the agreement, SRTA may, in addition to any other remedies it may have, terminate the agreement upon the occurrence of such event and pay in full all contractual invoices for work completed prior to expiration of insurance.

- (7) If the endorsement or amendment does not reflect the limits of liability provided by the policy of insurance, Consultant shall provide SRTA a certificate of insurance reflecting those limits.

12. NOTICE OF CLAIM/APPLICABLE LAW/VENUE

- A) If any claim for damages is filed with Consultant or if any lawsuit is instituted concerning Consultant's performance under this agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect SRTA, Consultant shall give prompt and timely notice thereof to SRTA. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten days following the date of service of process of a lawsuit.
- B) Any dispute between the parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County, California.

13. FEDERAL CERTIFICATIONS AND ASSURANCES

- A) The Consultant shall adhere to the requirements contained in SRTA's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SRTA's OWP, pursuant to 23 CFR 450.334 and 23 U.S.C. 134. This Certification shall be published annually in SRTA'S OWP. Such requirements shall apply to the Consultant to the same extent as SRTA and may include, but are not limited to:
- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
 - (2) In nonattainment and maintenance areas, section 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93.
 - (3) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;

- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
 - (5) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
 - (6) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
 - (7) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
 - (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
 - (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
 - (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
- B) The Consultant shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SRTA'S OWP and found online at http://www.fta.dot.gov/grants/12825_93.html. Such assurances shall apply to the Consultant to the same extent as SRTA, including but not limited to the following areas:
- (1) Authority of Applicant and its Representatives;
 - (2) Standard Assurances;
 - (3) Intergovernmental Review Assurance;
 - (4) Nondiscrimination Assurance;
 - (5) Suspension and Debarment Certification;
 - (6) U.S. OMB Assurances in SF-424B and SF-424D.

14. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- A) It is the policy of SRTA, the California Department of Transportation, and the U.S. Department of Transportation, that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have an equal opportunity to receive and participate

in the performance of agreements financed in whole or in part with FHWA/FTA funds provided under this agreement.

- B) The Consultant, its employees, and its sub-contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of FHWA/FTA funds-assisted contract or in the administration of SRTA's DBE program per the requirements of 49 CFR Part 26. Failure to carry out the requirements of this paragraph shall constitute a breach of contract and may result in termination of this agreement or such other remedy SRTA may deem appropriate.
- C) If Consultant proposed the contract project with Disadvantaged Business Enterprise participation, the Consultant will adhere to the stated participation rate unless otherwise agreed to, in writing, between SRTA and the Consultant for circumstances beyond the control of the Consultant.

Consultant will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps shall include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - (4) Establishing delivery schedules, where the project requirements permit, that encourage participation by small and minority business, and women's business enterprises;
 - (5) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- D) The Consultant shall, as required by 49 CFR part 26, include the language in Attachment C into all contracts funded in whole or in part with funds authorized in this agreement.
 - E) The Consultant shall assist SRTA with relevant DBE reporting requirements. DBE reporting requirements also apply to non-DBE firms.

15. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

- A) In the performance of work undertaken pursuant to this agreement, the Consultant for itself, its assignees, and successors in interest, shall affirmatively require that its employees and subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave.
- B) The Consultant shall ensure that the evaluation and treatment of its employees and applicants for employment, as well as its subcontractors, are free from such discrimination and harassment. The Consultant shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this agreement by reference and made a part hereof as set forth in full. The Consultant shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.
- C) In the event of the Consultant's noncompliance with the nondiscrimination provisions of this agreement, SRTA shall impose such contract sanctions as it, the DOT, or other applicable funding agency may determine to be appropriate, including, but not limited to:
- (1) Withholding of payments to the Consultant under this agreement until the Consultant complies; and/or
 - (2) Cancellation, termination or suspension of the agreement, in whole or in part.
- D) Consultant shall permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by the State to investigate compliance with this section.
- E) The Consultant shall include the provisions of this Section in every agreement with its subcontractor(s). The Consultant shall take such action with respect to any such

agreement as SRTA, the DOT, or other applicable funding agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

16. COMPLIANCE WITH LAWS

- A) Consultant will observe and comply with all applicable federal, state, and local laws, ordinances, and codes which relate to the services to be provided pursuant to this agreement.
- B) Consultant agrees to adhere to the Buy America regulations which apply to federally- assisted, typically development and/or construction activities subject to a NEPA determination, procurements exceeding certain amounts. Buy America regulations require Consultant to provide goods produced or manufactured in the US, unless the federal government has granted a waiver authorized by those regulations.
- C) When using federal funds, Consultant will, for any contract of over \$30,000, abide by lobbying disclosure requirements, per compliance with 31 U.S.C. 1352. For contracts which exceed \$100,000, Consultant shall require the following language of this subsection to be included in all subcontracts.
 - (1) By signing this agreement, Consultant certifies, to the best of its knowledge and belief, that no state or federal funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of any state or federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any state or federal contract, the making of any state or federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
 - (2) If any funds other than state or federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions.
 - (3) This certification is a material representation of fact, upon which reliance was placed when this AGREEMENT was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. and by the MFTA between SRTA and the state or, alternatively, the grant agreement with the respective funding

entity. Any persons who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and more than \$100,000 for each such failure.

- D) Consultant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Consultant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Consultant further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Consultant to the extent the Federal Government deems appropriate.

Consultant also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Consultant, to the extent the Federal Government deems appropriate.

- E) Consultant is required to acknowledge the mandatory standards and policies related to every efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.).
- F) Consultant acknowledges that it will not enter into contracts for over \$25,000 with suspended or debarred consultants (Executive Order 12549; 49 CFR part 29). This contract is a covered transaction for purposes of 49 CFR Part 29. As such, Consultant is required to verify that neither itself, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, Consultant certifies as follows:

The certification in this clause is a material representation of fact relied upon by SRTA. If it is later determined that the Consultant knowingly rendered an erroneous certification, in addition to remedies available to SRTA, the Federal Government may pursue available remedies, including but not limited to

suspension and/or debarment. Consultant agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- G) Consultant will comply with appropriate Patent and Rights in Data requirements (37 C.F.R. Part 401 and 49 C.F.R. Part 18).
- H) Consultant will comply with 49 U.S.C. 40118 in accordance with the General Service Administration's regulations at 41 C.F.R. Part 301-10.
- I) Consultant, in accordance with 49 U.S.C. Section 5325(b)(3), will ensure that all federally assisted contracts and subcontracts including program management, architectural engineering, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping or related services must be performed (i.e. a consultant cannot incur and invoice the agency any unallowable, unallocable, or unreasonable costs prohibited by the Federal Acquisition Regulations (FAR) and/or the contract terms and conditions) and audited in accordance with FAR Part 31 cost principles. The consultant, its sub-consultants, and sub-recipients must accept FAR indirect cost rates for one-year applicable accounting periods established by a cognizant federal or state government agency, if those rates are not currently under dispute, and these established rates will apply for purposes of contract estimation, negotiation, administration, reporting, change order, options, and payments, not limited by administrative or de facto ceilings.
- J) Consultant shall at all times comply with all applicable Federal Transit Administration (FTA) regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between SRTA and FTA, as they may be amended or promulgated from time to time during the term of this contract. Consultant's failure to so comply shall constitute a material breach of this contract.
- K) Consultant agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
- L) SRTA and Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to SRTA, Consultant, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

M) The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in [FTA Circular 4220.1E](#) are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Consultant shall not perform any act, fail to perform any act, or refuse to comply with any SRTA requests which would cause SRTA to be in violation of the FTA terms and conditions.

17. ACCESS TO RECORDS/RETENTION

SRTA, federal, and state officials shall have, without charge, access to any books, documents, papers, and records of Consultant which are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of Consultant or SRTA. Except where longer retention is required by federal or state law, Consultant shall maintain all records for five years after SRTA makes final payment hereunder.

18. LICENSES AND PERMITS

Consultant shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by SRTA. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement by SRTA.

19. PERFORMANCE STANDARDS

Consultant shall perform the services required by this agreement in accordance with the industry and/or professional standards applicable to Consultant's services.

20. CONFLICT OF INTEREST

Consultant, including its officers and employees, is required, prior to entering into this agreement, to inform agency of any real or apparent organizational conflict of interest. Such organizational conflict of interest exists when the nature of the work to be performed under a contract may, without some restriction on future activities, results in an unfair competitive advantage to the Consultant, or may impact the Consultant's objectivity in performing the contract work.

21. **NOTICES**

- A) Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first-class mail to the following addresses:

If to SRTA: Shasta Regional Transportation Agency
Attn: Sean Tiedgen AICP, Executive Director
1255 East Street, Suite 202
Redding, CA 96001

If to Consultant: Apex Technology Management LLC.
Attn: Matt Fristoe, President
310 Hemsted Dr., Suite 300
Redding, CA 96002

- B) Notice shall be deemed to be effective two days after mailing. For more expedient delivery, an email may be used for more administrative types of communication, with the provision there is record of receipt of the transmission. Any oral notice authorized by this agreement shall be deemed to be effective immediately.

22. **CONFIDENTIALITY**

During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of, and to not disclose, any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

23. **SCOPE AND OWNERSHIP OF WORK**

All research data, reports, and every other work product of any kind or character arising from or relating to this agreement shall become the property of SRTA and be delivered to SRTA upon completion of its authorized use pursuant to the agreement. SRTA may use such work products for any purpose whatsoever. All works produced under this agreement shall be deemed works produced by a contractor for hire, and all copyright with respect thereto shall vest in SRTA without payment of royalty or any other additional compensation.

Notwithstanding anything to the contrary contained in this agreement, all proposals submitted in response to an RFP will become the exclusive property of the agency. At such time as the executive director recommends a proposal to the SRTA Board of Directors and such recommendation appears on the board agenda, all proposals submitted in response to the RFP shall become a matter of public record and shall be

regarded as public records. **If there are any trade or proprietary secrets included by the consultant, the consultant may provide a different copy of the proposal that would be acceptable to release to the public. If an alternate document is not made available to SRTA by the consultant, then the original proposal, as submitted, will be released as requested.** Proprietary information can include secret formulas, processes, and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts, and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered to be a company's proprietary information.

24. SEVERABILITY

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

IN WITNESS THEREOF, SRTA and Consultant have executed this agreement on the day and year of the last signature set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the party on whose behalf his/her execution is made.

SHASTA REGIONAL TRANSPORTATION AGENCY

Date: _____

Sean Tiedgen, AICP, Executive Director

APEX TECHNOLOGY MANAGEMENT LLC.

Date: _____

By: _____
Matt Fristoe, President

Tax I.D.#: 68-042349

Approved as to form:

JOHN KENNY
Counsel, Shasta Regional Transportation Agency

Attachment A

SCOPE OF WORK

Consultant Project Manager: Corry Coburn

Project Management and strategic Planning

SRTA staff have limited in-house expertise related to information technology (IT) management, strategic planning, and infrastructure oversight. The virtual Chief Information Officer (vCIO) shall provide services to support SRTA in day-to-day IT operations, long-term planning, and strategic decision-making. The vCIO will serve as SRTA's trusted technology advisor, maintaining regular communication with SRTA's designated IT liaison, including monthly check-ins, project updates, and planning discussions. Typical responsibilities of the vCIO include, but are not limited to:

- **Network Assessment**
 - Evaluate SRTA's existing IT infrastructure, policies, and procedures.
 - Identify gaps, vulnerabilities, and security concerns.
 - Recommend maintenance and corrective actions to ensure network reliability, security, and compliance with best practices.
 - Develop and maintain a network diagram.
- **Strategic Planning and Analysis**
 - Conduct monthly meetings with SRTA IT liaison to review operations, priorities, and needs.
 - Develop and maintain a strategic technology plan addressing hardware and software lifecycle management, network upgrades, security protocols, and emerging technology needs.
 - Maintain an IT Asset Inventory to track all hardware, software, licenses, warranties, service agreements, and domain registrations, including associated renewal and expiration dates.
 - Regularly review SRTA's IT environment and provide recommendations for improvements to ensure compatibility, efficiency, and security across all systems and services.
 - Advise on technology solutions to increase agency productivity, streamline operations, and reduce costs.
- **IT Budgeting**
 - Assist SRTA in the development of an annual IT budget, inclusive of hardware, software, licensing, subscriptions, and support services.
 - Provide budget estimates and replacement schedules for aging infrastructure.
 - Prepare draft IT budgets for SRTA review by March 31 of each year, in alignment with SRTA's fiscal year (July 1 – June 30) budgeting process.
- **Project Management**
 - Serve as the primary point of contact for all IT-related projects, initiatives, and procurements.

- Coordinate project tasks and resources, including third-party vendors, as necessary.
- Track and manage service tickets, outstanding issues, and project milestones.
- Review and reconcile IT-related invoices to ensure accuracy and compliance with contract terms.
- Manage procurement of IT equipment and services in accordance with SRTA's procurement policies and procedures.
- Maintain all contract and project records.

Device Support Services

The Consultant shall provide comprehensive device support services to ensure SRTA staff have reliable and secure access to the technology necessary for daily operations. Services will include the setup, configuration, and deployment of desktops, laptops, tablets, mobile devices, printers, and other peripherals. This may include mobile device management (MDM) services as part of a possible transition from a desktop-only environment to an environment including laptops and docking stations. The vendor will be responsible for installing and updating standard office software, removing unnecessary pre-installed software (bloatware), and configuring devices to align with SRTA's IT environment and operational needs.

The vendor will diagnose and resolve both hardware and software issues, providing advanced troubleshooting as necessary. Support will also include user account setup and management, device security configuration, and ensuring all devices are operating efficiently and securely. As part of device support services, the vendor may also provide user training or guidance on basic technology or software usage when requested. When hardware repair or replacement is necessary, the vendor will coordinate warranty claims or procurement in consultation with SRTA's IT liaison and ensure to follow SRTA's procurement policies.

Network Administration and Server Support Services

The Consultant shall be responsible for maintaining SRTA's network infrastructure and server environment to ensure secure, reliable, and efficient operations with minimal disruption to staff during normal business hours. To the extent possible, maintenance and updates should be performed outside of SRTA's regular working hours.

Core responsibilities include the proactive monitoring, maintenance, and troubleshooting of all network and server systems. The vendor will work to prevent issues before they arise, while also providing responsive support to resolve unexpected problems quickly and effectively. Key tasks are expected to include, but are not limited to:

- Maintenance and support of network equipment, including switches, firewalls, routers, wireless access points (WAPs), and other networking devices as needed.
- Management of network systems, servers, and associated infrastructure, including complex applications, databases, storage systems, operating systems, and communication services.
- Installation and configuration of network and server hardware and software; implementation of patches, updates, and upgrades; minor cabling as needed; and ensuring connectivity to networked printers, scanners, and other peripherals.
- Scheduling preventative maintenance activities to minimize impact on staff operations; maintaining accurate help-desk ticket records; supporting server-related software applications; and ensuring timely response and resolution to repair and maintenance requests.
- Conducting regular network analysis and audits to verify system integrity, performance, and security, and providing recommendations for improvements as needed.
- Maintain backups of server files for quick access in the event files become corrupted and need recovery, or for the redeployment of SRTA operations in the event primary systems fail or SRTA experiences a need for operations to migrate to another temporary location.

Assist in evaluating SRTA's network and server infrastructure readiness to support Voice Over Internet Protocol (VOIP) services, and provide recommendations for potential future implementation.

User Maintenance, Email, Remote Access, Security, and Backup Support

The Consultant shall provide comprehensive user maintenance and IT security services to ensure SRTA's systems, data, and users remain secure, connected, and supported. This includes managing user accounts, maintaining email and remote access systems, monitoring security protocols, and ensuring reliable data backup and recovery processes. Core responsibilities include, but are not limited to:

- Setup, configuration, and ongoing maintenance of user accounts, profiles, email addresses, and remote access capabilities within a secure network environment.
- Ensuring all servers, workstations, laptops, tablets, and other supported devices are equipped with up-to-date virus detection and protection software.
- Monitoring and verifying that daily, weekly, and monthly system backups are successfully completed; troubleshooting and resolving any backup issues; and assisting SRTA staff with file recovery needs as necessary.
- Performing periodic security audits to ensure compliance with best practices, identifying potential vulnerabilities, and notifying the Executive Director and/or SRTA's designated IT liaison of any suspected security breaches or concerns.

Support Services

The Consultant shall provide responsive and reliable support services to ensure SRTA's technology systems operate effectively during normal business hours and beyond. SRTA's regular office hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding designated holidays. However, some SRTA staff operate on flexible schedules and may begin work as early as 6:30 a.m. and stay until 6:00 p.m. At a minimum, the vendor must be available during SRTA's core business hours to provide remote help desk, phone, and on-site support services. Preference will be given to vendors able to accommodate early morning support needs, as well as provide availability for after-hours support when necessary. Additionally, the vendor shall maintain 24/7 monitoring of SRTA's systems to ensure continued operation and timely identification of issues. Procedures should be in place to receive automated alert notifications in the event of equipment failure or other critical system events. The vendor will be expected to provide monthly and annual reporting on key IT support metrics, including but not limited to:

- Help desk tickets and service request summaries
- Network health monitoring and status updates
- Server storage capacity and availability
- System patches and updates applied

Purchasing

The Consultant shall work closely with SRTA staff to understand their roles, responsibilities, and technology needs in order to provide informed recommendations on equipment, software, and related technology purchases. This includes identifying solutions that align with SRTA's operational requirements, budget considerations, and long-term technology goals.

The vendor will assist SRTA in the procurement of hardware, software, and other IT-related products and services, ensuring compatibility with SRTA's existing systems and infrastructure where such services are not provided by a separate client. All purchasing recommendations and support shall comply with SRTA's adopted procurement policies and procedures, available at: <https://www.srta.ca.gov/167/Policies-Procedures>.

Cloud Computing Services, Cloud Data Storage, and Software as a Service

The Consultant shall assist SRTA in evaluating, managing, and supporting cloud-based solutions that improve agency operations while meeting all applicable legal, ethical, and security requirements. The vendor will help SRTA leverage appropriate cloud technologies to enhance productivity, improve data accessibility, and reduce costs where feasible and as needed. Services shall include, but are not limited to:

- Management and support of SRTA's existing cloud-based solutions, including offsite data backup, cloud file storage, Office 365 subscriptions, and similar platforms.

- Ongoing evaluation of new or emerging cloud-based tools to identify opportunities for improving SRTA's effectiveness, productivity, or cost savings.
- Assistance with the adoption, configuration, and migration of systems to cloud-based platforms when appropriate.
- Facilitation of passthrough billing for cloud-based services, when feasible, to simplify licensing and subscription management (e.g., Office 365).

Consultant Migration Planning and Support

To ensure continuity of operations, the selected vendor must be prepared to facilitate a seamless transition of IT services to or from another consultant, as needed and if applicable, without causing interruption to SRTA's operations. The migration process should be designed to avoid any service disruptions, reduced functionality, or increased vulnerability to security threats. The selected vendor shall be prepared to conduct the following activities, as needed:

- Develop and present a detailed migration plan for assuming administration of SRTA's IT systems from the current consultant. This plan should address system access, data security, transfer of credentials, documentation, and any other relevant considerations.
- Execute the migration plan in close coordination with SRTA staff and the current consultant to ensure minimal disruption to agency operations.
- Provide documentation of SRTA's IT environment sufficient to facilitate future transitions, including system configurations, access credentials, network diagrams, and operational procedures.
- Be willing to collaborate with SRTA's future IT consultant at the conclusion of this contract to support a smooth transfer of services.

Other IT Support Tasks as Needed

Other IT-related tasks may arise that will require services from the Consultant. This may include, but is not limited to:

- Setup and installation of desktops, laptops, peripherals, and software.
- Serving as the primary technical point of contact with the State of California's IT Department regarding the registration and annual maintenance of SRTA's srta.ca.gov domain name.
- Management of other website domains, as needed, including updating WHOIS and Internet Corporation for Assigned Names and Numbers (ICANN) information.

Attachment B BUDGET

Consultant Project Manager: Corry Coburn

A.) Consultant Monthly Fee Schedule

The Monthly Service Rate, is based on Apex's Total Support Gold Plan, and is a fixed rate per contract (fiscal) year (July 1 to June 30), with 3% annual increases. The Monthly Service Rate will be adjusted as the number of covered servers and/or workstations changes. The cost of covering network equipment and additional IT infrastructure is included within the server and workstation rates. Additionally, the Workstation Rate includes support for any SRTA-administered mobile devices (e.g. tablet, mobile phone, etc.) the primary workstation users may use in the work environment.

Fiscal Year	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
Per Server Rate	\$ 358.25	\$ 369.00	\$ 380.07	\$ 391.47	\$ 403.21
Per Workstation Rate	\$ 113.63	\$ 117.04	\$ 120.55	\$ 124.17	\$ 127.89
Monthly Service Rate	\$ 1,608.18	\$ 1,656.43	\$ 1,706.12	\$ 1,757.30	\$ 1,810.02
Total Year Amount	\$ 19,298.16	\$ 19,877.10	\$ 20,473.42	\$ 21,087.62	\$ 21,720.25

The Monthly Service Rate is determined thusly:

$$([\text{Server Rate}] * [\text{number of servers}]) + ([\text{Workstation Rate}] * [\text{number of workstations}])$$

The Monthly Service Rate and Total Year Amounts above represent SRTA's IT configuration at the time this contract is being drafted, consisting of one server with 11 workstations, and is shown for illustrative purposes only.

B.) Consultant Hourly Fee Schedule

SRTA will pay the Discounted Hourly Rate for work not covered by the monthly service rate:

Level of Technician / Service	Discounted Hourly Rate	Standard Hourly Rate
Level 3	\$165	\$205
Level 2	\$140	\$175
Level 1	\$120	\$150
Projects	\$165	\$205

Unlimited Remote Help Desk support and maintenance work are included in the proposed Total Support Gold price. Hourly rates **only** apply to on-site work, projects, and other out-of-scope work.

The hourly service rate may be adjusted annually, upon Consultant request and SRTA approval in accordance with Section 3. Increases shall be no more than 3%.

C.) Equipment Purchases

SRTA typically makes several planned purchases of IT-related hardware per year, along with the occasional purchase due to equipment failure. Upon request by SRTA, Consultant will provide a minimum of three quotes for IT equipment, obtained in a fair and competitive process. This contract does not obligate SRTA to purchase through the consultant, and SRTA reserves the ability to purchase equipment separately from Consultant.

D.) Other Costs

Consultant shall provide additional services as requested by SRTA that are not included in the Monthly Service Rate. Currently, these services include:

Offsite Backup:

Digital Umbrella Backup and Disaster Recovery Solution
[\$500.00 per month with a 2TB Cloud Storage Entitlement]

Project Management:

Microsoft Project Online Professional
[\$33 per user, per month]

Productivity Suite:

Microsoft Office 365 Business Premium
[\$12.50 per user, per month]

Antivirus Protection:

Apex Endpoint Security Package
[\$4 per device, per month]

Spam Protection:

Apex Email Protection
[\$2.25 per user, per month]

Additional Backup:

Digital Umbrella Backup for Office 365
[\$3 per user, per month]

These costs will increase or decrease as the number of users and/or devices is adjusted and cloud storage requirements increase. Prices may increase as a result of vendor price increases to products and not at fault of Consultant. Consultant shall notify SRTA within fourteen days' notice from a vendor if prices are to increase, when increases take effect, and make amendments to this contract as needed.

E.) Maximum Compensation:

The maximum compensation of this contract is a not-to-exceed amount of \$300,000 over five years.

Attachment C

CPG Subrecipient Responsibilities for DBE include:

- Participation in the race neutral DBE Program when contracting/awarding to subrecipients or planning consultants involving any fraction of federal Consolidated Planning Grant (CPG) funds.
- Participation in the race neutral DBE Program even if subrecipients have not contracted out work to sub-recipients or consultants. They must also complete, sign and turn in the FTA DBE Uniform Report form, showing zero dollars. This information will provide necessary data for the federally mandated Caltrans DBE disparity study.
- Completion of the FTA DBE Uniform Report form twice a year: April 1st and October 1st. The DBE Uniform Report shows the federal dollar amount provided through contract/s as well as DBE participation in these contracts. This information will provide necessary data for the federally mandated Caltrans DBE disparity study and reporting to the FTA. The completed forms are sent to the appropriate HQ ORIP Liaison.
- Development and implementation of a DBE Program following the Caltrans DBE Program Plan, pursuant to the Master Fund Transfer Agreement, Article IV, Section 2. This Plan formally acknowledges the statutory and/or regulatory requirements with its race-neutral measures, and their commitment to comply with all the prescribed responsibilities explained herein.
- Development and maintenance of a Bidder's List, consisting of information about all DBE and non-DBE firms that bid or quote on CPG-assisted contracts. The Bidder's List includes the name, address, DBE/non-DBE status, age and annual gross receipts of firms.
- Inclusion of the following clause is required, verbatim, in each CPG-assisted contract:
 - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of United States Department of Transportation-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as recipient deems appropriate.
- Inclusion of contractual language specifying prompt payment clauses are required in the foregoing provisions. These prompt payment clauses benefit all subcontractors equally.

- **Prompt Progress Payment to Subcontractors**—A prime contractor or subcontractor shall pay to any subcontractor not later than 10-days of receipt of each progress payment, in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The 10-day rule is applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over 30-days may take place only for good cause and with the agency's prior written approval. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies of that Section. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

- **Prompt Payment of Withheld Funds to Subcontractors**—The MPO, RTPA or local government entity shall include either (1), (2), or (3) of the following provisions in their CPG-assisted contracts to ensure prompt and full payment of retainage (withheld funds) to subcontractors in compliance with 49 CFR 26.29.
 - 1) No retainage will be held by the agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

 - 2) No retainage will be held by the agency from progress payments due the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor in 30-days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies specified in Section 7108.5 of the California Business and Professions Code.

This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

- 3) The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within 30-days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.