State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
*Governor*

Patrick Cates
*Director*

Jeffrey Haag
*Administrator*

State of Nevada

Purchasing Division

# Request for Proposal: 3496

For

# TRANSPORTATION SERVICES FOR CHILDREN

Release Date: September 27, 2017

Deadline for Submission and Opening Date and Time: October 25, 2017 @ 2:00 PM

***Refer to Section 7, RFP Timeline for the complete RFP schedule***

For additional information, please contact:

Gideon Davis, Purchasing Officer

State of Nevada, Purchasing Division

515 E. Musser Street, Suite 300

Carson City, NV 89701

Phone: 775-684-0196

Email address: gkdavis@admin.nv.gov

(TTY for Deaf and Hard of Hearing: 1-800-326-6868
Ask the relay agent to dial: 1-775-684-0196/V.)

***Refer to Section 8 for instructions on submitting proposals***

## VENDOR INFORMATION SHEET FOR RFP 3496

**Vendor Shall:**

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 shall be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Section III of the Technical Proposal.

| | | |
|---|---|---|
| V1 | Company Name | CORPORATE TRANSPORTATION GROUP,LTD. |

| | | |
|---|---|---|
| V2 | Street Address | 335 BOND STREET |

| | | |
|---|---|---|
| V3 | City, State, ZIP | BROOKLYN NEW YORK 11231 |

| | | | |
|---|---|---|---|
| V4 | Telephone Number | | |
| | Area Code: 718 | Number: 643-3900 | Extension: 3030 |

| | | | |
|---|---|---|---|
| V5 | Facsimile Number | | |
| | Area Code: 718 | Number: 625-2777 | Extension: |

| | | | |
|---|---|---|---|
| V6 | Toll Free Number | | |
| | Area Code: | Number: | Extension: |

| | |
|---|---|
| V7 | ***Contact Person for Questions / Contract Negotiations, including address if different than above*** |
| | Name: Stephanie Prasker |
| | Title: Vice President Sales |
| | Address: 335 Bond Street |
| | Email Address:Sprasker@NYC2WAY.COM |

| | | | |
|---|---|---|---|
| V8 | Telephone Number for Contact Person | | |
| | Area Code: 718 | Number: 637-3845 | Extension: |

| | | | |
|---|---|---|---|
| V9 | Facsimile Number for Contact Person | | |
| | Area Code: 718- | Number: 625-2777 | Extension: |

| | | |
|---|---|---|
| V10 | ***Name of Individual Authorized to Bind the Organization*** | |
| | Name: Gerhard Doestch | Title: C.O.O |

| | | |
|---|---|---|
| V11 | Signature ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)*** | |
| | Signature: Gerhard Doestch | Date: 10/20/17 |

## TABLE OF CONTENTS


**1.** PROJECT OVERVIEW ..... 5
**2.** SCOPE OF WORK ..... 5
**3.** COMPANY BACKGROUND AND REFERENCES ..... 9
**4.** COST ..... 13
**5.** FINANCIAL ..... 13
**6.** WRITTEN QUESTIONS AND ANSWERS ..... 14
**7.** RFP TIMELINE ..... 14
**8.** PROPOSAL SUBMISSION REQUIREMENTS, FORMAT AND CONTENT ..... 15
**9.** PROPOSAL EVALUATION AND AWARD PROCESS ..... 20
**10.** TERMS AND CONDITIONS ..... 22
**11.** SUBMISSION CHECKLIST ..... 27
ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION ..... 28
ATTACHMENT B – VENDOR CERTIFICATIONS ..... 29
ATTACHMENT C – CONTRACT FORM ..... 30
ATTACHMENT D – INSURANCE SCHEDULE FOR RFP 3496 ..... 31
ATTACHMENT E – REFERENCE QUESTIONNAIRE ..... 32
ATTACHMENT F– PROPOSED STAFF RESUME ..... 33
ATTACHMENT G – COST SCHEDULE ..... 34
ATTACHMENT H – CERTIFICATION REGARDING LOBBYING ..... 35
ATTACHMENT I – FEDERAL LAWS AND AUTHORITIES ..... 36

**Prospective vendors are advised to review Nevada's ethical standards requirements, including but not limited to NRS 281A, which can be found on the Purchasing Division's website at: http://purchasing.nv.gov.**

**All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: www.leg.state.nv.us/law1.cfm.**

# 1. PROJECT OVERVIEW

The State of Nevada Purchasing Division, on behalf of the Department of Health and Human Services (DHHS), Division of Child and Family Services (DCFS) are seeking proposals from qualified vendors to provide daily transportation services for children in the Las Vegas Area.

The awarded vendor will provide daily pickup and return transportation services for two sessions each day, excluding weekends and holidays, for an estimated thirty six (36) children per day, ages three (3) to six (6), to one of three (3) sites . An estimated six (6) children will be transported to and from each facility for a morning session, and then repeated for an afternoon session. The children being transported may present social, emotional, or behavioral concerns. See ***Section 2*** for full Scope of Work.

DCFS shall administer contract(s) resulting from this RFP. The resulting contract(s) shall be for a contract term of four (4) years, anticipated to begin January 9, 2018, subject to Board of Examiners approval.

# 2. SCOPE OF WORK

## 2.1 GENERAL REQUIREMENTS

2.1.1 Vendor must be certified by the Nevada Transportation Authority. Please provide documentation of certification with your proposal.

2.1.2 Vendor will be required to provide transportation on weekdays, with the following exclusions.

- 2.1.2.1 Nevada State holidays
- 2.1.2.2 Two weeks near Christmas
- 2.1.2.3 Two weeks near the end of summer
- 2.1.2.4 One week during Clark County School District spring break

2.1.3 Vendor will provide transportation services to and from three (3) locations in the Las Vegas area twice daily, for separate morning and afternoon sessions, a total of six (6) sessions daily, as directed by DCFS.

2.1.4 DCFS expects each of the six (6) daily sessions to have an estimated six (6) children requiring transport.

2.1.5 Vendor shall be responsible for transporting children from designated pick-up/drop-off locations (e.g. Clark County School, day care center, or child's

home) to program locations and from program locations to designated pick-up/drop-off locations.

2.1.6 Transportation time each way shall not exceed one (1) hour and thirty (30) minutes.

2.1.7 Changes in transportation sites or schedules shall be permissible only at the request of DCFS, always with at least forty eight (48) hours' notice.

2.1.8 Each site may hold up to two (2) field trips per month where the children will be transported to sites other than the program location. DCFS will provide at least a one (1) week notice.

2.1.9 Parents and siblings of the children may ride if the parent is scheduled to participate in the program.

2.1.10 DCFS Requirements

2.1.10.1 DCFS will provide a staff person (Child Care Worker) to ride on each route.

2.1.10.2 DCFS staff will start and end at vendor designated location and be equipped with a cell phone.

2.1.10.3 DCFS staff will be responsible for behavior of the children.

2.1.11 Working with Medicaid and MTM

2.1.11.1 In addition to working with DCFS, Vendor will work with Medicaid's transportation contractor, MTM.

2.1.11.2 DCFS, MTM, and the Vendor will work jointly in creating routes that maximize attendance while keeping travel time to a minimum.

2.1.11.3 Vendor will work closely with MTM and DCFS to coordinate and dispatch transportation daily.

2.1.11.4 MTM, will pay the Vendor a set amount per ride for each Medicaid eligible child. DCFS will pay the difference between contracted rates and the amount paid by Medicaid through MTM. Vendor will invoice MTM weekly and DCFS monthly.

2.1.12 Driver Requirements

2.1.12.1 Vendor must complete background investigations on every driver and every driver must have a clean driving record. Background investigations must include, at a minimum:

A. FBI Fingerprinting
B. Local police scope
C. DMV Driver History Record
D. Drug test

2.1.12.2 Vendor will drug test every driver at least every six (6) months.

2.1.12.3 Vendor will provide an updated DMV Driver's History Record for every driver to DCFS every six (6) months.

2.1.12.4 Transportation must be on schedule. No more than three exceptions per month.

2.1.12.5 Drivers and other vendor staff must be courteous and respectful at all times and must abide by all confidentiality and/or Health Insurance Portability and Accountability Act of 1996 (HIPPA) requirements.

2.1.12.6 DCFS prefers the same driver be assigned to a route each day to provide stability for children in the program.

## 2.2 PROGRAM LOCATIONS, ROUTE BOUNDARIES, AND SESSION TIMES

DCFS would like to provide transportation to all children in Clark County than need the Day Treatment Program. Realizing it is not reasonable to have an unlimited service area; the following boundaries will serve as a guideline. Actual routes and session times will be agreed to by DCFS and the Vendor.

2.2.1 West Neighborhood Family Services Center
6171 West Charleston Blvd.
Las Vegas, NV 89146

2.2.1.1 Route boundaries:

A. North: Lake Mead
B. South: Southern Highlands
C. East: I-15
D. West: West end of the valley

2.2.1.2 Session times:

A. Morning: 8:30 am – 10:30 am
B. Afternoon: 12:30 pm – 3:00 pm

2.2.2 North Neighborhood Family Service Center
4538 W. Craig Road
Las Vegas, NV 89032

2.2.2.1 Route boundaries:

A. North: Moccasin Road
B. South: Stewart
C. East: I-15
D. West: West end of the valley

2.2.2.2 Session times:

A. Morning: 8:30 am – 10:30 am
B. Afternoon: 12:30 pm – 3:00 pm

2.2.3 East Neighborhood Family Service Center
4180 South Pecos Road
Las Vegas, NV 89121

2.2.3.1 Route boundaries:

A. North: Craig Road
B. South: Sun City Anthem
C. East: Hollywood and Wagon Wheel
D. West: I-15

2.2.3.2 Session times:

A. Morning: 11:00 am – 1:00 pm
B. Afternoon: 3:00 pm – 5:30 pm

## 2.3 VEHICLE REQUIREMENTS

2.3.1 All seats must be equipped with seat belts.

2.3.2 Booster and Car Seats

2.3.2.1 All children must ride in a booster or car seat appropriate for the child's age and size.

2.3.2.2 Booster and car seats will be supplied by DCFS.

2.3.2.3 DCFS staff will be trained and certified in proper booster and car seat installation and will make sure all installations meet Federal and State safety guidelines.

2.3.2.4 Booster and car seats must remain installed in vehicles all day.

2.3.2.5 Booster and car seats, if taken out during evenings and/or weekends, will be secured and stored by the Vendor.

2.3.2.6 If booster and car seats are removed, DCFS must be notified in advance of arrival for pick-up to have a certified staff member re-install the seats.

2.3.3 Vehicles must be large enough to accommodate the children, DCFS staff and occasional parent(s) and siblings.

2.3.4 Vehicles must be air conditioned and the air conditioning system must be maintained in good working order.

2.3.5 In the event of a mechanical breakdown, another vehicle shall be provided to complete transportation.

## 3. COMPANY BACKGROUND AND REFERENCES

### 3.1 VENDOR INFORMATION

3.1.1 Vendors shall provide a company profile in the table format below.

| Question | Response |
|---|---|
| Company name: | CORPORATE TRANSPORTATION GROUP, LTD |
| Ownership (sole proprietor, partnership, etc.): | MARK SLININ |
| State of incorporation: | NEW YORK |
| Date of incorporation: | 12/2000 |
| # of years in business: | 35 |
| List of top officers: | Gerhard Doetsch |
| Location of company headquarters, to include City and State: | 335 Bond Street Brooklyn New York 11231 |
| Location(s) of the office that shall provide the services described in this RFP: | 1401 Helm Drive Las Vegas, NV 89119 |
| Number of employees locally with the expertise to support the requirements identified in this RFP: | 160 |
| Number of employees nationally with the expertise to support the requirements in this RFP: | 160 |
| Location(s) from which employees shall be assigned for this project: | 1401 Helm Drive Las Vegas, NV 89119 |

3.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

3.1.3 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

| Question | Response |
|---|---|
| Nevada Business License Number: | NV20011298789 |
| Legal Entity Name: | Omni Limousine Inc. |

Is "Legal Entity Name" the same name as vendor is doing business as?

| Yes | x | No | |
|---|---|---|---|

If "No", provide explanation.

3.1.4 Has the vendor ever been engaged under contract by any State of Nevada agency?

| Yes | | No | x |
|---|---|---|---|

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

| Question | Response |
|---|---|
| Name of State agency: | |
| State agency contact name: | |
| Dates when services were performed: | |
| Type of duties performed: | |
| Total dollar value of the contract: | |

3.1.5 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

| Yes | | No | x |
|---|---|---|---|

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.6 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

| Yes | | No | x |
|---|---|---|---|

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

| Question | Response | |
|---|---|---|
| Date of alleged contract failure or breach: | | |
| Parties involved: | | |
| Description of the contract failure, contract breach, or litigation, including the products or services involved: | | |
| Amount in controversy: | | |
| Resolution or current status of the dispute: | | |
| If the matter has resulted in a court case: | Court | Case Number |
| | | |
| Status of the litigation: | | |

3.1.7 Vendors shall review and provide if awarded a contract the insurance requirements as specified in ***Attachment D, Insurance Schedule for RFP 3496.***

3.1.8 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

3.1.9 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

3.1.10 Financial information and documentation to be included in accordance with ***Section 8.5, Part III – Confidential Financial Information***.

3.1.10.1 Dun and Bradstreet Number
3.1.10.2 Federal Tax Identification Number

## 3.2 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1 Does this proposal include the use of subcontractors?

| Yes | | No | x |
|---|---|---|---|

If "Yes", vendor shall:

3.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

3.2.1.2 If any tasks are to be completed by subcontractor(s), vendors shall:

A. Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

B. Describe your previous experience with subcontractor(s).

3.2.1.3 Provide the same information for any proposed subcontractors as requested in ***Section 3.1, Vendor Information***.

3.2.1.4 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

3.2.1.5 Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 3.2, Subcontractor Information***. The vendor shall receive agency approval prior to subcontractor commencing work.

## 3.3 BUSINESS REFERENCES

3.3.1 Vendors may provide business references from similar projects performed for private and/or public sector clients within the last three (3) years.

3.3.2 Vendors may submit ***Attachment E, Reference Questionnaire*** to their business references.

3.3.3 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 7, RFP Timeline*** for inclusion in the evaluation process.

3.3.4 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

### 3.4 VENDOR STAFF RESUMES

A resume shall be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment F, Proposed Staff Resume.***

## 4. COST

### 4.1 ESTIMATED USAGE

The State estimates the total number of days providing transport at two hundred twenty four (224) days per year [(52 weeks x 5 days per week) minus 25 vacation days & 11 holidays]. This is an estimate only—the State makes no guarantee of usage and will only pay for services actually provided.

### 4.2 INCLUSIVE DAILY RATE

Vendor shall provide a daily rate for services detailed in ***Section 2, Scope of Work***. The daily rate shall include all cost associated with the responsibilities and related services (refer to ***Attachment G, Cost Schedule)***.

## 5. FINANCIAL

### 5.1 PAYMENT

5.1.1 Upon review and acceptance by the State, payments for invoices are normally made within 45 – 60 days of receipt, providing all required information, documents and/or attachments have been received.

5.1.2 Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

### 5.2 BILLING

5.2.1 The State does not issue payment prior to receipt of goods or services.

5.2.2 The vendor shall bill the State as outlined in the approved contract and/or payment schedule.

5.2.3 The State presently has a Procurement Card Program that participating State agencies may use to pay for some of their purchases. The Program is issued through a major financial institution and is treated like any other major credit card. Using agencies may desire to use the card as a method of payment. No additional charges or fees shall be imposed for using the card. Please indicate in your proposal response if you will accept

### 5.3 TIMELINESS OF BILLING

The State is on a fiscal year calendar. All billings for dates of service prior to July 1 shall be submitted to the State no later than the first Friday in August of the same year. A billing submitted after the first Friday in August that forces the State to process the billing as a stale claim pursuant to NRS 353.097, shall subject the contractor to an administrative fee not to exceed $100.00. This is the estimate of the additional costs to the State for processing the billing as a stale claim and this amount shall be deducted from the stale claims payment due the contractor.

## 6. WRITTEN QUESTIONS AND ANSWERS

The Purchasing Division shall accept questions and/or comments in writing regarding this RFP as noted below:

### 6.1 QUESTIONS AND ANSWERS

6.1.1 All questions related to the RFP shall be directed to the Purchasing Division as specified on Page 1 of this RFP.

6.1.2 The deadline for submitting questions is as specified in ***Section 7, RFP Timeline.***

6.1.3 All questions and/or comments shall be addressed in writing. An email notification that the amendment has been posted to the Purchasing website shall be issued on or about the date specified in ***Section 7, RFP Timeline.***

## 7. RFP TIMELINE

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time.

| Task | Date/Time |
|---|---|
| RFP Release | 09/27/2017 |
| Deadline for submitting questions | 10/04/2017 @ 12:00 PM |
| Answers posted to website | On or about 10/11/2017 |
| Deadline for submittal of Reference Questionnaires | No later than 4:30 PM on 10/23/2017 |
| Deadline for submission and opening of proposals | No later than 2:00 PM on 10/25/2017 |
| Evaluation period (approximate time frame) | 10/25/2017 – 11/08/2017 |
| Selection of vendor | On or about 11/08/2017 |
| Anticipated BOE approval | 01/09/2018 |
| Contract start date (contingent upon BOE approval) | Upon BOE Approval |

# 8. PROPOSAL SUBMISSION REQUIREMENTS, FORMAT AND CONTENT

## 8.1 GENERAL SUBMISSION REQUIREMENTS

8.1.1 Vendors shall submit their proposals on one (1) CD or flash drive appropriately labeled with the RFP # and vendor's name in accordance with the instructions below.

8.1.2 The one (1) CD or flash drive shall contain a maximum of four (4) PDF files which may include:

8.1.2.1 Technical Proposal
8.1.2.2 Confidential Technical (if applicable)
8.1.2.3 Cost Proposal
8.1.2.4 Confidential Financial

8.1.3 Proposals shall have a technical response, which may be composed of two (2) parts in the event a vendor determines that a portion of their technical response qualifies as "confidential" per NRS 333.020 (5) (b).

8.1.4 If complete responses cannot be provided without referencing confidential information, such confidential information shall be provided in accordance with ***Section 8.3, Part IB – Confidential Technical Proposal*** and ***Section 8.5, Part III Confidential Financial Information.***

8.1.5 Specific references made to the section, page, and paragraph where the confidential information can be located shall be identified on ***Attachment A, Confidentiality and Certification of Indemnification*** and comply with the requirements stated in ***Section 8.6, Confidentiality of Proposals.***

8.1.6 The remaining section to be submitted is the cost proposal.

8.1.7 Proposals that do not comply with the requirements may be deemed non-responsive and rejected at the State's discretion.

8.1.8 Although it is a public opening, only the names of the vendors submitting proposals shall be announced per NRS 333.335(6). Technical and cost details about proposals submitted shall not be disclosed.

8.1.9 Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available. If special arrangements are necessary, please notify the Purchasing Division designee as soon as possible and at least two (2) days in advance of the opening.

8.1.10 For ease of evaluation, the technical and cost proposals shall be presented in a format that corresponds to and references sections outlined within this RFP and shall be presented in the same order. Written responses shall be in ***bold/italics***

and placed immediately following the applicable RFP question, statement and/or section.

8.1.11 Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

8.1.12 For purposes of addressing questions concerning this RFP, the sole contact shall be the Purchasing Division as specified on Page 1 of this RFP. Upon issuance of this RFP, other employees and representatives of the agencies identified in the RFP shall not answer questions or otherwise discuss the contents of this RFP with any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal per NAC 333.155(3). This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

8.1.13 Any vendor who believes there are irregularities or lack of clarity in the RFP or proposal requirements or specifications are unnecessarily restrictive or limit competition shall notify the Purchasing Division, in writing, as soon as possible, so that corrective addenda may be furnished by the Purchasing Division in a timely manner to all vendors.

8.1.14 If a vendor changes any material RFP language, vendor's response may be deemed non-responsive per NRS 333.311.

8.1.15 The vendor understands and acknowledges that the representations made in its proposal are material and important, and shall be relied on by the State in its evaluation of a proposal. Any misrepresentation by a vendor shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

## 8.2 PART IA – TECHNICAL PROPOSAL

8.2.1 The Technical Proposal ***shall not include*** cost and/or pricing information. Cost and/or pricing information contained in the technical proposal may cause the proposal to be rejected.

8.2.2 Vendors shall provide one (1) PDF Technical Proposal file that includes the following:

8.2.2.1 Section I – Title Page with the following information:

| **Part IA – Technical Proposal** | |
|---|---|
| RFP Title: | Transportation Services for Children |
| RFP: | 3496 |
| Vendor Name: | Corporate Transportation Group, Ltd. |

| Part IA – Technical Proposal | |
|---|---|
| Address: | 335 Bond Street, Brooklyn New York 11231 |
| Opening Date: | October 25, 2017 |
| Opening Time: | 2:00 PM |

8.2.2.2 Section II – Table of Contents

An accurate and updated table of contents shall be provided.

8.2.2.3 Section III – Vendor Information Sheet

The vendor information sheet shall be completed and signed by an individual authorized to bind the organization.

8.2.2.4 Section IV – State Documents

The State documents section shall include the following:

A. The signature page from all amendments signed by an individual authorized to bind the organization.

B. ***Attachment A – Confidentiality and Certification of Indemnification*** signed by an individual authorized to bind the organization.

C. ***Attachment B – Vendor Certifications*** signed by an individual authorized to bind the organization.

D. ***Attachment H – Certification Regarding Lobbying*** signed by an individual authorized to bind the organization.

E. Copies of applicable certifications and/or licenses.

8.2.2.5 Section V – Scope of Work

Vendors shall place their written response(s) to ***Section 2, Scope of Work*** in ***bold/italics*** immediately following the applicable RFP question, statement and/or section.

8.2.2.6 Section VI– Company Background and References

Vendors shall place their written response(s) to ***Section 3, Company Background and References*** in ***bold/italics*** immediately following the applicable RFP question, statement and/or section. This section shall also include the requested information in ***Section 3.2, Subcontractor Information***, if applicable.

8.2.2.7 Section VII – Proposed Staff Resume

A. Vendors shall include all proposed staff resumes per ***Section 3.4, Vendor Staff Resumes*** in this section.

B. This section shall also include any subcontractor proposed staff resumes, if applicable.

8.2.2.8 Section VIII – Other Informational Material

Vendors shall include any other applicable reference material in this section clearly cross referenced with the proposal.

## 8.3 PART IB – CONFIDENTIAL TECHNICAL PROPOSAL

8.3.1 Vendors only need to submit Part IB if the proposal includes any confidential technical information ***(Refer to Attachment A, Confidentiality and Certification of Indemnification)***.

8.3.2 If needed, vendors shall provide one (1) PDF Confidential Technical Proposal file that includes the following:

8.3.2.1 Section I – Title Page with the following information:

| **Part IB – Confidential Technical Proposal** | |
|---|---|
| RFP Title: | Transportation Services for Children |
| RFP: | 3496 |
| Vendor Name: | Corporate Transportation Group, Ltd. |
| Address: | 335 Bond Street, Brooklyn New York 11231 |
| Opening Date: | October 25, 2017 |
| Opening Time: | 2:00 PM |

8.3.2.2 Section II – Confidential Technical

Vendors shall cross reference the confidential technical information back to the technical proposal, as applicable.

## 8.4 PART II – COST PROPOSAL

8.4.1 The cost proposal shall not be marked "confidential". Only information that is deemed proprietary per NRS 333.020 (5) (a) may be marked as "confidential".

8.4.2 Vendors shall provide one (1) PDF Cost Proposal file that includes the following:

8.4.2.1 Section I – Title Page with the following information:

| **Part II – Cost Proposal** | |
|---|---|
| RFP Title: | Transportation Services for Children |
| RFP: | 3496 |
| Vendor Name: | Corporate Transportation Group, Ltd. |

| Part II – Cost Proposal | |
|---|---|
| Address: | 335 Bond Street, Brooklyn New York 11231 |
| Opening Date: | October 25, 2017 |
| Opening Time: | 2:00 PM |

8.4.2.2 Section II – Cost Proposal

Vendor's cost proposal response shall be included in this section.

## 8.5 PART III – CONFIDENTIAL FINANCIAL INFORMATION

8.5.1 If needed, vendors shall provide one (1) PDF Confidential Financial Information file that includes the following:

8.5.1.1 Section I – Title Page with the following information:

| Part III – Confidential Financial Information | |
|---|---|
| RFP Title: | Transportation Services for Children |
| RFP: | 3496 |
| Vendor Name: | Corporate Transportation Group, Ltd. |
| Address: | 335 Bond Street, Brooklyn New York 11231 |
| Opening Date: | October 25, 2017 |
| Opening Time: | 2:00 PM |

8.5.1.2 Section II – Financial Information and Documentation

Vendors shall place the information required per ***Section 3.1.10*** in this section.

## 8.6 CONFIDENTIALITY OF PROPOSALS

8.6.1 As a potential contractor of a public entity, vendors are advised that full disclosure is required by law.

8.6.2 Vendors are required to submit written documentation in accordance with ***Attachment A, Confidentiality and Certification of Indemnification*** demonstrating the material within the proposal marked "confidential" conforms to NRS §333.333, which states "Only specific parts of the proposal may be labeled a "trade secret" as defined in NRS §600A.030(5)". Not conforming to these requirements shall cause your proposal to be deemed non-compliant and shall not be accepted by the State.

8.6.3 Vendors acknowledge that material not marked as "confidential" shall become public record and shall be posted to the Purchasing website upon contract award.

8.6.4 It is the vendor's responsibility to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation.

8.6.5 Failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by release of said information.

## 8.7 PROPOSAL PACKAGING

8.7.1 Vendors shall submit their proposals on one (1) CD or flash drive appropriately labeled in one (1) sealed package or envelope in accordance with the instructions below.

8.7.2 Vendors are encouraged to utilize the copy/paste feature of word processing software to replicate the label for ease and accuracy of proposal packaging.

| **Gideon Davis, Purchasing Officer<br>State of Nevada, Purchasing Division<br>515 E. Musser Street, Suite 300<br>Carson City, NV 89701** | |
|---|---|
| **RFP:** | 3496 |
| **OPENING DATE:** | October 25, 2017 |
| **OPENING TIME:** | 2:00 PM |
| **FOR:** | Transportation Services for Children |
| **VENDOR'S NAME:** | Corporate Transportation Group, Ltd. |

8.7.3 Proposals shall be received at the address referenced below no later than the date and time specified in ***Section 7, RFP Timeline***. Proposals that do not arrive by proposal opening time and date shall not be accepted. Vendors may submit their proposal any time prior to the above stated deadline.

8.7.4 The State shall not be held responsible for proposal packages or envelopes mishandled as a result of the package or envelope not being properly labeled.

8.7.5 Email or facsimile proposals shall not be considered.

# 9. PROPOSAL EVALUATION AND AWARD PROCESS

*The information in this section does not need to be returned with the vendor's proposal.*

**9.1** Proposals shall be consistently evaluated and scored in accordance with NRS 333.335(3) based upon the following criteria and weights. Each criterion will be evaluated and given a 0 to 10 score, this score will be multiplied by the criterion weight to determine a weighted score. All weighted scores will be added together to determine a final score.

9.1.1 Experience in performance of comparable engagements | 30

9.1.2 Cost | 25

Cost proposals will be evaluated based on the following formula:

| | |
|---|---|
| $\frac{\textit{Lowest Total Cost Submitted by a Proposer}}{\textit{Proposer's Total Cost}}$ | = *Price Factor* |
| *Price Factor X 10, rounded to nearest whole number* | = *Cost Score* |
| *Cost Score X Criterion Weight* | = *Weighted Score* |

9.1.3 Demonstrated competence | 20

9.1.4 Expertise and availability of key personnel | 20

9.1.5 Conformance with the terms of this RFP | 5

9.1.6 Financial stability | Pass/Fail

**9.2** Proposals shall be kept confidential until a contract is awarded.

**9.3** The evaluation committee is an independent committee comprised of a majority of State officers or employees established to evaluate and score proposals submitted in response to the RFP pursuant to NRS 333.335.

**9.4** The evaluation committee may solicit information from any available source concerning any aspect of a proposal and seek and review any other information deemed pertinent to the evaluation process.

**9.5** Each vendor shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The State reserves the right to reject any proposal based upon the vendor's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures. Refer generally to NRS 333.335.

**9.6** Clarification discussions may, at the State's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive per NAC 333.165. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors. Any modifications made to the original proposal during the best and final negotiations shall be included as part of the contract.

**9.7** A Letter of Intent (LOI) shall be issued in accordance with NAC 333.170 notifying vendors of the State's intent to award a contract to a vendor, pending successful negotiations. Negotiations shall be confidential and not subject to disclosure to competing

vendors unless and until an agreement is reached. All information remains confidential until the issuance of the formal Notice of Award (NOA). If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

**9.8** A Notification of Award (NOA) shall be issued in accordance with NAC 333.170. Vendors shall be notified that a contract has been successfully negotiated, executed and is awaiting approval of the Board of Examiners (BOE). Any award is contingent upon the successful negotiation of final contract terms and upon approval of the BOE, when required. Any non-confidential information becomes available upon written request.

**9.9** Any contract resulting from this RFP shall not be effective unless and until approved by the Nevada State Board of Examiners (NRS 333.700).

## 10. TERMS AND CONDITIONS

### 10.1 PROCUREMENT AND PROPOSAL TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal.*

10.1.1 This procurement is being conducted in accordance with NRS Chapter 333 and NAC Chapter 333.

10.1.2 The State reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.

10.1.3 The State reserves the right to waive informalities and minor irregularities in proposals received.

10.1.4 For ease of responding to the RFP, vendors are encouraged to download the RFP from the Purchasing Division's website at http://purchasing.nv.gov.

10.1.5 The failure to provide clearly marked, separate PDF file(s) for ***Part IB*** and ***Part III***, which contain confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the State.

10.1.6 The State reserves the right to reject any or all proposals received prior to contract award (NRS 333.350).

10.1.7 The State reserves the right to limit the scope of work prior to award, if deemed in the best interest of the State. (NRS 333.350)

10.1.8 The State shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the State of Nevada after all factors have been evaluated (NRS 333.335).

10.1.9 Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of the project, may be rejected.

10.1.10 Proposals from employees of the State of Nevada shall be considered in as much as they do not conflict with the State Administrative Manual (SAM), NRS Chapter 281 and NRS Chapter 284.

10.1.11 Proposals may be modified or withdrawn by written notice received prior to the proposal opening time. Withdrawals received after the proposal opening time shall not be considered except as authorized by NRS 333.350(3).

10.1.12 Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal.

10.1.13 The State is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the RFP, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State.

10.1.14 Proposals submitted per proposal submission requirements become the property of the State, selection or rejection does not affect this right; proposals shall be returned only at the State's option and at the vendor's request and expense. The flash drive or CD from each vendor shall be retained for official files.

10.1.15 Any unsuccessful vendor may file an appeal in strict compliance with NRS 333.370 and NAC Chapter 333.

10.1.16 NRS 333.290 grants a preference to materials and supplies that can be supplied from a "charitable, reformatory or penal institution of the State" that produces such goods or services through the labor of inmates. The Administrator reserves the right to secure these goods, materials or supplies from any such eligible institution, if they can be secured of equal quality and at prices not higher than those of the lowest acceptable bid received in response to this solicitation. In addition, NRS 333.410 grants a preference to commodities or services that institutions of the State are prepared to supply through the labor of inmates. The Administrator shall apply the preferences stated in NRS 333.290 and 333.410 to the extent applicable.

## 10.2 CONTRACT TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal.*

10.2.1 The awarded vendor shall be the sole point of contract responsibility. The State shall look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the

awarded vendor shall not be relieved for the non-performance of any or all subcontractors.

10.2.2 The awarded vendor shall maintain, for the duration of the contract, insurance coverages as set forth in the fully executed contract. Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverages. Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.

10.2.3 The State shall not be liable for Federal, State, or Local excise taxes per NRS 372.325.

10.2.4 The State reserves the right to negotiate final contract terms with any vendor selected per NAC 333.170. The contract between the parties shall consist of the RFP together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, any modifications and clarifications to the awarded vendor's proposal, the RFP, and the awarded vendor's proposal. Specific exceptions to this general rule may be noted in the final executed contract. The State shall not indemnify vendor from any liability or damages, including but not limited to attorney's fees and costs, arising under any contract resulting from this RFP.

10.2.5 Local governments (as defined in NRS 332.015) are intended third party beneficiaries of any contract resulting from this RFP and any local government may join or use any contract resulting from this RFP subject to all terms and conditions thereof pursuant to NRS 332.195. The State is not liable for the obligations of any local government which joins or uses any contract resulting from this RFP.

10.2.6 Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and shall not make, any payment prohibited by subsection (a) of 31 U.S.C. 1352.

10.2.7 Pursuant to NRS Chapter 613 in connection with the performance of work under this contract, the contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation apprenticeship.

The contractor further agrees to insert this provision in all subcontracts, hereunder, except subcontracts for standard commercial supplies or raw materials.

## 10.3 PROJECT TERMS AND CONDITIONS

*The information in this section does not need to be returned with the vendor's proposal.*

10.3.1 Award of Related Contracts

10.3.1.1 The State may undertake or award supplemental contracts for work related to this project or any portion thereof. The contractor shall be bound to cooperate fully with such other contractors and the State in all cases.

10.3.1.2 All subcontractors shall be required to abide by this provision as a condition of the contract between the subcontractor and the prime contractor.

10.3.2 State Owned Property

The awarded vendor shall be responsible for the proper custody and care of any State owned property furnished by the State for use in connection with the performance of the contract and shall reimburse the State for any loss or damage.

10.3.3 Inspection/Acceptance of Work

10.3.3.1 It is expressly understood and agreed all work done by the contractor shall be subject to inspection and acceptance by the State.

10.3.3.2 Any progress inspections and approval by the State of any item of work shall not forfeit the right of the State to require the correction of any faulty workmanship or material at any time during the course of the work and warranty period thereafter, although previously approved by oversight.

10.3.3.3 Nothing contained herein shall relieve the contractor of the responsibility for proper installation and maintenance of the work, materials and equipment required under the terms of the contract until all work has been completed and accepted by the State.

10.3.4 Travel

If travel is required, the following processes shall be followed:

10.3.4.1 All travel shall be approved in writing in advance by the Department.

10.3.4.2 Requests for reimbursement of travel expenses shall be submitted on the State Claim for Travel Expense Form with original receipts for all expenses.

10.3.4.3 The travel expense form, with original signatures, shall be submitted with the vendor's invoice.

10.3.4.4 Vendor shall be reimbursed travel expenses and per diem at the rates allowed for State employees at the time travel occurs.

10.3.4.5 The State is not responsible for payment of any premium, deductible or assessments on insurance policies purchased by vendor for a rental vehicle.

10.3.5 Completion of Work

Prior to completion of all work, the contractor shall remove from the premises all equipment and materials belonging to the contractor. Upon completion of the work, the contractor shall leave the site in a clean and neat condition satisfactory to the State.

10.3.6 Right to Publish

10.3.6.1 All requests for the publication or release of any information pertaining to this RFP and any subsequent contract shall be in writing and sent to the DHHS Director or designee.

10.3.6.2 No announcement concerning the award of a contract as a result of this RFP can be made without prior written approval of DHHS Director or designee.

10.3.6.3 As a result of the selection of the contractor to supply the requested services, the State is neither endorsing nor suggesting the contractor is the best or only solution.

10.3.6.4 The contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of any State facility, except with the specific advance written authorization of DHHS Director or designee.

10.3.6.5 Throughout the term of the contract, the contractor shall secure the written approval of the State per ***Section 10.3.6.2*** prior to the release of any information pertaining to work or activities covered by the contract.

## 11. SUBMISSION CHECKLIST

This checklist is provided for vendor's convenience only and identifies documents that shall be submitted in order to be considered responsive. Any proposals received without these requisite documents may be deemed non-responsive and not considered for contract award.

| **Part IA– Technical Proposal Submission Requirements** | | **Completed** |
|---|---|---|
| Part IA submitted in one (1) separate PDF file | | |
| Section I | Title Page | |
| Section II | Table of Contents | |
| Section III | Vendor Information Sheet | |
| Section IV | State Documents | |
| Section V | Scope of Work | |
| Section VI | Company Background and References | |
| Section VII | Proposed Staff Resume(s) | |
| Section VIII | Other Informational Material | |
| **Part IB – Confidential Technical Proposal Submission Requirements** | | |
| Part IB submitted in one (1) separate PDF file | | |
| Section I | Title Page | |
| Section II | Appropriate sections and information that cross reference back to the technical proposal | |
| **Part II – Cost Proposal Submission Requirements** | | |
| Part II submitted in one (1) separate PDF file | | |
| Section I | Title Page | |
| Section II | Cost Proposal | |
| **Part III – Confidential Financial Information Submission Requirements** | | |
| Part III submitted in one (1) separate PDF file | | |
| Section I | Title Page | |
| Section II | Financial Information and Documentation | |
| **Reference Questionnaire Reminders** | | |
| Send out Reference Forms for Vendor (with Part A completed) | | |
| Send out Reference Forms for proposed Subcontractors (with Part A and Part B completed, if applicable) | | |

## ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

***Please initial the appropriate response in the boxes below and provide the justification for confidential status.***

| **Part IB – Confidential Technical Information** | | | |
|---|---|---|---|
| YES | | NO | x |
| **Justification for Confidential Status** | | | |
| | | | |
| | | | |

| **Part III – Confidential Financial Information** | | | |
|---|---|---|---|
| YES | x | NO | |
| **Justification for Confidential Status** | | | |
| | | | |
| | | | |

Company Name Corporate Transportation Group, Ltd.

Signature

Print Name Gerhard Doetsch

Date 10/20/2017

**This document shall be submitted in Section IV of vendor's technical proposal**

# ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Vendor Company Name Corporate Transportation Group, Ltd.

Vendor Signature

Print Name Gerhard Doetsch

Date 10/20/2017

**This document shall be submitted in Section IV of vendor's technical proposal**

## ATTACHMENT C – CONTRACT FORM

Vendors shall review the terms and conditions of the standard contract used by the State for all services of independent contractors. It is not necessary for vendors to complete the contract form with their proposal. To review the contract form, click on the following link:

Contract Form

*If you are unable to access the contract form, please contact Nevada State Purchasing at gkdavis@admin.nv.gov for an emailed copy.*

## ATTACHMENT E – REFERENCE QUESTIONNAIRE

The State of Nevada requires proposing vendors to submit business references. The purpose of these references is to document the experience relevant to the scope of work identified within the RFP and provide assistance in the evaluation process.

| INSTRUCTIONS TO PROPOSING VENDOR | |
|---|---|
| 1. | Proposing vendor or vendor's proposed subcontractor shall complete Part A and/or Part B of the Reference Questionnaire. |
| 2. | Proposing vendor shall send the Reference Questionnaire to each business reference listed for completion of Part D, Part E and Part F. |
| 3. | Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to:<br><br>State of Nevada, Purchasing Division<br>Subject: ***RFP 3496***<br>Attention: ***Purchasing Division***<br>Email: gkdavis@admin.nv.gov<br>Fax: 775-684-0188<br><br>Please reference the RFP number in the subject line of the email or on the fax. |
| 4. | The completed Reference Questionnaire shall be received ***no later than 4:30 PM PT 10/23/2017*** |
| 5. | Business references are **not** to return the Reference Questionnaire to the Proposer (Vendor). |
| 6. | In addition to the Reference Questionnaire, the State may contact any and all business references by phone for further clarification, if necessary. |
| 7. | Questions regarding the Reference Questionnaire or process shall be directed to the individual identified on the RFP cover page. |
| 8. | Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process. |

Reference
Questionnaire - 04-05

*To open the document, double click on the icon.*

*If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at gkdavis@admin.nv.gov for an emailed copy.*

References:

New York City Administration for Children's Services
150 William Street
New York, New York 10038
Stuart Goldstein
Director of Transportation and Special Projects
212-341-8914

Montefiore Hospital
111 East 210th Street
Bronx, New York 10467
Carlos Colon
Manager
646-879-7711

# ATTACHMENT F– PROPOSED STAFF RESUME

The embedded resume shall be completed for all proposed prime contractor staff and proposed subcontractor staff.

Proposed Staff
Resume - 04-05-17.d

*To open the document, double click on the icon.*

*If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at gkdavis@admin.nv.gov for an emailed copy.*

# PROPOSED STAFF RESUME FOR RFP XXXX

***A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.***

| | |
|---|---|
| **Company Name Submitting Proposal:** | |

| *Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.* | | | |
|---|---|---|---|
| **Contractor:** | | **Subcontractor:** | ***X*** |

| *The following information requested pertains to the individual being proposed for this project.* | | | |
|---|---|---|---|
| **Name:** | ***Richard Samuels*** | **Key Personnel: (Yes/No)** | |
| **Individual's Title** | ***GM*** | | |
| **# of Years in Classification:** | ***10*** | **# of Years with Firm:** | ***10*** |

## BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

***Information should include a brief summary of the proposed individual's professional experience.***

Richard Samuels has been in management in the transportation industry from the day he moved to Las Vegas. From operations manager to general manager he has covered all aspects of the industry. Setting up dispatch centers as needed as well as increasing fleet size and employees in a forever growing company.

## RELEVANT EXPERIENCE

***Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.***

CLS Transportation 1996 to 2005
Operations Manager

AWG 2005 to 2007
Operations Manager

Omni Limousine 2007 to Present

## EDUCATION

***Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.***

Insert here the requested educational information.

## CERTIFICATIONS

***Information required should include: type of certification and date completed/received.***

Insert here any certifications proposed individual has received.

## REFERENCES

***A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.***

Steven Alfonsi
Director of transportation for Wynn / Encore Las Vegas
702-300-8742
Steven.Alfonsi@wynnlasvegas.com

Lisa Ortega
Affiliate Relations Manager Davel-Boston Coach
800-672-7676
**Lisa.Ortega@BostonCoach.com**

Billy Placier
Affiliate Manager Musice Express
201-663-6324
bplacier@musicexpress.com

# PROPOSED STAFF RESUME FOR RFP XXXX

***A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.***

| | |
|---|---|
| **Company Name Submitting Proposal:** | ***Corporate Transportation Group, Ltd.*** |

| ***Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.*** | | | |
|---|---|---|---|
| **Contractor:** | ***Corporate Transportation Group, Ltd.*** | **Subcontractor:** | ***Omni Limousine*** |

| ***The following information requested pertains to the individual being proposed for this project.*** | | | |
|---|---|---|---|
| **Name:** | ***Stephanie Prasker*** | **Key Personnel: (Yes/No)** | ***yes*** |
| **Individual's Title** | ***VP - Sales*** | | |
| **# of Years in Classification:** | ***7 years*** | **# of Years with Firm:20 years** | |

## BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

***Information should include a brief summary of the proposed individual's professional experience.***

Dedicated Account Manager available on a daily basis for any issues or special requests, overseeing the relationship. With CTG since 1997 with over 20 years Industry Service Experience.

.

## RELEVANT EXPERIENCE

***Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.***

Insert here relevant experience as it relates to this project.

.

## EDUCATION

***Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.***

Insert here the requested educational information.

## CERTIFICATIONS

***Information required should include: type of certification and date completed/received.***

Insert here any certifications proposed individual has received.

## REFERENCES

***A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.***

NYC ACS – New York Administration for Children's Services
Stuart Goldstein – Director of Operations
(P) 212-341-8914 (F) 212-341-8927
Stuart. goldstein@dfa.state.ny.us

Montefiore Hospital
Carlos Colon – Manager
(P) 917-952-2278 (F) 718-882-3924
cacolon@montefiore.org

Oppenheimer & Co., Inc.
Jorge Santos – Senior Director of Purchasing
(P) 212-668-8105 (F) 212-825-8788
Jorge.santos@opco.com

# PROPOSED STAFF RESUME FOR RFP XXXX

***A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.***

| **Company Name Submitting Proposal:** | ***Corporate Transportation Inc*** |
|---|---|

| ***Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.*** | | | |
|---|---|---|---|
| **Contractor:** | ***Corporate Transportation Inc*** | **Subcontractor:** | ***Omni Limousine*** |

| ***The following information requested pertains to the individual being proposed for this project.*** | | | |
|---|---|---|---|
| **Name:** | ***Jeannine Napoleone*** | **Key Personnel: (Yes/No)** | ***Yes*** |
| **Individual's Title** | | | |
| **# of Years in Classification:** | ***27*** | **# of Years with Firm:** | ***20*** |

## BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

***Information should include a brief summary of the proposed individual's professional experience.***

Insert required information here. Operations Manager

## RELEVANT EXPERIENCE

***Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.***

Insert here relevant experience as it relates to this project. I run the nationwide department of our company. We service transportation in 458 cities as well as 38 counties.

## EDUCATION

***Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.***

Insert here the requested educational information. John Jay College.

## CERTIFICATIONS

***Information required should include: type of certification and date completed/received.***

Insert here any certifications proposed individual has received.

## REFERENCES

***A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.***

Insert here a minimum of three (3) references with the above information.

Christine Navarrete 1-347-546-1264
Joseph Civello1-917-992-9428
Salvatore Gregorio 1-917-733-5349

## ATTACHMENT G – COST SCHEDULE

G - COST SCHEDULE.xlsx

*To open the document, double click on the icon.*

*If you are unable to access the above inserted file once you have doubled clicked on the icon, please contact Nevada State Purchasing at gkdavis@admin.nv.gov for an emailed copy.*

## ATTACHMENT H – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By: _____ _____
Signature of Official Authorized to Sign Application Date 10/20/2017

For: Corporate Transportation Group, Ltd.
Vendor Name

***RFP for Transportation Services For Children***
Project Title

**This document shall be submitted in Section IV of vendor's technical proposal**

## ATTACHMENT I – FEDERAL LAWS AND AUTHORITIES

*The information in this section does not need to be returned with the vendor's proposal.* Following is a list of Federal Laws and Authorities with which the awarded vendor shall be required to comply.

**ENVIRONMENTAL:**

1. Archeological and Historic Preservation Act of 1974, PL 93-291
2. Clean Air Act, 42 U.S.C. 7506(c)
3. Endangered Species Act 16 U.S.C. 1531, ET seq.
4. Executive Order 11593, Protection and Enhancement of the Cultural Environment.
5. Executive Order 11988, Floodplain Management
6. Executive Order 11990, Protection of Wetlands
7. Farmland Protection Policy Act, 7 U.S.C. 4201 ET seq.
8. Fish and Wildlife Coordination Act, PL 85-624, as amended
9. National Historic Preservation Act of 1966, PL 89-665, as amended
10. Safe Drinking Water Act, Section 1424(e), PL 92-523, as amended

**ECONOMIC:**

1. Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754, as amended
2. Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants or Loans

**SOCIAL LEGISLATION**

1. Age Discrimination Act, PL 94-135
2. Civil Rights Act of 1964, PL 88-352
3. Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
4. Executive Order 11246, Equal Employment Opportunity
5. Executive Orders 11625 and 12138, Women's and Minority Business Enterprise
6. Rehabilitation Act of 1973, PL 93, 112

**MISCELLANEOUS AUTHORITY:**

1. Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646
2. Executive Order 12549 – Debarment and Suspension

# Corporate Transporation Group

*a next generation transportation company operating at the speed of technology*

Overview

June 2017

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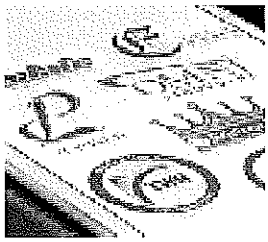
***Corporate Transportation Group (CTG)***

Corporate Transportation Group, LTD. (CTG) is a privately held transportation consortium. CTG's industry leading passion is delivering excellence to our clients. The Company is one of the largest providers of ground transportation services globally, operating a continually expanding fleet through its thirteen (13) wholly owned entities. More than 8,000 vehicles operate under the CTG brands through some of the following entities in the United States: NYC 2 WAY International, Allstate Private Car and Limousine, Hybrid Limo Express, WorldLimo.com, AristaCar & Limousine, Omni Limo, CTG Worldwide, All County Transportation, Excelsior Car & Limousine, Platinum Car & Limousine, First Class of NY, TWR Car & Limo, and CTG Transporation and Logistics.



CTG is a well-known industry leader that continues to foster innovation by its aggressive adoption of new technologies and services it brings to market. The Company's vast resources and network empower the organization to be one of the few entities that can manage global transportation options. Globally, CTG offers clients a full service solution that includes sedans, black, premium, hybrid and specialty vehicles; along with coach and full sized buses. The Company continues to transform itself by further implementing and streamlining operational processes that yield major operational efficiencies that surpass the expectations of our clients.

***The Slinin's***

Galina and Eduard Slinin Founded Allstate Private Car and Limo in 1982. Immigrants from the Ukraine, the Slinin's represent the ultimate hard-work success story. From modest means, they then went on in 1985 to start the wildly successful *NYC-2-Way International*. From these two companies CTG was born and continues to grow organically and through acquisitions. Presently, CTG operates a global ground transportation consortium; along with a transportation and logistics technology and private jet services company.

CTG is a leading innovator in the ground transportation industry. The operating entities represent one of the largest fleets of vehicles and a global affiliate network that spans 39 countries in 450 of the world's largest cities. The Slinin's passion and endless commitment to their employees, customer service, and passion to lead the industry has kept CTG on the forefront of the ground transportation industry.

The Slinin's continue to be an early adopter and vocal proponent of technology in the transportation industry. They attribute their focus on *making consumers lives easier and less stressful*. CTG has integrated this philosophy into the business and is on a quest of creating a *next generation transportation company that operates at the speed of technology*. The Slinin's hands-on leadership directly integrates his leadership into all CTG entities and new corporate initiatives like ride-sharing and other automobile technologies and transportation services.

Mr. Slinin serves as a Fox Business News contributor and has been appointed to multiple leadership positions, including serving on the board of directors of Black Car Assistance Corp. and the New York Law Enforcement Association. As a testament to the Slinin's acumen, CTG has two former United States Senators, as well as other notable political figures on its Board of Directors.

***Environmentally Conscious***

The Slinin's share a strong passion about doing what they can *to leave the earth a better place than when they entered it.* It is with this responsibility they bare, that CTG and its entities are environmentally conscious organizations. To the best of our capabilities, our entities operate paperless companies. Inspection and vehicle reports and daily log sheets are managed digitally. Work is dispersed to chauffeurs via tablet, along with integration of guest pick up details and signage.

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## ACCOUNT MANAGEMENT AND CLIENT SATISFACTION

***Issue resolution process.***

CTG and our operating entities recognize we are in a customer service business and train our personnel to be sensitive that guests bare added stress when they are traveling and or are worried being on-time in an unfamiliar city. Our core communications platform integrates vehicle location based technologies and in-camera vehicles. This allows us to proactively ensure vehicles are where they are supposed to be, the proper passengers were in the vehicle and items that may have been left in a vehicle are returned to the proper recipient. Moreover, there is always a human voice (24 hours a day) for the guest to call — to assist them with an issue and is in need of assistance. All of our vehicles have in-vehicles video monitoring are regularly viewed and can be reviewed to determine passenger interactions and any inappropriate behavior.

Our issue resolution is focused on a four-step process we refer to as (1) listen, (2) locate, (3) identify, (4) remedy.

Our customer service personnel is trained to **Listen** carefully and document the issue, **Locate** the parties, vehicle and Chauffeur, **Identify** the issue based on the complaint and the data that is gathered from our platform, chauffeur communications and in-vehicle nav and video data. Thereafter, **Remedy** through analysis and communication with guest. If analysis proves no fault by Omni, communication is automatically escalated with management to determine if an override is necessary. 94% of our guest disputes that occur are resolved within 24 hours.

***Issue resolution process.***

CTG supports our customers via 24-hour a day Customer Service Telephone Support. Personnel have a four-step ('protocol') process mentioned above. We have found guests typically prefer communications with a single point of contact relative to customer service issues. The Primary Customer Service point of contact documents each and every issue as well as the resolution.

## PERSONNEL AND SAFETY

***Employee Background Checks and Drug Testing***

CTG and our operating entities conducts background checks and pre-employment drug testing, along with random mandatory testing on a quarterly basis.

## SERVICE SPECIFIC INFORMATION

***Company Differentiation.***

Beyond the 'five-star' experience we provide our guests, Omni differentiates itself in three key areas:

1) **Vehicle and Brand-**all of our vehicles are meticulously kept on the inside and out and are detailed on a daily basis. We are one of the few Chauffeured transportation companies that operates a fleet of BMW 7-Series in North America.
2) **Quality of Chauffeurs-**beyond having a high employee retention level (75% over 5 years), some of our drivers are former police men and women and US Military Veterans, which has proven to provide added ease-of-mind to our guests.
3) **Technology Leader-**beyond the transportation and logistics platform we have developed and expressed, we were one of the first transportation companies to go paperless and provide all our chauffeurs tablets, launch a transportation and logistics platform and are moving swiftly to launch new ride sharing programs with a major auto manufacturer. This is consistent to our mantra... *'a next generation transportation company operating at the speed of technology.'*

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***Additional services we provide.***

We operate a "Customer First" mentality and attempt to deliver a **yes** to each and every question we are asked. ***Going the extra mile*** is the way we do business and a derivative of the passion of the Slinin's leadership. Beyond a Global Footprint, private jet and "Five-Star" Chauffeured Ground Transporation services, our guests enjoy being chauffeured in the newest most luxurious vehicles.

***Added Value Strategic Advantages.***

Our strategic advantage is people, product and technology. We have found that a happy staff directly correlates to happy, long-term customers. We work diligently to maintain a well-trained staff that operate at industry high retention rates. We offer the newest fleet of vehicles on the road AND a new fleet of 2018 BMW 7-Series Hybrid Vehicles. We believe this sets the apart from our competitors, while integrating our Corporate Sustainability (Green) iniatives.

***Companies we support nationally.***

CTG is supported by 13-Domestic ("sister") Companies as part of the Corporate Transportation Group (CTG) LTD network. Through CTG's entities, some of our Fortune 500 Clients from the banking, legal and entertainment communities include: Goldman Sachs & Co., Bank of America, Deutsche Bank, BMW, Cravath Swaine & Moore, PriceWaterhouseCoopers, Ernst & Young, HBO, NBC, Universal Music Group, Austrian Airlines and JetBlue.

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### Chrysler 300

Bold design defines the distinguished look of the Chrysler 300. The Chrysler 300 offers a sporty appearance chrome and an award-winning standard 3.6L Pentastar® V6 engine and eight-speed automatic transmission featuring 30 highway mpg

### BMW 7-Series

The newly redesigned BMW 7 Series sedan is designed to be in a separate class from other kinds of large luxury vehicles. The 7-Series perfectly blends state-of-the-art technology and design with unmatched comfort using materials that create a cozy atmosphere which satisfies the most fastidious taste. The long wheel base is designed to provide stability at high speeds, and its suspension offers an incredibly smoothest ride.

### Stylishly Bold Luxury SUV

There is no other brand that represents the art and science of luxury vehicle making better than Cadillac. The Cadillac Escalade ESV takes luxury to a new level. With a hand-crafted leather interior that includes dramatically increased leg and headroom, everyone feels important. The exterior of the Escalade ESV is designed for safe and comfortable travel. The Escalade ESV is ideal to move small groups to and from meeting appointments and or to the airport for travel.

### Executive Stretched Limousine

The 6 passenger Lincoln MKT stretch limousine is one of the top choices in the rental limo market today. If you are looking to make a grand entrance to a wedding, party, prom, or just make a statement on a special night out this is the vehicle for you. The MXT model is a stylish ride with everything you want with a spacious interior.

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### Executive Stretched Limo

The 8 passenger Lincoln MKT stretch limousine is one of the top choices in the rental limo market today. An excellent choice to make your grand entrance to a wedding, party, prom, or even just make a statement on a special night out. The MXT model is a stylish ride with everything you want.

### Mercedes Sprinters

The 9 passenger Mercedes Sprinter delivers the same class and sophistication that is synonymous with luxury. Sporting a spacious roof and a commodious interior, the Sprinter provides a comfortable ride for large parties, business teams, or extended family. Trust the functional elegance of the Mercedes Sprinter to transport your group with the style and reliability of Mercedes-Benz.

### Executive Passenger Van

Do you have a larger group? Try the Ford E-350, a van considered by the average traveler as one of the most reliable currently on the market. Without fail, the Ford E-350 meets all performance expectations each year. This vehicle holds 10 passengers and still has enough room to store your luggage and golf clubs. Reserve a 10 passenger van today as a cost-effective solution for comfortable traveling.

### Executive Mini Coach

This is a great mini bus capable of carrying twenty-four people. Hands down, this is the easiest ways to transport large groups of people. The mini coach is extremely well-equipped, and is designed to make the process of traveling very comfortable.This vehicle is also a great way to make sure that everyone keeps to the schedule. Our mini coaches are perfect for corporate events, convention meetings, out of state trips, weddings and more.

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SECRETARY OF STATE

STATE OF NEVADA

# NEVADA STATE BUSINESS LICENSE

## OMNI LIMOUSINE, INC.

**Nevada Business Identification # NV20011298789**

## Expiration Date: May 31, 2018

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on May 16, 2017

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

***You may verify this license at www.nvsos.gov under the Nevada Business Search.***

**License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which by law cannot be waived.**

- **Online Reservation Gateway enables users to manage their reservations and track their cars.**
- **Mobil application available for both Android and IOS phones.**
- **Customized notifications via email, text or phone.**
- **Online Billing Inquiry enables users to view ride history with charge details and obtain copies of voucher/credit card receipts.**
- **Automatic e-receipts once the ride is completed.**

CTG is always striving to be a technological leader in the ground transportation sector. We're constantly analyzing our competitors' offerings, collecting customer feedback, and working with top development firms to make sure that our technology stays ahead of the curve. Over the years, we have made a significant investment into our technology stack and infrastructure to make sure that we can expand our offerings as needed.

We are currently operating in a fully-scalable cloud-based environment for all of our consumer applications. Leveraging Amazon's AWS services, we are able to automatically scale our services instantly and effectively. In addition, the GTNetwork platform, that we are utilizing for our consumer applications, was architected with scalability and configurability as a priority from the start. Most of the configuration for our Apps is driven by the backend, meaning that no app-update is required for the vast majority of configuration changes. This allows us to seamlessly make configuration changes without having to deal with delays attributed to things like Apple's App Store Review Process.

CTG's senior management is committed to the security of our company by implementing and enforcing, technical controls, operational controls and management controls. CTG is currently PCI/DSS certified .)