Request for Proposals for Professional Services
Lake Tahoe Intelligent Transportation Systems Plan Update
Tahoe Metropolitan Planning Organization (TMPO)

I. Background

The Tahoe Regional Planning Agency (the Metropolitan Planning Organization as designated by the Governors of California and Nevada) is seeking proposals from qualified professionals and or firms to assist in updating the Tahoe Basin Intelligent Transportation Systems Strategic Deployment Plan (SDP). The current plan, dated March 2003, is available upon request.

The current proposed study is intended to address the expanded realm of ITS in the Tahoe Basin and to respond to specific recommendations and requirements needed to bring the Tahoe Metropolitan Planning Organization (TMPO) into compliance (23 CFR 940) with current ITS program standards set by the Federal Highway Administration (FHWA) for development of architecture and strategic plans as well as the Federal Transit Administration’s National ITS Architecture Policy on Transit Projects. Furthermore, the SDP will provide a vision for ITS deployment in the region, outline a program of low, medium and high priority projects, identify a funding strategy, update the Regional ITS Architecture with regard to future problems, needs, and life cycle costs over a 20 year horizon.

II. Framework

The planning and regulatory framework in the Lake Tahoe Region is drawn largely by the Tahoe Regional Planning Compact (Compact), Public Law 96-551. The Compact is federal law ratified by the States of California and Nevada in 1980. The Compact sets out a number of provisions, including the creation of the Tahoe Regional Planning Agency (TRPA), a planning and regulatory entity charged with protecting the lake and land of the Lake Tahoe Basin. In August of 1982, TRPA adopted Resolution 82-11, adopting environmental thresholds for the Lake Tahoe Region. The Compact and thresholds guide virtually all aspects of TRPA’s planning and operating functions, which in return require the SDP to be consistent with them.

The Tahoe Metropolitan Planning Organization (TMPO) was created in 1999 by the Governors of California and Nevada by designating the Lake Tahoe Region as a Metropolitan Planning Organization (MPO) under authority provided in federal regulations. As with all federally designated MPOs, the MPO’s role is primarily a planning and financial programming role. The TMPO works with the local jurisdictions to facilitate coordinated delivery of projects in order to fulfill the goals of the Regional Transportation Plan (RTP), which include establishing a safe, secure, and efficient transportation system that helps attain and maintain environmental thresholds, and supports the economic vitality of the region. The TMPO Governing Board is comprised of the Tahoe Regional Planning Agency (TRPA) Governing Board, with the addition of a United States Forest Service - Lake Tahoe Basin Management Unit representative.

The Tahoe Basin Region encompasses parts of five counties in two states. This effort to develop the SDP is part of a comprehensive undertaking by the Tahoe partner agencies to map out and coordinate ITS opportunities. The primary objective of the Strategic Plan is to help the Tahoe Basin define transportation-related needs in the region. Then, with this foundation firmly in-place, to identify potential ITS solutions that mitigate/address the identified problems.
III. Anticipated Roles and Responsibilities:

1. **TMPO-TRPA Staff:** Lead the development of the SDP, manage consultant services for plan development, and develop technical reports, trends, forecasts and analysis. Synthesize land use and transportation policies and strategies, mainstream ITS projects in to Transportation Improvement Program (TIP) processes.

2. **Consultant:** The selected consultant will plan and provide public outreach in addition to technical and document production staff resources. The scope of services outlined below will specifically address the activities and products expected of the selected consulting team.

IV. Public Records

The documents submitted in response to this request for proposal become a public record upon submission to the TMPO subject to mandatory disclosure upon request by any person unless the documents are exempted from public disclosure by a specific provision of the respective Nevada and California Freedom of Information Acts. Restrictions on any information submitted will render a bid non-responsive. The TMPO assumes no contractual obligation to enforce any exemption on behalf of a respondent to this RFP.

V. Scope of Services

This scope of work represents the minimum requirements, however, TMPO expects the chosen consultant, by utilizing its expertise and ITS planning experience, to propose efficient and economical means to complete the minimum requirements and incorporate enhancements to these tasks where appropriate. Therefore, based upon the interpretation of the study area’s needs, each interested respondent can include additional or more detailed tasks in their proposal including fees for each task.

Upon completion of the Plan, the TMPO will retain sole possession of all products produced during the development of the Plan.

Unless otherwise noted, all deliverables should be submitted in electronic format via e-mail. It should be expected that all deliverables will first be submitted as a draft and then as comments are received, be resubmitted as a final.

The consultant shall be responsible for all meeting agendas and minutes.

**Task 1 - Project Initiation**

After the award of contract, the consultant shall commence work on this project starting with activities of project initiation within one week from the receipt of the Notice to Proceed.

1. Prepare an outreach plan to bring new stakeholders into the ITS planning and deployment process and to reach consensus on the architecture and SDP.
   - Create awareness of the project
   - Identify stakeholders and their needs and key objectives in the plan
     - The list of stakeholders should consist of different categories of stakeholders based on funding partners, operational partners, users, major regional stakeholders, and other stakeholders, from both public and private sectors. The Consultant shall develop the list with guidance from the TMPO staff, and other partner agencies.
   - Identify champion stakeholders
2. Identify and update steering committee members, and develop a detailed project organizational chart.
   - The consultant shall propose governance structure, identify steering committee members, and develop committees with roles and responsibilities for approval.

3. Develop detailed master project schedule
   - The consultant shall develop a detailed master project schedule with key milestones and critical path clearly identified, taking into consideration key stakeholders’ requirements and timeline for each of the milestones and deliverables.
   - Identify key staff to be working on the project.

**Deliverable 1:** A Project Plan capturing the above information and defining success factors, risks and mitigating strategies, and other relevant issues that are critical to the project.

**Task 2 - Data Gathering**
The Consultant should collect all pertinent documents from stakeholders after the award of contract. The list of preliminary documents must be reviewed by the consultant so they can become familiar with the existing studies, systems, projects and plans of the primary stakeholder agencies. The consultant shall provide a geographical representation of all existing and planned projects as GIS shapefiles.

**Deliverable 2:** A detailed listing of existing studies, systems, projects, plans and webpage links included in a Technical Memo documenting the ITS inventory and a map illustrating locations. The ITS inventory and map will be used in the stakeholder consultation workshop in Task 3.

**Task 3 – Stakeholder Consultation/Identify ITS Needs, Vision, Goals, and Objectives**
The consultant will affirm the regional ITS Vision and Goals by interviewing stakeholders, and reviewing existing visions, goals, and objectives. The consultant shall prepare the material for and conduct a one-day workshop for stakeholders.

The presentation should include:

1. Overview of the project
2. Proposed project schedule
3. Description of ITS, the value of the update, and how it will impact and benefit each of the stakeholder groups
4. Brief overview of process to be followed in developing the ITS regional architecture
5. Generate, discuss & assess needs, problems, concerns, goals, and objectives. Identify points of synergistic issues and resolve conflicting issues.
6. Discuss details of how these needs, problems, and concerns can be addressed.

The consultant will be required to follow up with agencies to finalize their input. To facilitate this, the consultant will develop on-line surveys accessible with a link from the TMPO website that will be used to support these activities.

**Deliverable 3:** A report summarizing stakeholder visions, goals, objectives and needs. These goals and objectives must be inclusive of and consistent with those of the TMPO 2012 RTP.
Task 4 - Develop Regional Strategic Deployment Plan

1. **Develop Key Regional ITS Strategies**
   Within the over-arching goals and objectives of the plan, key regional strategies shall be developed. Specifically: The regional ITS strategies shall be developed to address each of the regional ITS goals and objectives, consistent with the needs.

2. **Determine Specific Needs, ITS Service Packages & Elements based on Strategies**
   Equipped with information and needs obtained from previous tasks, the consultant shall document and group the Specific Needs in accordance with ITS Architecture requirements.

3. **Define Operational Roles and Responsibilities Consistent with Regional Vision, Goals, Objectives, and Strategies**
   This task identifies specific operational roles and responsibilities on the part of the operating agencies that must be done to reach the goals and objectives defined earlier. Specifically, the operational roles and responsibilities include but are not limited to:
   - Roadway traveler information
   - Traffic management and safety
   - Transit accessibility and service
   - Maintenance activities
   - System integration and coordination

4. **Determine the Functional Requirements**
   This task determines the functional requirements, based on the service packages and inventory elements, for the region.

5. **Prepare Regional ITS Architecture**
   The consultant shall develop and prepare the Regional ITS Architecture consistent with regional needs and strategies, in compliance with FHWA Rule 940.9 and Part V of the FTA National ITS Architecture Policy on Transit Projects.
   1. Procedures, responsibilities and funding for architecture maintenance
   2. Mechanisms for identifying and reporting architecture changes
   3. Provide guidance to the use of the Regional ITS architecture

6. **The consultant will incorporate the work from Task 4 into the final Strategic Deployment Plan document.**
   This document will include:
   1. ITS Vision, goals and strategies
   2. Performance criteria
   3. Specific Needs, ITS Service Packages & Elements based on Strategies
   4. Projects grouped in short, medium, and long term timeframes
   5. Expected measurable benefits
   6. Anticipated capital costs, operations, maintenance costs and funding considerations
   7. Regional ITS Architecture
      - Scope of the architecture
      - Stakeholders
      - Inventory of systems
      - Customized market packages
      - Operational Concept
• Functional requirements
• Standards identification

**Deliverable 4:**
- Six hard copies and one electronic copy of the draft SDP.
- Ten hard copies and ten copies on CD of the final SDP.
- Fifty hard copies and one electronic copy of the executive summary.
- Two copies on CD of all source files.
- An electronic copy of the Turbo Architecture database in the latest version of Turbo Architecture.
- Step by step instructions and guidance for how the architecture is used to support project programming and implementation by operating agencies in the region.

**Task 5 – Presentations**
Prepare two presentation of the overall ITS strategic plan for the key stakeholders’ use, one on the executive summary and one on the overall Plan. Present the overall Final Plan presentation to the Tahoe Transportation Commission and/or TMPO Governing Board.

**Deliverables 5:** Two presentations with the overall Plan presented one or two times.

**VI. RFP Specifications**

**Service Solicited**
In accordance with the parameters set out above, and on behalf of the TMPO this Request for Proposal is issued to select a Consultant for the program for an initial period of 15 months.

**Eligible Bidders**
Proposals will be accepted only from individuals who:

1. Are qualified to conduct business in the State of California and/or Nevada
2. Are in good standing with California and/or Nevada Secretary of State (if a corporation or a Limited Liability Company);
3. Have not been debarred by the federal government, State of California, State of Nevada or local government;
4. Have at least thirty-six months of direct and/or related experience in the delivery of the same or similar services for which they are requesting consideration through this RFP.

The TMPO agrees to make a “good faith” effort to contract with small, minority and women owned business enterprises. Accordingly, the TMPO strongly encourages these enterprises to reply in part or whole for the tasks listed within this RFP.

**Source of Funds**
The primary source of funding is through state and federal sources and is subject to federal grant award requirements.

**Contract Term**
It is intended that all work will be completed within fifteen (15) months of negotiating a contract in accordance with the schedule component and that the consultant’s work team will begin immediately upon signing a contract. The TMPO retains an option to extend the contract contingent upon satisfactory performance and available funding.
Schedule

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Announcement and Availability of Proposal</td>
<td>October 30, 2013</td>
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<tr>
<td>Deadline for submission of written questions to the TMPO</td>
<td>November 15, 2013</td>
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<tr>
<td>Release responses to questions</td>
<td>November 22, 2013</td>
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<tr>
<td>Deadline for Submission of Proposal</td>
<td>December 6, 2013</td>
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<tr>
<td>Scoring of Proposals and Oral Interviews</td>
<td>December 11 – December 18, 2013</td>
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<tr>
<td>Announcement of Selected Consultant</td>
<td>December 20, 2013</td>
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Deadline for Submission of Proposals

The original proposal, together with three (3) complete copies and one (1) electronic copy, must be hand-delivered or mailed in a sealed package by 4:00 p.m. PST on December 6, 2013. The complete proposal package must be submitted in a sealed envelope, plainly marked “TAHOE BASIN ITS STRATEGIC DEVELOPMENT PLAN ” and “DO NOT OPEN – Sealed Bid Enclosed”, name and contact information of bidder, and addressed to the attention of Joe Marzocco as follows:

Tahoe Metropolitan Planning Organization  
Attn: Joe Marzocco  
PO Box 5310 (US mail)  
128 Market Street (FedEx/UPS)  
Stateline, NV 89449

Upon release of the RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed above. Unauthorized contact regarding this RFP may result in disqualification. Any oral communications will be considered unofficial and non-binding to the TMPO. The respondent should rely only on written statements issued by the RFP Coordinator.

Bidders accept all risk of late delivery of mailed proposals regardless of fault. Late proposal submissions will not be considered. Also, facsimile and other electronically transmitted proposals will not be considered. All proposals and accompanying documentation become the property of the TMPO and will not be returned.

Requests for Clarification

Requests for clarification or additional information must be made in writing and can be submitted to the RFP Coordinator, Joe Marzocco, jmarzocco@trpa.org, prior to the date specified in the RFP Schedule. Written responses to all requests will be posted at: http://www.trpa.org/ and http://tahoempo.org/

Any verbal communication with the RFP Coordinator or a staff member of the TMPO concerning this RFP shall not be considered binding on the TMPO and shall in no way alter a specification, term, or condition of the RFP.

The RFP Coordinator will be unable to respond to requests for additional information or clarification received after 4:00 p.m. PST, November 15, 2013.

Amendments

In the event of a material modification, all known and/or potential bidders will be notified of an amendment. If deemed necessary by the TMPO, bidders will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.
Proposal Review Process
In order to ensure that this procurement meets statutory and audit standards, the proposal review process shall be as follows:

1. All proposals shall be reviewed to determine that minimum eligibility standards have been met. Ineligible bidders will be notified in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. A proposal will be selected based on the combined score of the written submission and an oral interview with the top ranked bidders.
4. Bidders shall be notified in writing on their selection outcome.

VII. General RFP Information

General Proposal Conditions

1. Cost incurred by bidder: All costs of proposal preparation shall be borne by the bidder.
2. Accuracy and Completeness: The proposal must set forth accurate and complete information. Unclear, incomplete, and/or inaccurate documentation may not be considered. If the bidder knowingly and willfully submits false performance or other data, the TMPO reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false data or performance, the TMPO reserves the right to terminate the contract.
3. Withdrawal of Proposals: Proposals may be withdrawn by written request of the authorized signatory on the bidder’s letterhead or by e-mail at any time prior to the submission deadline.
4. General TMPO Reservations:
   • TMPO reserves the right to withdraw this RFP at any time and without prior notice. The TMPO makes no representation that any contract will be awarded to any bidder responding to the RFP. The TMPO reserves the right to reject any or all submissions.
   • If an inadequate number of proposals are received or the proposals received are deemed non-responsive, or not cost effective, the TMPO may at its sole discretion, extend the submission date until a sufficient number of proposals are received, reissue the RFP or execute a sole-source contract with a vendor.
   • The TMPO and/or their designees shall review and rate the proposals. The bidder may not make any changes or additions after the deadline for receipt of proposals. The TMPO reserves the right to request additional information or documentation, as it deems necessary.
   • The TMPO reserves the right to verify all information in the proposals. If the information cannot be verified, and if the errors are not willful, The TMPO reserves the right to reduce rating points awarded.

Standing of Bidder
Regardless of the merits of the proposal submitted, a bidder may not be recommended for funding by the TMPO if it has a history of contract non-compliance with the TMPO or with any other funding source; poor past or current contract performance with the TMPO, or any other funding source; or current disputed or disallowed cost with the TMPO or any other funding source.

The TMPO will enter into an agreement only with entities that are in good standing with the California and/or Nevada Secretary of State.
Contract Documents
The bidder approved for funding shall enter into a contract with the TMPO that shall include all documentation that is required pursuant to TMPO contract policies. The selected consultant will be expected to sign the standard Consultant Services Agreement listed here: http://www.trpa.org/wp-content/uploads/TRPA-Two-Party-Contract.doc

All subcontractors, if any, used by the selected consultant will require prior written consent of the TMPO and will be subject to all provisions stipulated in the TRPA/TMPO Consultant Services Agreement.

General Preparation Guidelines
Proposals should be prepared simply and economically, providing a straightforward, concise description of bidder capabilities to satisfy the requirements of this request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be placed on completeness and clarity of content. All proposal responses must be in the following format:

1. Cover Letter/Executive Summary
The cover letter should contain the name of the Bidding Company, the address of the proposing officer, and the contact individual authorized to answer technical, price, and contract questions. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the bidder. The Bidder shall include a brief summary that includes the actual scope aspects of basic services offered, experience and qualifications of the Bidder, staff, consultant, sub-consultants and/or suppliers, a list of relevant projects in the last five (5) years and the timeliness in which they were completed and any other relevant information. The cover letter should not exceed one (1) page, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.

2. Table of Contents
The contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments. The table of contents should not exceed two (2) pages, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.

3. Company Background/Qualifications
This section should include the full name and principal address of the company, as well as the distance of your nearest office to the Tahoe Metropolitan Planning Organization. Include the state in which the Company is incorporated to operate and the date of incorporation. Provide a brief overview of the general background and services provided by your firm, including size of organization, description of organization structure, and number of years in business, and experience in serving public entities. Identify key staff in your company and affiliates including subcontractors or sub-consultants to fulfill the contract requirements. Provide their resumes with job descriptions and other detailed qualification information. Include the proposed role and estimated amount of time to be spent on this project for each person.

Identify key measures of the company’s financial strength. Respondents should be prepared to submit a copy of financial statements for the past two years, upon the TMPO’s request.

The company background should not exceed three (3) pages, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.
Resumes provided should not exceed two (2) pages, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.

4. **Scope and Methodology**
Provide in detail how your firm would add value to this process. Set forth a work plan, including the methodology and processes to be followed to perform the services as identified in Section V. Also outline a project timeline from award of contract to final report, allowing for sufficient time for presentations to the TMPO. The scope and methodology should not exceed three (3) pages, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.

5. **References**
Provide a minimum of three (3) client references of similar sized projects in which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference. The References section should not exceed one (1) page, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.

Client recommendations in response to this section are welcomed and should be included in the Attachments section. Client recommendations should not exceed one (1) page in length, as written in Calibri size 12 font, and page margins not to be lesser than 1” on all sides.

The TMPO reserves the right to obtain and consider information from other sources concerning a respondent, such as the respondent’s capability and performance under other contracts.

6. **Cost Proposal**
Provide an all-inclusive cost estimate, for the engagement as a whole and on a task-by-task basis. Schedule of fees by task (schedule should include a “Not to Exceed” cap), including hours by staff person. Contract will be Actual Cost/Not to Exceed. Hourly rate for key staff and other administrative expenses shall also be included.

7. **Attachments**
Additional information that the bidder believes is critical to the TMPO's assessment of the proposal should be included in this section. As noted previously, marketing promotional materials are not desired for review of the response to the RFP. Bidders are strongly encouraged to include examples of relevant work in this section.

With the exception of item 7, the total submittal should not exceed 20 pages.

**VIII. Proposal Evaluation Factors**

The selected Consultant shall demonstrate the ability to direct and manage the resources for the TMPO. The successful bidder will be able to demonstrate: (1) Understanding of the TRPA, TMPO; and (2) current networks and contacts within the transportation and related fields. (3) Understanding of the institutional framework of how the TRPA /TMPO operates.

The successful bidder shall demonstrate at least thirty-six months of work in the same or related endeavor. The Background and Scope of Services are included to assist in responding to the proposal, and are presented as to be generally informative as to the goals and direction of the TMPO.
The following table sets forth the evaluation criteria that the bidder shall describe in narrative and/or tabular form.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>200 Points Total</th>
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<tr>
<td><strong>Section I. Land Use, Transportation, and ITS Planning Experience</strong></td>
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<tr>
<td>Demonstrated ability and knowledge of regional ITS, land-use and transportation</td>
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<td>issues in the Tahoe Region. Knowledge and understanding of the TMPO and TRPA</td>
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<td>that includes a firm understanding of the TRPA Regional Plan, TMPO Regional</td>
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<td>Transportation Plan and the SDP Proposed Scope of Work.</td>
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<tr>
<td><strong>Section II. Project Approach and Experience</strong></td>
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<tr>
<td>This section should describe your project approach and previous experience to</td>
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<td>manage partners to successful outcomes including;</td>
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<td>• Role, Philosophy and Project Strategy used by Firm.</td>
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<td>• Acceptability of Deliverables.</td>
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<td>• Provide a list and role of the project team.</td>
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<td>• Previous similar work experience.</td>
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<td>• Include the names of three (3) clients or agencies with or for whom you</td>
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<td>have worked and the name of the contact person, telephone number, and e-mail address.</td>
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<td><strong>Section III. Financial Terms:</strong></td>
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<td>A detailed bid including all financial and other terms as related to the Scope of</td>
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<td>Services.</td>
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**References**
The TMPO may contact references directly to inquire about the quality and type of services that have been or are currently being provided to other customers.

**Optional Interviews**
At the discretion of the TMPO, second interviews may be arranged with the top finalists to assist in making a final selection. Selection shall be based upon evaluation criteria, committee’s recommendations and subject to TMPO approval.

**IX. Financial Terms**

**Compensation**
For the tasks set forth under the Scope of Services, the Contactor shall provide:
1. Hourly bill rate for all positions assigned to the contract for each fiscal year.
2. Estimated total hours for each position assigned to each task for each fiscal year.
3. Total maximum compensation for each task for each fiscal year.

Payment of said fees and expenses shall be due and payable on a monthly progress billing basis as outlined in the contract.

**Other Bid Terms**
1. The consultant shall provide proof of:
   a. Workers’ Compensation Insurance (if applicable)
b. Commercial General Liability Insurance  
c. Commercial Auto Liability and Property Insurance  
d. Professional Liability Insurance  

2. By submission of a bid in response to the RFP, the Consultant represents and warrants that it and all personnel engaged in providing product and performing services are and shall be fully qualified and are authorized or permitted under state and local law to perform such services.

3. The Consultant certifies to the best of its knowledge and belief that it and its principals:
   
   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or TMPO;  
   b. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property;  
   c. Have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State or Local) terminated for cause of default.

4. The executed contract may be terminated by the TMPO in the event the successful bidder:
   
   a. Fails to meet delivery schedules;  
   b. Otherwise fails to perform in accordance with this contract;  
   c. Becomes insolvent and/or files for protection under the bankruptcy laws.

The vendor shall be entitled to just and equitable compensation for any satisfactory work completed through the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract. If the TMPO exercises the right to terminate the contract early, the vendor may be prohibited from submitting future proposals to the TMPO for a specified period.

All invoices must be submitted with all supporting documentation for each expense. At a minimum, contractors must provide detailed reporting showing the hours worked, the product produced, and the billing rate for each member of their team.

Contractors must submit a certification with each invoice saying all expenses and supporting documents comply with the requirements outlined in the grant agreement.