

ADDENDUM NO.1

RFP# 25-01-001



LUZERNE COUNTY TRANSPORTATION AUTHORITY
300 PENNSYLVANIA AVENUE,
WILKES BARRE, PA 18701

REQUEST FOR PROPOSALS (RFP) #25-01-001

For

SAFETY, SECURITY AND EMERGENCY PREPAREDNESS MANUAL

RFP: Questions & Clarifications (01/31/2025)

NOTE – Be sure to sign and date page 6 of your RFP to confirm receipt of addendum #1

Q: Is LCTA looking for workflow as part of the manual?

A: Yes, we would like to have the procedures outlined for safety and security also have a workflow component, i.e. – operations staff assigned to a specific security response. This could include a workflow graphic/chart.

Q: Are proposers expected to provide training for LCTA staff as part of this plan?

Proposers are to provide LCTA with a “train the trainer” session as follow-up at the conclusion of plan development and before project closeout. Training would support workflow as outlined in the plan and manual.

Q: Do proposers need to provide a whole document as reference or can we submit just portions or multiple.

A: Proposers, please submit one whole SSEP or safety and security plan.

Q: Is it just updating the existing or updating, expanding and identifying gaps?

A: Please refer to RFP, page 2, #2, Policy Development.

Q: Does LCTA want a traditional risk assessment like in PTSAP or assessment of weaknesses around the facility or both

A: The plan would address and be a thorough evaluation of risks that are specific to LCTA’s new building and its operations.

Q: Do we have a 3rd party who handles cybersecurity?

A: No, we handle cyber security initiatives in house and have cybersecurity insurance.

Q: What is the budget?

A: The base project estimate is \$25,000, as advertised in LCTA's program of projects (amount is scalable).
Proposers are to address the requirements of the RFP

Q: Is there a DBE goal for this project?

DBE goal: No (LCTA has an overall race-neutral DBE goal, not race conscious. Therefore, there is no participation goal set for this particular project.)

This will close the questions and clarification for RFP #25-01-001.

Reminder proposals are due February 7, 2025 @ 2pm.

Thank you for your interest.

Kristene Kelly
Procurement Manager
LCTA