



RFP NO. 23-082

REQUEST FOR PROPOSALS

FOR

HUMAN RESOURCES AUDIT SERVICES

January 19, 2023

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ADVERTISEMENT

REQUEST FOR PROPOSALS

SOLICITATION NO. 23-082

FOR

HUMAN RESOURCES AUDIT SERVICES

Research Triangle Regional Public Transportation Authority D/B/A GoTriangle (“GoTriangle”) is seeking proposals from qualified individuals, firms and teams with experience in providing Human Resources Audit Services. The Offeror will be expected to possess thorough knowledge, expertise, skills and experience necessary to deliver the services requested.

To obtain a copy of the Request for Proposals (RFP) document, firms shall download the document from the GoTriangle’s web site at <https://gotransitnc.org/procurement-opportunities>.

Proposals are due on **February 16, 2024, 4:00 p.m. EST** at GoTriangle's Administrative Office located at 4600 Emperor Boulevard., Suite 100, Durham, North Carolina, 27703. Questions regarding the RFP shall be directed to William Bryant, Procurement Administrator at procurement@gotriangle.org. **GoTriangle reserves the right to reject any or all proposals.**

A Non-Mandatory Pre-Proposal Meeting will be held Tuesday January 30, 2024 at 10:00 am EST via MS Teams.

Microsoft Teams meeting

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1 BACKGROUND

1.1 Overview

Go Triange seeks a qualified consultant to audit the agency's Human Resources functions. This Request For Proposal (RFP) will lead to sevecting a consultant to guide the agency's human resources process, practices, and, procedures. It is desired that the selected consultant have experience assessing Human Resources functions for public agencies, preferably in transit.

The Human resources (HR) audit will shape Go Triangle's direction to improve the internal operations, enhance system performance, and, update its' HR polices and practices. We are looking for innovation and an approach that leads a proper assessment of Go Triangle's services and our path forward. The assessment approach will be refined as the Scope of Work is finalized between GoTriangle and the selected consultant.

2 SCOPE OF WORK

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

GoTriangle is a regional public transportation authority serving the Triangle region of North Carolina, comprised of Durham, Orange and Wake counties.

Purpose and Background Information:

GoTriangle seeks a qualified consultant to audit the agency's human resources functions. This Request for Proposals (RFP) will lead to selecting a consultant to guide the agency's human resources processes, practices, and procedures. It is desired that the selected consultant have experience assessing human resources functions for public agencies, preferably in transit.

GoTriangle is issuing this Request for Proposal ("RFP") seeking consultants who have provided services in human resources auditing.

Scope of Work:

The purpose of this Scope of Services is to outline the objectives, methodologies, and deliverables for conducting a comprehensive Human Resources (HR) audit. This audit aims to assess the efficiency, compliance, and overall effectiveness of HR processes and practices across all functional areas. The scope of this audit will encompass an evaluation of HR policies, procedures, and practices against industry best practices to identify areas for improvement and optimization.

The primary objective of this HR audit is to assess and evaluate the effectiveness, compliance, and efficiency of GoTriangle's human resources functions and practices.

Methodology: Describe the methods used to conduct a thorough HR audit.

Stakeholder Engagement – work with GoTriangle's HR team and other internal stakeholders to gather information and input.

RFP No.23-082 Human Resources Audit Services)

Timeline: Provide a detailed project plan with a project timeline for each phase of the audit.

Confidentiality: Describe how all information collected during the HR audit will be treated with the utmost confidentiality and how the selected consultant will ensure that sensitive employee data is handled in compliance with applicable data privacy laws.

The HR audit effort will be consultant-led. It will encompass a thorough examination of all HR functions, including but not limited to: Recruitment and Selection, Onboarding and Orientation, Employee Records Management, Compensation and Benefits, Performance Management, Training and Development, Employee Relations, Compliance with Employment Laws and Regulations, HR Technology and Information Systems, and HR Metrics and Reporting.

The selected consultant must evaluate current HR policies, procedures, and practices, identify areas of non-compliance with relevant laws and regulations, assess the efficiency and effectiveness of HR operations, recommend improvements to enhance HR department performance, and ensure the alignment of HR practices with organizational goals and values. The selected consultant must conduct a comprehensive review of all HR functions, processes, and activities within the HR department of Go Triangle, including but not limited to:

1. Staffing and Recruitment
2. Employee Records and Documentation
3. Compensation and Benefits
4. Market Analysis
5. Performance Management
6. Payroll
7. HR Systems and Technology
8. Training and Development
9. Employee Relations
10. HR Policies and Procedures
11. Legal Compliance
12. Data Security and Confidentiality

Deliverables:

Below is a list of deliverables the consultant is responsible for submitting for GoTriangle's approval. The list below is not final, and other deliverables may be added as the scope of work is finalized.

1. **HR Audit Report:** A comprehensive report detailing the findings, observations, and recommendations for each HR functional area. The report must include a timeline for implementing necessary changes and improvements; however, the timeline may be adjusted as needed based on the complexity of the audit and the availability of HR personnel and resources. The report will also identify areas of compliance and areas where corrective actions may be required.
2. **Action Plan:** A detailed action plan outlining the steps required to address identified issues and improve HR operations.
3. **Compliance Assessment Summary:** A summary of compliance with relevant employment laws and regulations.
4. **Employee Feedback Summary:** A summary of employee feedback collected during the audit.
5. **Executive Summary:** A high-level summary of key findings and recommendations for executive leadership.
6. **Presentations:** A formal presentation to GoTriangle's executive team on the findings, recommendations, and path forward.

END OF SPECIFICATIONS

3 PROPOSAL SUBMITTAL

All proposals shall be submitted to GoTriangle by **February 16 , 2024 NLT 4:00 p.m. EST**. Proposals received after the time and date specified will be returned unopened.

GoTriangle reserves the right to postpone the RFP due date for its own convenience. GoTriangle will provide the final addendum, if any, a minimum of five (5) working days prior to receipt of proposals.

Proposals shall be submitted in a sealed box or envelope that is clearly labeled with the Proposer's name and **Solicitation No.23-082 – “HUMAN RESOURCES AUDIT SERVICES’**.

Proposals may be submitted by e-mail by submitting your proposal to Procurement@gotriangle.org.

(The e-mail has a 16MB maximum limit).

If any changes in the Scope of Work are developed, GoTriangle reserves the right to renegotiate these changes.

Proposers must prepare and submit Five (5) bound copies, one (1) unbound, and one (1) thumb drive of their submission organized in the manner and sequence in which the information is requested in this section. **The proposed pricing must be in a separate sealed envelope entitled “Pricing”**. Proposals shall be concisely prepared in letter size form (8 1/2" x 11"), Times New Roman, 12-point font, and bound to ensure that portions of the submission do not become separated. Failure to include any requested information may result in the elimination of the proposer from consideration. Materials other than those specifically requested at each stage of the selection process will not be considered and must not be submitted at any time during the selection process.

Please note the different remit to addresses below, if a Proposer chooses to send the Proposal by personal delivery, courier/delivery service, or by US mail:

Delivered By Personal Delivery or Courier/Delivery Service	
	GoTriangle 4600 Emperor Blvd Suite 100 Durham, NC 27703 Attn: William Bryant

NOTE: Proposals may be dropped off at 4600 Emperor Blvd, Durham, NC by putting your proposals in the Drop Box labeled “Bid Box”, which is located at the front of the building before the closing date and time specified in the RFP.

PROPOSAL FORMAT

Proposals will be limited to 25 pages (not including cover letters or mandatory forms).

1. Based upon the proposal's project description and scope of services, the proposal should address the disciplines and expertise required to perform the necessary services. The following information is requested:
 - a. Your approach to human resources audits
 - b. A summary of human resources audit experience
 - c. Organizational table of team members
 - d. A general plan for staff performing the work shows each design team member's key management and technical personnel and their function on the project.
 - e. Statement of recent relevant experience of each member of the team with similar projects of comparable size and scope for similar facilities
 - f. Three references from similar projects in size or scope from public agencies, preferably transit agencies
2. The following information is requested to ensure the team has an understanding of the intent of this project:
 - a. The consultant should provide a detailed description of the primary considerations involved in performing the required services.
 - b. The consultant should describe its approach to the work effort involved to perform the project scope, indicating how the proposed methodology will benefit GoTriangle.
3. The project management plan must describe the consultant's organization of the project.
 - a. It must detail the number and regularity of all meetings associated with completing the human resources audit.
 - b. Provide an implementation schedule by week number from the project start-up date.
4. Provide a detailed budget by line item.

3.1 Contents of Submittal

The following information shall be presented in a clear, comprehensive, and concise manner and in the prescribed format. In order for GoTriangle to adequately compare and evaluate qualifications objectively, proposals shall be submitted in accordance with the following format in terms of order. The proposals shall be prepared simply and economically, providing straightforward and concise information. Materials other than those specifically requested at each stage of the selection process will not be considered and shall not be submitted at any time during the selection process.

Proposers shall limit their submissions to the following information unless otherwise stated:

a. Cover Sheet

The cover sheet shall clearly present the project title, the Proposer's name, and the RFP number. All printing, except for the front cover of the proposal, shall be Times New Roman, 12-point font.

b. Table of Contents

c. A Concise Letter of Interest including:

1. the name and address of the prime Consultant and the state in which it is incorporated and chiefly located; and,

2. a brief description of the Proposer (prime, subconsultants and third-party consultants) and its interest in performing the required professional services; and,
 3. the name, address, phone and facsimile numbers and e-mail address of the designated contact for the Proposer (prime consultant); and,
 4. acknowledgment of all addenda to the RFP document (each addendum must be identified); and,
 5. Signature of a duly authorized official of the prime Consultant firm.
- d. A statement indicating any judgments against the Proposer (prime, subconsultants and third-party consultants) within the last five (5) years, or pending litigation, related to professional conduct or services.**

e. Management's Team Experience and Qualifications

1. Address the experience, qualifications and skills of Management Team and key Personnel and at a minimum describe them.
2. Project Manager shall have experience in Human Resource Audit Services.
3. Provide an organization chart and identify roles and responsibilities specific to the work to be performed for each Key Personnel. For employees with more than one functional responsibility, also include percentage of time to be spent on each functional role per employee.

f. Structure, Project Methodology and Approach

Management Structure – This should identify the management reporting and oversight structure, including contingency and succession plans. Management structures described herein are:

1. Provide general explanation and chart that identifies project leadership and reporting responsibilities.
2. Include the placement of subcontractors, if proposed, in the primary management structure.
3. Identify how oversight and supervision provide for assurance of accurate and complete performance of staff duties, including avoidance of errors and omissions.
4. Identify plans for backup and contingency management, including succession for positions of Key Personnel.

g. Firm's Qualifications and Past Performance

This should include description of Proposer's business, organization and financial standing; history and experience providing the required services; and record of accomplishment performing similar work. Qualifications and Past Performance described herein are:

1. Minimum of three (3) years' experience in providing these same types of services to public agencies or private organizations. Proposer shall give a description of direct experience on projects of similar size, scope and complexity.
2. Record of accomplishment in the performance of similar services, including the successful use of approaches recommended for GoTriangle.

3. Identify clients represented in the past three (3) years in which similar services were provided, on similar projects or contracts, as well as three (3) current clients with name and telephone number of contact person, nature and duration of project.
4. Sound financial standing with ability to perform all functions of the project. Provide audited financial statements for the three (3) most current and available years. If firm is not publically held, provide most current financial statements.

h. Start-Up and Transition Plan

Address how the Proposer is capable of entering into a service agreement, begin service as detailed in the Scope of Work and ensure a timely and orderly transition.

1. Describe how the Proposer will ensure a successful transition, including a detailed list of activities with timelines and responsibilities.
2. Describe any information or assistance the Proposer requires to make the transition plan successful.

i. Cost Proposal in a Separate Sealed Envelope

1. Provide a proposed cost marked as ***Attachment B.***

3.2 Schedule of Events

DATE	SCHEDULE OF EVENTS FOR Human Resources Audit Services
January 19, 2024	Advertisement/RFP distributed and posted to Go Triangle website
January 30,24 10:00 AM EDT	Non-Mandatory Pre-Proposal Meeting will be held via MS Teams
January 31, 2024 3:00 PM EDT	Inquiries Must be Received in Writing by (e-mail only) to William Bryant at wbryant@gotriangle.org
January 31, 2024 3:00 PM EDT	Responses to all questions received will be posted on the GoTriangle website. All firms that have previously registered and downloaded the RFP documents from the GoTriangle website will be notified of responses via e-mail.
February 16 ,2024 4:00 PM EST	Request for Proposals (RPFs) due at the Go Triangle Administrative Offices
Feburary 19, 2024	Evaluation of RFPs
Feburary 23, 2024	Announcement of Shortlisted Firms
TBD	Selected Submitters (each prime and its subconsultants) make presentations to and are interviewed by the Review and Selection Committee.
TBD	Contract Negotiations
TBD	O&F Committee
TBD	GoTriangle Board of Trustees authorizes the General Manager to execute a contract with the recommended Submitter
TBD	Issue Notice to Proceed

GoTriangle reserves the right to modify the procurement schedule set forth above as circumstances may warrant.

3.3 Addenda

Any changes to this RFP document will be made by written addenda issued by GoTriangle. Upon issuance, the addenda will be considered part of the RFP document and will prevail over inconsistent or conflicting provisions contained in earlier versions of the RFP document. Addenda will be available for download from the GoTriangle website in the same manner as the RFP document. All proposers that downloaded the RFP will be notified via e-mail that an addendum is available for download. This process will be repeated each time an addendum is posted to the GoTriangle website.

A valid e-mail address must be provided upon download of the RFP document in order for GoTriangle to notify Proposers of the availability of addenda. GoTriangle will not be responsible for Proposers failing to receive notification of the availability of addenda if an invalid e-mail address or no e-mail address was provided to GoTriangle.

Proposers shall acknowledge their receipt of all addenda in the Letter of Interest submitted with their proposal submission. As with other required documentation, proposals that fail to provide a detailed listing of addenda received may be excluded from further consideration for this solicitation.

3.4 Questions and Clarifications

It is the desire of GoTriangle to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, GoTriangle will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to GoTriangle only at the pre-proposal meeting, if held. All questions are to be submitted in writing. **Submit written questions via e-mail to the GoTriangle Procurement Administrator at the email address indicated in Section 3.2 above no later than the date and time indicated on the Schedule of Events above.** Responses to questions will be posted on the GoTriangle website no later than the date and time indicated on the Schedule of Events above. Answers to questions or directives to Submitters regarding the RFP process by any GoTriangle employee other than Mr. Moore and verbal answers to questions are not binding on GoTriangle. All proposers that downloaded the RFP will be notified via e-mail that an Addendum is available for download on the website.

A valid e-mail address must be provided upon download of the RFP document in order for GoTriangle to notify Proposers of the availability of an Addendum. GoTriangle will not be responsible for Proposers failing to receive notification of the availability of an Addendum, if an invalid e-mail address or no e-mail address was provided to GoTriangle.

3.5 Selection Procedures

Proposals will first be reviewed for completeness and inclusion of the components specified in **Section 3.1** of this RFP document. The absence of any required information will result in exclusion from further analysis.

GoTriangle will make the award to the responsible Contractor whose proposal is most advantageous to the GoTriangle and offer the "Best Value". Accordingly, GoTriangle may not necessarily make an award to the Contractor with the highest technical ranking nor award to the Contractor with the lowest Price Proposal if doing so would not be in the overall best interest of GoTriangle.

GoTriangle may waive any irregularities in any Proposal that does not prejudice other Contractors. GoTriangle further reserves the right to negotiate with any source whatsoever. A Purchase Order or Contract may be negotiated with the Contractor whose proposal is considered by GoTriangle in its sole discretion to be most advantageous to GoTriangle.

Proposals shall be submitted to GoTriangle on the most favorable of terms possible from the standpoint of cost, quality and technical capability. No Contractor shall have any cause of action against GoTriangle arising out of the methods by which Proposals are assessed. The selection of the successful Contractor shall be at the sole discretion of GoTriangle.

Submission of a Proposal indicates acceptance by the Contractor of the conditions contained in this RFP unless clearly and specifically noted in the Contractor's submittal and confirmed in the Purchase Order or Contract between GoTriangle and the selected Contractor.

Contractors should read and fully understand the circumstances and procedures under which a Contract will be awarded. A Contractor's signed response to this RFP on the Proposal Form signifies its acceptance of the obligations and rights specified herein.

GoTriangle reserves the right to reject any and all proposals.

3.6 Evaluation Criteria

The criteria outlined below are listed in order of importance and will be used in evaluating the Proposals.

No.	Criterion
1	Management's Team Experience and Qualifications
2	Structure, Project Methodology and Approach
3	Firm's Qualifications and Past Performance
4	Start-Up and Transition Plan
5	Cost Proposal

Consensus: After each member of the evaluation committee completes his/her independent evaluations, a meeting will be convened by the Chairperson to review the evaluations. This meeting is intended to obtain a clear understanding and consensus on the strengths and weaknesses of each offeror. Committee members are expected to share their reasons for their comments and may make changes to their own scores based on the discussions in this meeting. At the conclusion of this meeting, the Chairperson will have a consensus on the strengths, weaknesses of each offeror as well as relative ranks and a recommendation for the most qualified offerors. If the committee cannot reach a consensus, individual scores shall determine the final scores and ranking.

3.7 Submittal Review Process

The Review and Selection Committee (Committee) will be composed of GoTriangle stakeholders.

The Committee will make such reviews and investigations as it considers necessary and appropriate, for evaluation of the proposals. Following evaluation of the proposals, by the Committee, GoTriangle may invite Consultant Teams to make a presentation and participate in an interview. Proposers who may be selected shall follow the Presentation and Interview Guidelines detailed in section 3.8, Presentations and Interviews.

The Committee will be responsible for recommending an award of contract to the General Manager. Upon authorization by the GoTriangle Board of Trustees, the General Manager or his designees will undertake contract negotiations for the consulting services to be provided. Approval and award of the contract will be made by the GoTriangle Board of Trustees.

Proposers are encouraged to submit comprehensive responses to this solicitation.

GoTriangle will not compensate or reimburse Proposers for any costs incurred as a result of this selection process and subsequent contract negotiations.

3.8 Presentations and Interviews

Proposers for this project may be invited to present to and be interviewed by the Committee. In the event of inclement weather GoTriangle may reschedule presentations and interviews. Proposers should follow the guidelines set forth below when preparing for their interviews.

1. The Proposer's presentation should last a maximum of one hour, and the Committee will use additional time for the interview.
2. The Proposer shall provide an interview agenda and a list of names of the participants, to GoTriangle staff for distribution to the Committee members. Unless specifically requested by GoTriangle no other information shall be included on the agenda.
3. The Proposer's presentation shall cover the following areas within the time limit:

- a. **Understanding of the Scope of Services and Project Objectives**

- Based on the Scope of Services and the information presented in the RFP, the oral presentation shall include a thorough review of the Proposer's perception of the project. Potential modifications and additional enhancements, which the Proposer deems appropriate and necessary for the success of the project, may also be included.

- b. **Method of Approach to Project**

- Based on the Scope of Services and expanding upon the approach to the project provided in the RFP submission, the oral presentation shall be a factual dissertation of the Proposer's organization, the expertise and responsibilities of key individuals, staff assignments, the Proposer's support capabilities, and the methods developed by the Proposer to coordinate and control projects to ensure delivery and coordination with others working on the project.

- c. **Previous Experience**

- A summary of at least three (3) recent projects that members of the Proposer's team have completed shall be presented. Examples shall demonstrate the Proposer's involvement in projects as similar as possible to the Scope of Work set forth in this RFP.

For each project discussed, the Proposer shall review its objectives, the firm's approach, the schedule, current status, etc.

4. The Proposer shall provide an electronic copy of the presentation to GoTriangle at the conclusion of the interview.

At the conclusion of the interview process, the Committee will convene to discuss its findings and prepare its recommendation for submission to the General Manager.

3.9 Public Records and Proprietary Information

Records received by GoTriangle in response to a bid solicitation or a request for proposals are public records and subject to public inspection and copying. Some bid records are public as soon as received by GoTriangle, others become public at bid opening and others at bid award.

The North Carolina Public Records Act (N.C.G.S. 132-1 *et seq.*) authorizes GoTriangle to withhold from public inspection and copying legitimate and properly marked 'trade secrets' if the record meets all of the following conditions:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to GoTriangle in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to GoTriangle

If as part of a Consultant's bid or proposal, the Consultant submits to GoTriangle any record, or portion of a record, that constitutes a trade secret as defined in G.S. 66-152(3), the Consultant should clearly mark the particular record, or portion of the record, that meets the statutory definition as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event GoTriangle receives a public records request for material properly designated as a "trade secret," GoTriangle will notify the owner of the property and give the owner a 7-day period to respond in writing and provide written justification that the specific record is entitled to be withheld under G.S. 132-1.2. GoTriangle will require that the Consultant indemnify GoTriangle in the event a challenge is brought for the withholding of a record based on the "trade secret" exception to the Public Records Act.

3.10 Pre-Proposal Meeting

See *Schedule of Events* page above for date and time of any Pre-Proposal Meeting scheduled for this RFP. Any such meeting will be held via MS Teams by clicking on the link provided in this document. The purpose of this meeting is to discuss with prospective consultants the work to be performed and to answer questions about this RFP. The pre-proposal meeting is for information only; consultant attendance is not mandatory. However, interested consultants are strongly encouraged to attend.

GENERAL REQUIREMENTS

3.11 Contract Type

If a contract is entered into as a result of this RFP, it will be a Lump Sum (Fixed Price) contract.

3.12 Contractual Relationships

GoTriangle will execute a Contract for Services to be performed with the selected Proposer. The selected Proposer's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources. Proposer's proposal must clearly indicate the firm or entity responsible for Contract execution (**Attachment A**).

GoTriangle will not be a party to agreements between the selected Proposer and/or any subcontractors it may choose to employ during fulfillment of the Contract; however, the selected Proposer shall execute fair and reasonable agreements with its subcontractors (if any) and shall provide GoTriangle with copies of said agreements not later than five (5) business days prior to their execution. Prior to the execution of a contract between the selected Proposer and GoTriangle, the selected Proposer shall provide GoTriangle with a schedule indicating the manner in which subcontractors are anticipated to participate in the execution of Services.

3.13 Disadvantage Business Enterprise (DBE) Participation

Pursuant to 49 C.F.R. Part 26, GoTriangle has established a Disadvantaged Business Enterprise (DBE) Program that states "GoTriangle shall not discriminate in any manner on the basis of race, color, sex or national origin, and shall take all reasonable steps to ensure that certified Disadvantaged Business Enterprises have the maximum opportunity to participate in the performance of contracts.

In conformity with North Carolina State law, it is the policy of GoTriangle to encourage and promote the use of minority contractors, physically handicapped contractors, and women contractors in the purchasing of goods and the provision of services. Proposers are encouraged to utilize minority, handicapped and women-owned businesses to the extent possible when assembling its team.

Sharon Chavis, GoTriangle Director of Equal Opportunity Employment/Disadvantaged Business Enterprises may be reached at 919-485-7555 or schavis@gotriangle.org with questions about GoTriangle's DBE Program.

3.14 Compensation for Selection Activities

GoTriangle will not compensate or reimburse Proposers for any costs incurred as a result of this RFP application and selection process and subsequent contract negotiations.

3.15 Modification and Withdrawal of Proposals

Proposers may without prejudice, modify or withdraw its proposal by written request provided that such request is received by GoTriangle not later than 24 hours prior to the time and date that proposals are due.

It is expected that all of the principals, partners and professional staff assigned to the proposed Services with GoTriangle in the proposal will perform the work described on behalf of GoTriangle. Changes to the principals, partners and professional staff assigned to work on behalf of GoTriangle following contract award must be submitted to GoTriangle in writing for prior approval.

GoTriangle may request additional information or clarification from any or all Proposers. GoTriangle reserves the right to include as contractual obligations any additional requirements that arise or result from contract negotiations between GoTriangle and the successful Proposer.

3.16 Proposal Rejection / Reserved Rights

GoTriangle reserves the right to reject any or all proposals received and to re-solicit or to cancel the procurement if deemed to be in the best interest of GoTriangle. GoTriangle shall not be obligated to indicate its reasons for rejecting all proposals, for re-soliciting, or for canceling the procurement.

GoTriangle makes no representation that any contract will be awarded to a Proposer responding to the RFP. Issuance of the RFP and receipt of proposals does not commit GoTriangle to award a contract.

GoTriangle reserves the right to waive any minor proposal informalities or irregularities that do not materially prejudice other Proposers.

GoTriangle also reserves the right to enter into a contract with any Proposer based solely upon its initial proposal.

Execution of a contract pursuant to this procurement is expressly dependent upon appropriation by the GoTriangle Board of Trustees of necessary funding and upon Consultant's signature of the pro forma contract with GoTriangle.

3.17 News Releases

Proposers shall not make news releases pertaining to this RFP, or the project to which it relates, without prior GoTriangle approval.

4 IDENTIFYING CONFLICTS OF INTEREST

4.1 Duty to Disclose Potential Conflicts of Interests

- a. If a Proposer believes that there are no conflicts of interest, the Proposer shall submit a statement in its Proposal on the form provided in the RFP (Submittal Form, Certification Regarding Conflict of Interest), certifying that to its best knowledge and belief no conflicts of interest exist. The Proposer must obtain the same information from potential subconsultants prior to award of a subcontract and submit the information to GoTriangle.
- b. Failure to provide the relevant statements described above, or any additional information as may be required by GoTriangle to make its determinations, may result in disqualification of the Proposer for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If after award the Consultant discovers a conflict of interest an immediate and full disclosure shall be made in writing to GoTriangle's General Counsel.

4.2 Identifying and Remediating the Potential for Bias

- a. The potential for bias exists where the Consultant's objectivity may be impaired in the performance of the Scope of Work because of existing contracts.

4.3 Identifying and Remediating the Unfair Competitive Advantage

- a. All competitive advantages are not by themselves unfair and, if an advantage is determined to be unfair because of the circumstances, it may be possible to remedy it.

5 CONTRACT TERMS

The Services to be performed are anticipated to be funded, in part, by grants provided under programs of the Federal Transit Administration ("FTA"), and as such are subject to the terms and conditions set forth in the grant agreements. Federal laws, regulations, policies, and related administrative practices applicable to the Services may be modified from time to time. Proposer shall acknowledge that the most recent of such federal requirements shall govern the resulting contract at any particular time, unless the federal government determines otherwise. Likewise, new federal laws, regulations, policies and administrative practices may be established after the contract is executed and may apply to the contract.

6 PROTEST PROCEDURES

6.1 Protests Received Prior to Receipt of Proposals

Protests concerning the procedures of this solicitation must be submitted in writing to the GoTriangle President & CEO not later than five (5) working days prior to the date set for the receipt of Proposals. Upon receipt of a protest, the General Manager may, at his discretion, extend or postpone the deadline for receipt of Proposals. The General Manager will answer the protest in writing not later than three (3) working days prior to the deadline date for receipt of Proposals.

6.2 Selection Protests

The Review and Selection Committee recommendation will be based on the highest ranked Proposer. GoTriangle will announce the highest ranked Proposer. Following this announcement, a Proposer may file a protest regarding the recommendation. A protest of the recommendation must be in writing and must be received by the GoTriangle General Manager not later than five (5) working days after the GoTriangle Board of Trustees has authorized the General Manager to negotiate the contract. GoTriangle will consider all protests regarding the recommended Proposer prior to executing the contract.

6.3 Filing Procedures

Any and all protests filed with the GoTriangle General Manager shall:

1. Include the name and address of the protester.
2. Identify the procurement.
3. Contain a statement of the legal and factual grounds for the protest and any supporting documentation. The grounds for the protest must be fully supported.
4. Indicate the ruling or relief desired from GoTriangle.

Protests shall be filed with the GoTriangle General Manager, via personal delivery or courier to 4600 Emperor Boulevard, Suite 100, Durham, NC 27703; or by mail to P.O. Box 13787, Research Triangle Park, NC 27709. The General Manager will respond in detail to each substantive issue raised in the protest. With regard to a properly filed protest, GoTriangle's determination will be final. Violations of federal law or regulations will be handled by the complaint process stated within that law or regulation. Violations of state law, or state or local regulations will be under the jurisdiction of the appropriate state or local authorities.

6.4 Protests Referred to the FTA

The FTA will only entertain a protest that alleges GoTriangle failed to follow the above protest procedures. Any such protest must be filed in accordance with FTA Circular 4220.1F.

7 COSTS AND DAMAGES

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. GoTriangle will not be liable for damages to the Proposer filing the protest or to any participant in the protest, on any basis, expressed or implied.

9. ATTACHMENTS:

Attachment A- Proposer Information Form
Attachment B- Cost Proposal
Attachment C- Certificate Regarding Conflict of Interest Form
Attachment D- E-Verify Form
Attachment E- Non-Collusion Form
Attachment F- Iran Divestment Act Form
Attachment G- Companies Boycotting Israel Divestment Act Form
Attachment H- EEO Staffing
Attachment I- RFP Response Checklist
Reference A- Travel Rates

Attachment-A

SUBMITTAL FORM PROPOSER INFORMATION AND SIGNATURE

Firm's Legal Name/Address: _____ Date Prepared: _____

_____ Date Firm Established: _____

_____ Principal to Contact/Title: _____

_____ Business Telephone: _____

_____ Business Email: _____

Is this address the: Main Office Regional Office Branch Office Other _____

Former Firm Name(s), if any. Year Established Name/Address/Telephone of Parent Company, if any

Corporate Structure:

Sole Proprietorship Corporation Joint Venture
 Parent Company Partnership Other (specify): _____

Other offices of the firm:

City/State Telephone No. No. of personnel Identify home office with *

1. State of Incorporation: _____
2. State of North Carolina Registration #: _____
3. Federal Tax Identification #: _____
4. Acknowledge Addendum(a) by specifying Addendum(a) in spaces provided: _____

Certification

The undersigned prime proposer certifies that, to the best of his/her knowledge, the information presented in this Request for Proposals is a statement of facts and that the firm has the financial capability to perform the work being applied for. The undersigned prime proposer further certifies that it knows of no personal and/or organizational conflict of interest prohibited under federal, state, and local law.

I certify (or declare) under penalty of perjury under the laws of the State of North Carolina that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Date: _____

Place: _____

(City and State)

END OF FORM

Attachment B

Cost Proposal

Provide objectives, methodologies, and deliverables for conducting a comprehensive Human Resources (HR) audit. The audit will assess the efficiency, compliance, and overall effectiveness of HR processes and practices across all functional areas. The scope of the audit will encompass an evaluation of HR policies, procedures, and practices against industry best practices to identify areas for improvement and optimization.

Total Cost: _____

Note: Please be reminded that this attachment must be provided separately.

Attachment C



CERTIFICATION REGARDING CONFLICT OF INTEREST

The Submitter is required to certify that performance of the work will not create any conflicts of interest or disclose any actual or potential conflicts of interest by completing and signing one of the following statements:

The Submitter hereby certifies that to the best of its knowledge and belief, and in accordance with GoTriangle’s “Procedures and Guidelines for Preventing Organizational Conflicts of Interest and RFP Section 2 performance of the services described in the Scope of Work will not create any conflicts of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations.

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

SUBMITTER/COMPANY NAME: _____

OR

The Submitter hereby discloses the following circumstances that could give rise to a conflict of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations. (Attach additional sheets as needed.)

Name of the Individual/Company to which potential conflict of interest might apply:

Nature of potential conflict of interest:

Attachment C

Proposed Remedy:

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

SUBMITTER/COMPANY NAME: _____

Attachment D- E-Verify Form

GOTRIANGLE E-VERIFY EMPLOYER COMPLIANCE STATEMENT

E-Verify for Public Contracts: HB 786 (S.L. 2013-418)

The legislation referenced prohibits governmental units from awarding to or entering into contracts unless the contractor and the contractor's subcontractors comply with the E-Verify requirements of Article 2 of Chapter 64 of the NC General Statutes.

Contractor, hereafter Employer, understands that E-Verify is a federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Employer is defined as: Any person, business entity, or other organization that transacts business in

this State and that employs 25 or more employees in this State. This term does not include State agencies, counties, municipalities, or other governmental bodies.

Employer understands that Employers, as Defined Herein, Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

Therefore, all employers must be in compliance with the E-Verify requirements to enter into contracts with Triangle Transit.

Below check the type of employer and complete the information.

A) **Employer with less than 25 employees**, not required to use E-Verify: _____

Company Name: _____

Name and title of Authorized Signer(s): _____

Date: _____

OR:

B) **Employer with 25 or more employees** required by NC S.L.213-418 to use E-Verify:
Yes, we comply:

Company Name: _____

Name and title of Authorized Signer(s): _____

Date: _____

Attachment E

PROPOSER STATEMENT OF NON-COLLUSION

BY SUBMISSION OF THIS PROPOSAL, PROPOSER AND EACH PERSON SIGNING ON BEHALF OF PROPOSER CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

- (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other Proposer or competitor, for the purposes of restricting competition or as to any matter relating to price.
- (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by Proposer and will not be disclosed by Proposer directly or indirectly to any other Proposer or competitor before proposals are opened.
- (3) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a bid on any portion of the Project work.

IF, FOR ANY REASON, PROPOSER CANNOT CERTIFY AS SET FORTH ABOVE, PROPOSER SHALL SO STATE AND SET FORTH THE REASONS IN DETAIL BELOW:

Subscribed to under penalty of perjury under the laws of the State of North Carolina, this _____ day of _____, 20____ as the act and deed of said corporation or partnership.

Name (print):

Title:

Company:

Attachment- F

IFB Number (if applicable): _____

Name of Vendor or Bidder: _____

IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4 .

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/iran and will be updated every 180 days.

Attachment - G

Companies Boycotting Israel Divestment Act Certification Form

RFP/RFQ Number (if applicable): _____

Name of Contracting Party or Bidder: _____

COMPANIES BOYCOTTING ISRAEL DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. §147-86.81et seq. *

Pursuant to N.C.G.S. §147-86.81, any person identified as engaging in a boycott of Israel, as defined by this Act. In addition, State agencies must divest from investments in such restricted companies, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.81, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

As of the date listed below, the supplier or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §147-86.81.

The undersigned hereby certifies that he or she is authorized by the contracting party or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

N.C.G.S. §147-86.81 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. § 147-86.81(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Divestment-Acts-Resources.aspx> and will be updated every 180 days.

* Note: Enacted by Session Law 2017-193 as N.C.G.S. §147-86.81et seq.

Attachment H

EQUAL EMPLOYMENT OPPORTUNITY - STAFFING PLAN (Instructions on Page 2)

Applicant Name: _____

Telephone: _____

Address: _____

Federal ID No.: _____

City, State, ZIP: _____

Project No: _____

Report includes:

Work force to be utilized on this contract OR

Applicant's total work force

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

EEO - Job Categories	Total Work Force	Race/Ethnicity - report employees in only one category																	
		Hispanic or Latino		Not-Hispanic or Latino										Female					
				Male															
		Male	Female	White	African-American or Black	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran	White	African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran
Executive/Senior Level Officials and Managers																			
First/Mid-Level Officials and Managers																			
Professionals																			
Technicians																			
Sales Workers																			
Administrative Support Workers																			
Craft Workers																			
Operatives																			
Laborers and Helpers																			
Service Workers																			
TOTAL																			

PREPARED BY (Signature): _____

DATE: _____

NAME AND TITLE OF PREPARER: _____

TELEPHONE/EMAIL: _____

(Print or type)

STAFFING PLAN INSTRUCTIONS

General Instructions: All Bidders/Applicants in the proposal/application must complete an EEO Staffing Plan and submit it as part of the package. Where the work force to be utilized in the performance of the contract/project can be separated out, the Bidder/Applicant shall complete this form only for the anticipated work force to be utilized on the contract/project. Where the work force to be utilized in the performance of the contract/project cannot be separated out, the Bidder/Applicant shall complete this form for Bidder/Applicant's total work force.

Instructions for Completing:

1. Enter the Project number that this report applies to, along with the name, address, and federal ID number of the Bidder.
2. Check the appropriate box to indicate if the work force being reported is just for the contract/project or the Bidder/Applicant's total work force.
3. Check off the appropriate box to indicate if the Bidder completing the report is the contractor or subcontractor.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and race/ethnic background and enter under the heading Race/Ethnicity. Contact the EEO/DBE Director, sgoodwin@gotriangle.org, if you have any questions.
6. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in designated areas.

RACE/ETHNIC IDENTIFICATION

For purposes of this form GoTriangle will accept the definitions of race/ethnic designations used by the federal Equal Employment Opportunity Commission (EEOC), as those definitions are described below or amended hereafter. (Be advised these terms may be defined differently for other purposes under NC statutory, regulatory, or case law). Race/ethnic designations as used by the EEOC do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnic categories for this survey are:

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
- **Disabled** - Any person who has a physical or mental impairment that substantially limits one or more major life activity; has a record of such an impairment; or is regarded as having such an impairment
- **Vietnam Era Veteran** - a veteran who served at any time between and including January 1, 1963 and May 7, 1975.

ATTACHMENT- I

RFP RESPONSE CHECKLIST

Table of Contents

1.0 Vendor Response Checklist	2
2.0 Vendor Attachments.....	3

1.0 Proposer Response Checklist

ALL FORMS AND REQUIRED INFORMATION BELOW MUST BE COMPLETED AND INCLUDED WHEN YOU SUBMIT YOUR PROPOSAL PACKAGE:

Table 1 Vendor Response Checklist

Item #	Proposal Response Item	Completed and Provided as Instructed	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	A. Cover Sheet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	B. Table of Contents	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	C. Concise Letter of Interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	D. Statement of Judgments	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	E. Previous Experience of Similar Scope of Work	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	F. References from Previous Clients	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2.0 Proposer Attachments

The Proposer must complete the following table identifying all the other documents that are being attached as part of the IFB response.

Table 2 Vendor Attachment Checklist

Item #	Attachment Name	Attachment Provided?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	A. Proposal Submittal Form (Attachment A)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	B. Cost Proposal (Attachment B)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	C. Certificate Regarding Conflict of Interest Form (Attachment C)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	D E-verify (Attachment D)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	E Non-Collusion Form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	F. Iran Divestment Act Form (Attachment F)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	G. Companies Boycotting Israel Divestment Act Form (Attachment G)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	H. EEO Form (Attachment H)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	I. RFP Response Checklist (Attachment I)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1

3.8.1.1 POLICY PURPOSE

The purpose of **TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1** (Policy) is to establish the overview, scope, responsibilities, and guidelines for Travel and Business Related Expenses for the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle (GoTriangle).

3.8.1.2 POLICY OVERVIEWS

- A. This Policy applies to all divisions of GoTriangle, GoTriangle's consultants and contractors, GoTriangle's employees (employees) and the GoTriangle Board of Trustees (Board).
- B. Board members and employees may have their Travel and Business Related Expenses reimbursed by GoTriangle subject to the limitations contained in this Policy. Under no circumstances shall duplicate reimbursement be made for that portion of a Board member's or employee's expenses paid or reimbursed from a non-GoTriangle source.
- C. All travel is contingent upon the availability of funds in the proper budget categories.
- D. A Board member, employee, or GoTriangle consultant traveling on GoTriangle business shall exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this Policy. Board members, employees, and GoTriangle consultants shall be responsible for unauthorized costs and any additional expenses incurred due to personal preference or convenience.

3.8.1.2 POLICY PRINCIPLES

- A. All reimbursable Travel and Business Related Expenses must be generated for a business purpose. The purchase of personal items unrelated to related travel expenses will not be reimbursed by GoTriangle (e.g., room service, alcoholic beverages consumed while on company business). The application of this Policy shall be consistent throughout GoTriangle and any exceptions must be reported and reviewed by the Chief Financial Officer.
- B. The timely reporting of Travel and Business Related Expenses is important for GoTriangle to maintain accurate financial records and ensure the items purchased are recorded as expenses in the correct fiscal period. Expenses incurred during the period but not recorded in the financial records may result in the misstatement of GoTriangle's reported financial results or its failure to follow Generally Accepted Accounting Principles (GAAP). The GAAP rules require expenses to be recorded in the period that they were incurred.

3.8.1.4 POLICY SCOPE

- A. With prior approval of Travel and Advance Authorization Form, GoTriangle will pay and/or reimburse for the following expenses:
 - A.1 All registration costs, including charges for any meals that are included as part of a registration fee, for a meeting, training, conference, workshop, or seminar.
 - A.2 Round trip train, bus, or coach air fare to destination and cab or transit fare between airports, hotels, and activity sites. The use of economy priced rental cars may be allowed upon prior approval by the Department Manager/Approving Authority when cost effective.
 - A.3.0 Employees on the basis of mileage for the use of a privately owned automobile (POA), providing this cost does not exceed the cost of air travel. Local travel by GoTriangle vehicles is encouraged whenever available.
 - A.3.1 For transportation by a POA, employees and Board members are eligible for reimbursement at the current U.S. General Services Administration rate per mile of travel (as updated or implemented annually by GoTriangle as the “GoTriangle Reimbursable Mileage Rate”; see **Reference A**, which is attached hereto and specifically incorporated by reference) and the actual costs of road, bridge, and ferry tolls paid.
 - A.3.2 For transportation by a POA, GoTriangle Consultants are eligible for reimbursement at the current U.S. Internal Revenue Service standard business rate per mile of travel (as updated annually by the IRS; see **Reference A**) and the actual costs of road, bridge and ferry tolls paid.
 - A.3.3 Employees, Consultants, and Board members are cautioned that use of a POA is at their own risk. In the event of an accident, the owner or operator of the vehicle is responsible for losses or damages of any kind. GoTriangle will not be responsible for any further payment other than the reimbursement detailed above.
 - A.3.4 For transportation by airline, bus, railroad, or other conveyance, the actual coach fare will be reimbursed. Ticket stubs or boarding passes must be included with expense reports.
 - A.4 The actual cost of lodging, including reasonable gratuities as shown in **Reference A**. If an activity is being held at a hotel, the employee may select that hotel for lodging. Itemized receipts are required.
 - A.5 Per Diem for meals including reasonable gratuities as shown in **Reference A**. Itemized receipts are required. However, a per diem allowance for GoTriangle consultants may be considered on a case-by-case basis; any exception(s) to the requirement for itemized receipts shall be expressly approved in writing by the Chief Financial Officer, in consultation with the Office of General Counsel.
 - A.6 Meals or banquets that are included in an activity's program or meals where the employee has no practical control over the site or food selection.

- A.7 Lunch expenses only, for day activities. Exceptions due to early arrival or late departure must be approved in advance by the Department Manager/Approving Authority.
 - A.8 Any necessary and reasonable out-of-town laundry costs only if the travel exceeds four (4) business days.
 - A.9 Expenses for extended overnight stay when significant savings may be realized. Such extended stay must be approved in advance by the Department Manager/Approving Authority.
- B. GoTriangle shall not pay for personal expenses that are unrelated to the purpose of the travel activity. Expenses such as, but not limited to, alcoholic beverages, personal telephone calls (exception, reasonable calls, 15-minute maximum), newspapers, magazines, room service (exception, Refer to Travel and Business related Expense Standard Procedure for detail), movies, premium TV channels, and other entertainment shall not be reimbursed.

3.8.1.5 POLICY RESPONSIBILITIES

- A. **A member of the Board** shall approve in advance, all requests to travel on GoTriangle business by the Board Chair, General Counsel and General Manager. Reimbursement for expenses incurred relative to this travel also requires Board member approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying the GoTriangle Board Chair, General Counsel or General Manager in the course of conducting official GoTriangle business.
- B. **The Board Chair** shall approve in advance, all requests to travel on GoTriangle business by the GoTriangle Board officers, including the Vice-Chair, Secretary, and Treasurer, and other members of the Board. Reimbursement for expenses incurred relative to this travel also requires Board Chair approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying Board members in the course of conducting official GoTriangle business.
- C. **The Department Manager/Approving Authority** (or equivalent employee performing this function) shall approve, in advance, all requests to travel on GoTriangle business made by those in his or her department. Reimbursement for expenses incurred relative to this travel also requires approval of the Department Manager/Approving Authority. Because of his or her familiarity with the purpose of the travel and the personnel involved, the Department Manager/ Approving Authority shall closely monitor expenses and question any unreasonable charges incurred.
- D. **The Finance Department** shall review all travel related transactions and advise the Department Manager/Approving Authority of any apparent deviations from these procedures.
- E. **The General Manager** shall rule on any differences of opinion in the interpretation of the terms of this Policy that cannot be resolved to the mutual satisfaction of the Department Manager/Approving Authority and the Finance Department.

3.8.1.6 POLICY PRACTICE STATEMENT

- A. Travel and Advance Authorization and Travel and Business related Expense Reports must be completed in order for an employee to be reimbursed for expenses. Refer to Travel and Business

Related Expense Standard Procedure for detail.

- B. Receipts – GoTriangle requires all receipts to be attached to the expense report for reimbursement.
- C. Per Diem Plan – GoTriangle currently provides a per diem plan for travel and entertainment expenses. **See Reference A** and refer to Travel and Business Related Expense Standard Procedure for detail.
- D. Travel and Entertainment Advances – Refer to Travel and Business Related Expense Standard Procedure for detail.
- E. Reimbursement – Refer to Travel and Business Related Expense Standard Procedure for detail.



**TRAVEL AND BUSINESS RELATED EXPENSE
POLICY NUMBER 3.8.1**

REFERENCE A

3.8.1.7 POLICY SCOPE

- A. The GoTriangle Reimbursable Mileage Rate and the U.S. Internal Revenue Service (IRS) standard business rate per mile of travel are updated annually.
 - A.1 The GoTriangle Reimbursable Mileage Rate for Employees, Consultants, and Board members for use of a Personally Operated Automobile (POA) when used for GoTriangle business travel is updated annually.

- B. Gratuities – a reasonable dollar amount per day will be considered for reimbursement. A receipt is optional, unless included with receipt for a meal.

- C. GoTriangle Reimbursable Rates –

Region	MEALS	LODGING	MAX REIMBURSABLE RATE
ZONE 1 - Midwest	\$60	\$175	\$235
ZONE 2 - Northeast	\$70	\$200	\$270
ZONE 3 – South	\$50	\$150	\$200
ZONE 5 –West	\$70	\$200	\$270

GoTriangle Reimbursable Region

