

April 1, 2021

ADDENDUM 1 TO RFP 21-53

This addendum provides answers to questions submitted by prospective bidders. The University's answers are shown in RED.

Jessica Whitten Buyer

1. Would the University consider an extension of the proposal submission deadline for Vendors to submit the most comprehensive response possible?

The current deadline is 4/13, this will be extended to 4/20/2021 @ 2:00 PM Central Time.

2. Are Vendors required to complete Appendix B with their proposal submissions?

Appendix B is the professional service agreement and determination form. The vendor will need to complete this form except for the pricing portion that will be done once we costs are finalize.

3. Section #35 of General Terms, Conditions and Instructions for Bids/Proposals states that the University is capable of receiving electronic bid responses. However within the ms.gov portal there is no link to submit an electronic response for this solicitation. The required Appendix C - Requirements Matrix would be best submitted in the electronic Excel version provided by USM (as opposed to a printed version). Can the University please confirm that Vendors can submit electronically and forgo mailing a physical copy of the response? If so, can the University provide a direct link to where

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responses can be submitted online and/or would the University be open to accepting emailed responses?

USM will accept sealed bids mailed to the university or electronic submissions when submitted properly.

Electronic submissions can be submitted through the state provided portal (MAGIC). This information is located in the RFP General Terms, Conditions and Instructions for Bids/Proposals as item #35.

Emailed proposals will not be accepted.

4. The RFP states, "The Excel spreadsheet must be included in the submitted response. Responses must be submitted in the same order as the RFP and should include the question number listed so responses can be easily compared." Can the University clarify what is meant by "including the question number listed"? Is there a separate RFP document that should be referenced when completing Appendix C?

There is not a separate document, the spreadsheet row number will be used as a reference to the requirement.

5. Re: Appendix C - Pay-by-Phone Integration: How many off-street parking spaces does USM have? What is the average hourly rate?

Currently no off-street parking is used as timed parking or pay-by-hour.

6. Re: Appendix C - Pay-by-Phone Integration: How many on-street spaces does USM have? What is the average hourly rate?

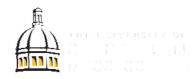
USM currently has 58 on-street metered parking. The current rate is \$0.25/15 minutes, \$1.00 per hour.

7. Re: Appendix C - Pay-by-Phone Integration: Are the off-street spaces in surface lots or garages?

We have one garage on campus and the remaining off-street parking are surface lots.

8. Re: Appendix C - Pay-by-Phone Integration: Who are the current meter/pay station providers?

The current meters were purchased through various vendors over the years, but we are seeking options to replace these aging units.



9. Re: Appendix C - Pay-by-Phone Integration: For the University's meters that accept credit card payments, who is paying the merchant processing fees: USM or the provider?

No meters currently in use accept credit cards.

- 10. Re: Appendix C Pay-by-Phone Integration: Who is the University's merchant services/credit card processing provider?

 Cashnet
- 11. Re: Appendix C Pay-by-Phone Integration: Does USM act as the Merchant of Record with its payment provider?

TBD

12. Re: Appendix C - Pay-by-Phone Integration: Does the University currently have the ability to process credit card transactions in which the transaction happens digitally (card-not-present transactions)? If so, what is the University's current card-not-present payment processing rate?

TBD

13. Re: Appendix C - Pay-by-Phone Integration: Does the University intend on absorbing the convenience fee of the pay-by-phone application or will the University be passing the cost onto the parkers?

Convenience fees will be part of the cost passed to the parkers.

14. Re: Appendix C - Pay-by-Phone Integration: How many days of the week is paid parking enforced?

Paid parking is enforced Monday-Friday, 7:30 a.m. - 4:30 p.m.

15. What parcs equipment does the University currently use for garages and/or flat lots if any?

Mobile LPR camera enforcement only; two entry/exit gates for special reserved permit holders (USM Id swipe, not a pay to park); no other entry/exit systems or pay stations on campus outside of traditional coin-fed meters (58).

16. Which parking facilities have parcs equipment for this RFP?



Two lots with gate access using university ID swipe system, currently used for reserved permit holders.

17. If parcs equipment is in place, will the University consider a gateless, cloud-based operating model?

Yes. Gate equipment currently in use is nearing end of life.

18. Is there currently any LPR camera technology in place and where is it being used for the operation of the University's parking footprint?

Yes, Appendix C row 1272.

19. Is the University seeking a management fee plus project costs for this RFP?

No, but optional/alternative proposals can be included with the RFP submission.

20. Is the University seeking a fixed fee including project costs for this RFP?

Yes, the response for this RFP is all inclusive for software licensing, hosting, ongoing support, and implementation

21. Will the University staff manage the parking solutions and the compliance strategies for the winning bid?

Yes, but require the vendor to lead the configuration and implementation of the system(s) with USM as part of the project.

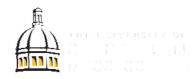
22. Will the University consider more than one vendor partner for mobile payment platform?

Yes, but there will be a single contract that will include subcontracting of license/services.

23. How many permits are issued by classification – students, faculty, administration, and others

9,500-10,000 student permits 2,300-2,500 faculty/staff/affiliate permits

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265 reserved parking 14,000-15,000 visitor permits and passes

24. How many surface lots are included in this RFP, the space count of each, and who uses each of the lots?

We will provide a spreadsheet of space counts and map of our existing parking.

25. How many garages are included in this RFP, the space count of each, and who uses each of the garages?

One garage, approximately 1190 spaces, can be used by all faculty, staff, students and visitors.

- 26. Are any of the parking spaces included in the RFP available for daily/transient parking?
 Yes.
- 27. When if any are daily/transient spaces available for sale during the day or week?

Monday – Friday 7:30 - 4:30

- 28. Will the University provide a detailed P&L for the last 3 years for revenue and expenses of Parking Management for the University?

 No.
- 29. Is parking for athletic games included in this RFP?

Yes.

30. Does the permit system need to be integrated with the University's student portal?

The permit system needs to be accessible from the university web site.

31. Is the bidder to have all 1700 requirements in order to be considered to be awarded this bid for Parking Management for the University or will be disqualified if answering no to any of the approximately 1700 requirements?

Appendix C, column B states a value of 'R' or 'O', all requirements marked with 'R' are required to be met to respond to this RFP.



32. Does the university wish bidders to include marketing materials and explanations of said benefits and differentiating services with the required Appendices?

Yes, that would be helpful in review of the specific details stated in column E of appendix C

33. Is there any consideration to extending this RFP?

The current deadline is 4/13, this will be extended to 4/20/2021 @ 2:00 PM Central Time.

34. Line 12: We are not FedRamp certified. Are these grounds for immediate disqualification? If so, disregard the following questions.

If the hosting provider is not able to meet this requirement then a data security risk assessment will be required by the hosting provider. Once the assessment is received, the university can determine the level of security risk and request an exception (if needed) from the Mississippi Department of Information Technology.

35. Line 54: Accept encoded parking credentials from what system?

The parking management system that generates the credentials (the system of selected vendor).

36. Line 55: Can you clarify? Would you want to keep existing permits the same and then add an event permit to it?

Yes, this is an optional requirement.

37. Lines 56-57: Allotted and non-allotted permits, are these used for departments to control, for example, that 50 students from the College of Business be allowed to purchase permits in Lot A?

Yes, could be for a specific lot or multiple lots based on the user classification (faculty, staff, student, and visitor)

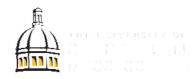
38. Line 59: Will these parking locations be monitored by LPR equipment?

Yes.

39. Line 65: Please clarify the intent

Provide caps on specific groups when selling permits.

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40. Line 69: What is being used to collect the entry/exit data? LPR Cameras?

Future functionality, currently only LPR Cameras

41. Line 78: Please clarify "associated properties" as it relates to permits.

Any other parking privileges granted with the permit.

42. Line 103: How many of the barcode scanners would you require?

Optional - we do not currently use physical permits with barcodes, but we have up to 4 points of sale in office. If we use a scanner for special event parking, we may need 6-8 additional scanners for normal events and possibly up to 75 more if we do something with athletic events.

43. Line 106: Are the printers and receipt printers needed? If so, how many?

4 printers.

44. Line 113: Is this like a "late fee"?

Fee assessed after a renewal period.

45. Line 126: Please clarify the intent.

Can only park in a specific area based on the selling location.

46. Line 138: How are these facilities being enforced? LPR? Gates? If gates, who is your current supplier?

LPR

47. Line 139: Please clarify the intent.

Ability to set access limits by tiered groups for specific location(s).

48. Line 147: Replacement of a physical permit or renewal of permissions?

A physical permit.

49. Line 149: This would be dependent on the gate equipment you are using. What equipment are you using and what software?

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The current gates are basic lift arms that open in conjunction with our ID card swipe system. It is not necessary to integrate with existing equipment, but vendors should indicate whether or not they can provide this type of access control.

50. Line 152: What "incidents" are you referring?

Any action (violation) recorded in the system related to parking permit permissions that are captured.

51. Line 162: Are you referring to prioritizing more than one physical address on the same record?

Yes.

52. Line 183: Please clarify the intent.

Ability to apply a one-off or 'other' type of financial transaction to an account.

53. Line 202: Please clarify the intent – is this in addition to the unique license plate?

This is an optional item, can be in additional to and created automatically or used instead of the plate number.

54. Line 246: Please define this process. How is usage determined (LPR/gate reader?) and overages calculated?

This is an optional item for features and equipment that are not currently in place, would use various options to monitor.

55. Line 1054: List "other systems" that would need to be integrated.

See Appendix C, rows 1060 - 1061

56. Line 1056: List the integrations required.

See Appendix C, rows 1060 - 1061

- 57. For the Pay-By-Phone Integration optional section of your Appendix C Technical Requirements spreadsheet (lines 658-663), we have the following questions:
 - a. What is the space breakdown, per location, of the areas you intend to manage with mobile payments?
 - i. How many lots and garages? One garage, multiple lots, map posted online.

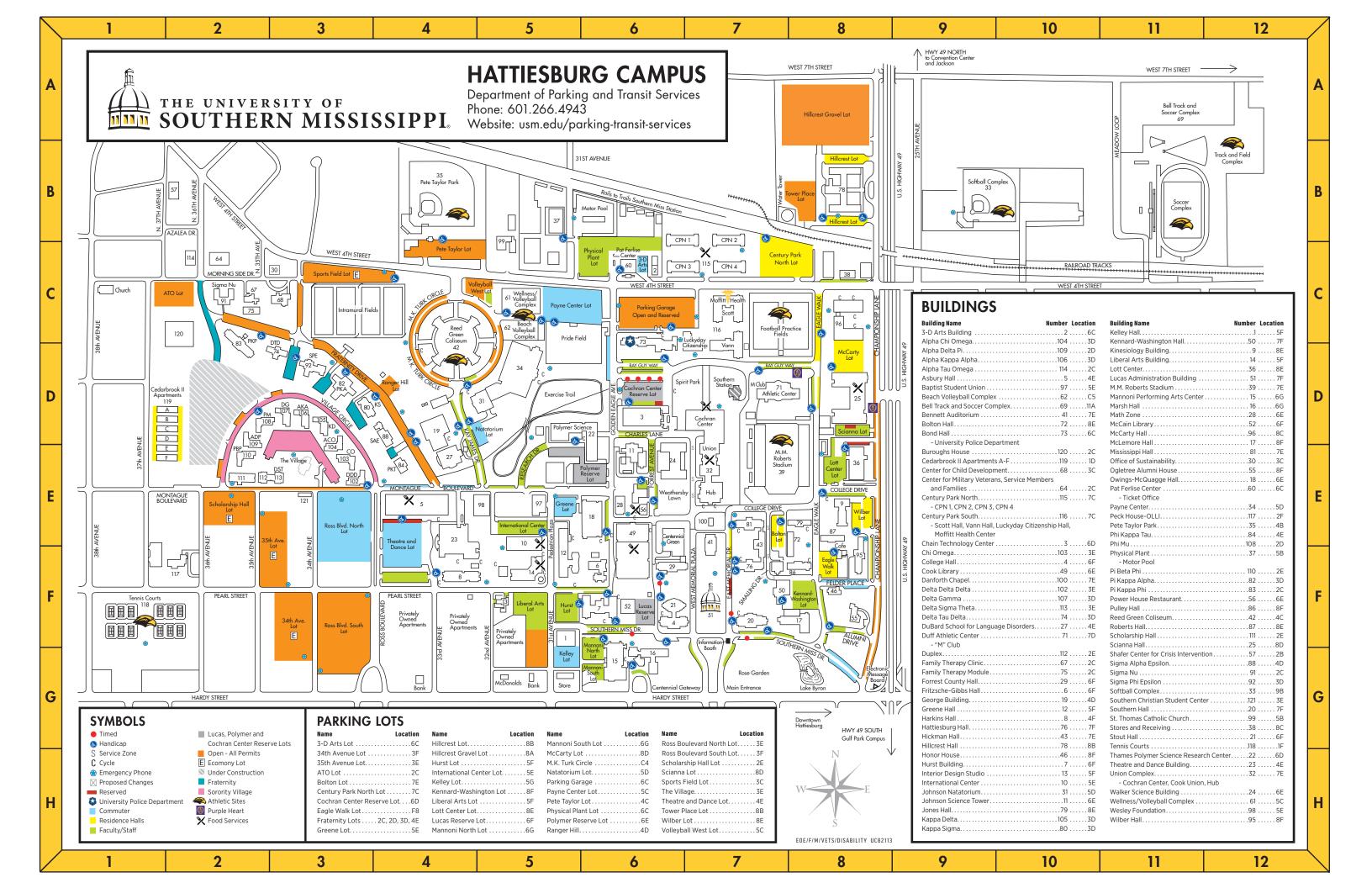
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- ii. How many spaces at each location? Space count will be posted online.
- b. Does the University of Southern Mississippi intend to source the Merchant of Record services for mobile payment transactions or is the chosen vendor expected to provide those services? Either option is viable
- c. Are there any signage requirements for the requested mobile payment and multi space meter options? Signage is not required, but options are welcomed.
- 58. What is the equipment breakdown, per location, of the areas that you intend to have PARCS equipment? Nothing is set. We would start with 1 surface lot, approximately 125 spaces, 1 entry, 1 exit, pay to park (anyone) or visitor pass for entry. Equipment is not determined.
 - a. Number of Entry lanes per lot and garage?
 - b. Number of exit lanes per lot and garage?
 - c. Can you list out the type of garage or lot it is? (visitor, or permitted)
 - d. How many lanes will be needing Fixed LPR for gated facilities?
 - e. Total number of Pay on foot machines per facility (Credit Card only, or Credit Card and Cash)
 - f. Would you be using EMV credit card readers?
 - g. How many Straight Gate arms will you be needing?
 - h. How many Articulating Gate arms will you be needing?
 - i. Would you be needing extended hardware warranty?
 - j. What intercom system will you be using? (ie. Commend or Umojo)
- 59. For the Fixed LPR Camera Requirements for Non-Gated Facilities optional section in the Appendix C Technical Requirements spreadsheet (lines 1336-1369), we have the following questions: Nothing is set. Ideally, we would use the garage as the first fixed LPR area for any permit holders and visitors. One entry and 1 exit lane, no multidirectional lanes.
 - d. How many ungated facilities/lots would you like to install Fixed LPR for?
 - e. What is the number of entry lanes per lot/garage for non-gated Fixed LPR?
 - f. What is the number of exit lanes per lot/garage for non-gated Fixed LPR?
 - g. Are any of the lanes multi-directional or reversible? If so, how many?

Please see following pages for attachments:

Attachment #1 – USM Campus Parking Maps Attachment #2 – Space Audit USM All Campuses







Department of Parking and Transit Services

Phone: 601.266.4943

Website: usm.edu/parking-transit-services

GULF PARK CAMPUS

Please go to the Department of Parking and Transit Services for visitor parking passes and campus information.

ACADEMIC

1 Barber Building	1
2 Business Complex (BC)B4	4
3 Elizabeth Hall E7	7
4 Fleming Education Center (FEC)	5
5 Hardy Hall (HH) F5	5
6 Technology Learning Center	3
7 Lloyd Hall (LH) E7	7
8 Nursing Building (NB)	1
9 Science Building (SB) E2	2
10 North Academic Building (NAB)	5
11 Gulf Coast Geospatial Center	ŝ
SUPPORT	
12 Fleming Education Center Auditorium	5
13 Fitness Center (FC)	7
14 Gulf Coast LibraryD6	õ
15 Health Center	7
16 Mechanical Plant	3
17 Physical Plant	3
18 Shipping/Receiving	3
19 University Police Department (UPD) and	7
Department of Parking and Transit Services (PTS)	

LOCATIONS OF INTEREST

24-Hour Study Space (1st Floor, Library)
Academic Success Center (1st Floor, Library)
Advisement Center (2nd Floor, Hardy Hall)
Barnes and Noble Bookstore (1st Floor, Hardy Hall)
Beach View Café (1st Floor, Hardy Hall)
Career Services (2nd Floor, Hardy Hall)
Human Resources (2nd Floor, Hardy Hall)
iTech (FEC 310)
Student Affairs (2nd Floor, Hardy Hall)
Student Services One Stop (1st Floor, Hardy Hall)

Academic Records Admissions

Financial Aid Registration Student Billing

CAMPUS PARKING LEGEND

VisitorHandicapService Zone

C Bicycle

UPD Reser

Reserved Parking
Faculty/Staff

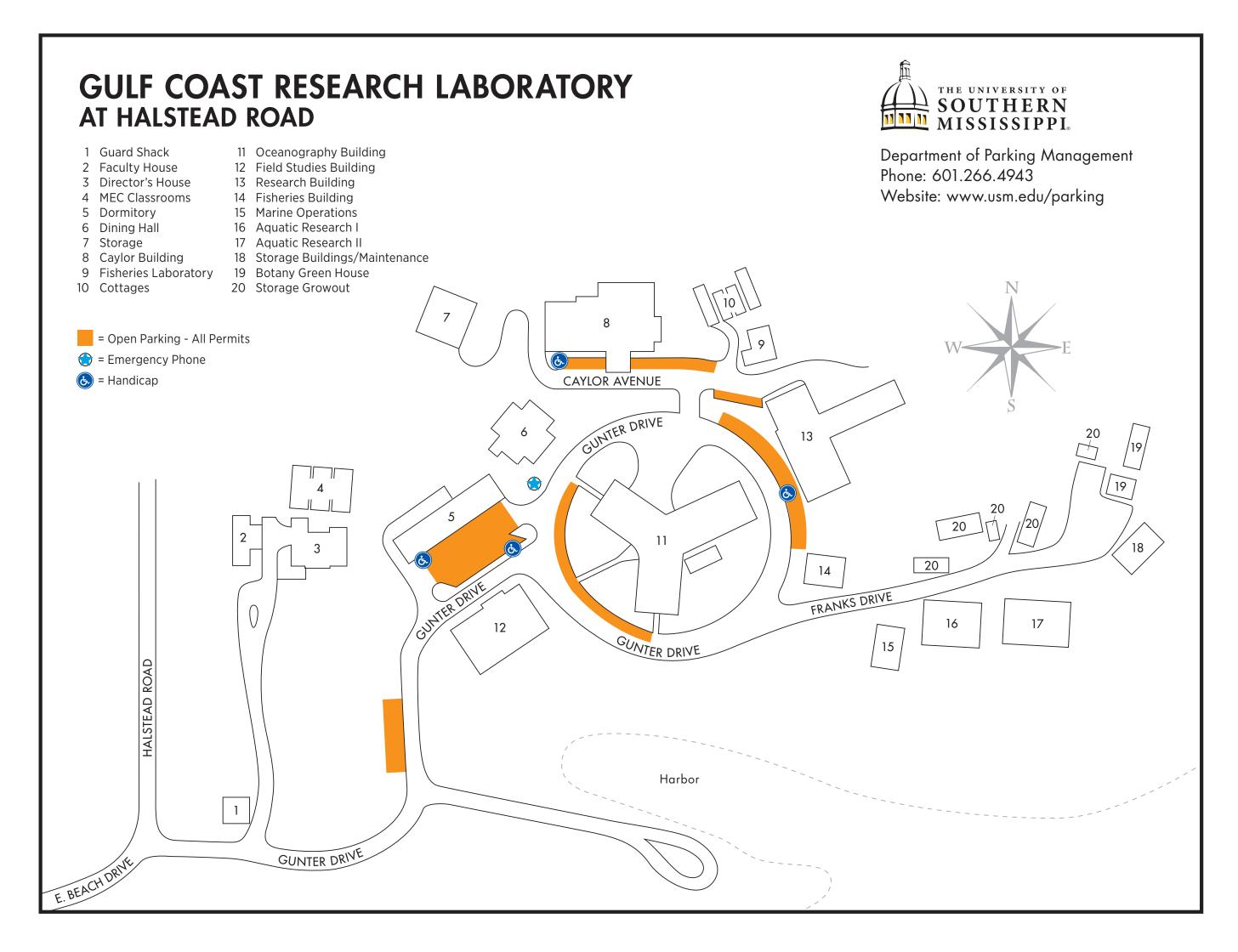
Open All Permits

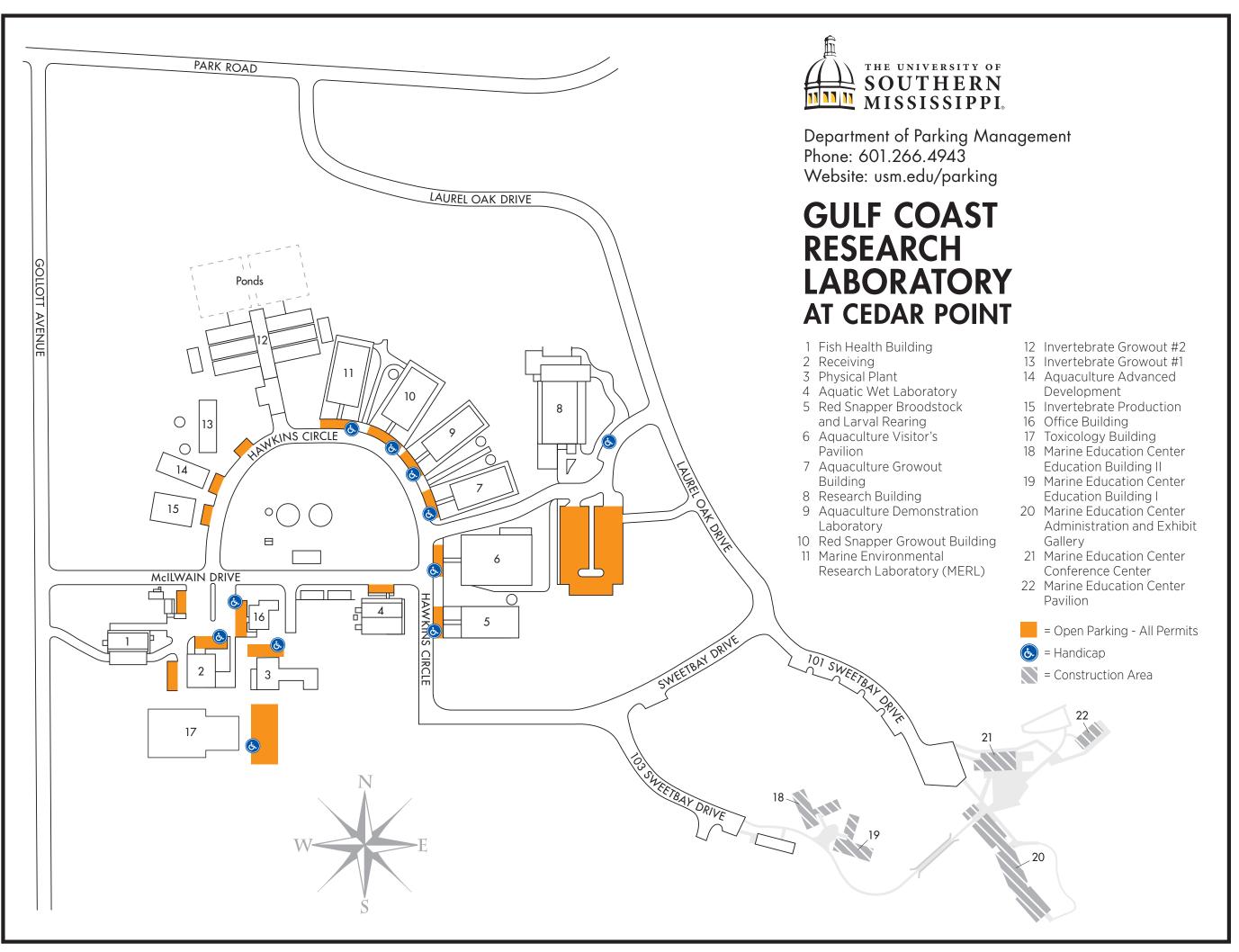
Open - All Permits
Police Vehicles Only

Motorcycle€ Emergency Phone

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EOE/F/M/VETS/DISABILITY





Location	Total Spaces Calculated	НС	HC Van	Open	Commuter	Faculty/Staff	Reserved	Resident	Fraternity	Village	Meters	Visitors
34th Ave - Morningside	18			18		,						
34th Lot/Economy	92	3	1	88								
35th Lot /Economy	138	2	3	133								
4th Street (Stores & Receiving)	16					16						
4th Street Parking Garage	1189	27	2	1072			88					
Alumni Drive	24					24						
Arthell Kelly Lot	43				43							
ATO Lot	40			40								
Bolton Lot	57	1					6	50				
Cederbrook II	52		1					51				
Century Park North Lot	214	4	5					205				
Championship Lane	233			223			1					9
Charles Lane	15					15						
College Drive @ Kinesiology	26	1	1			24						
DTD/SPE	44		1						43			
Eaglewalk	109	4	2			44		57				2
Eaglewalk Lot	63		1					62				
East Memorial	48	6	5				10				4	6
East Memorial Drive - Entrance	15					15						
Family Therapy Clinic	9		1									8
Felder Place	44		1		43							
Forrest Avenue - North	26	2				24						
Forrest Avenue - South	18	2									14	
Fraternity Drive	335	5	_	309		12	4					1
George Hurst Lot	92	3		505		89						_
Golden Eagle Ave - Owings McQuagge	24	4				14					2	
Golden Eagle Ave - Pride Field	36	<u> </u>			36						_	
Hillcrest	100	4	2		- 50			94				
Hillcrest Gravel - North Lot	483		_	483				-				
International Center Lot	71	4	3			59	5					
Joseph Green Lot	38	4			32							
Kate Hubbard House - 32nd Ave	2	<u> </u>	_		- 52	2						
Kay James Drive	96		3			93						
Kennard Washington	82	2	1			64	15					
KS	30	<u>-</u>				0.			30			
Liberal Arts Lot	129	2	3	73		51						
Lucas Gated Lot	29			, 5		32	29					
M. K. Turk - Inner	121	2		107		12						
M. K. Turk - Outer	115	1	1	113								
Mannoni North Lot	52	1	1	113		50						
Mannoni South Lot	7		_			7						
Marsh Hall (off Hardy Street)	5	1	1			3						
McCarty Hall Lot	93		1			3		92				
Montague Blvd. (37th - Golden Eagle)	199	1	1	98	73	26		32				
Natatorium	30		_	- 38	30							
Ogletree Parking Lot	17		1		30							16
Pat Ferlise Center	35	1	2		20	4						8
Payne Center Lot	282	5			273							٥
Pearl Street	38	2			2/3	27	8					
realibutet	38	2	1			27	8					ı

Peck House	57	1	1									55
Pete Taylor Park	119	9	1	98			4					7
Physical Plant	144	1	1	138								4
Pinehaven Circle - Village Circle	136	2		37						97		
PKA/SPE	14								14			
PKP/SN Drive	35	1	1						33			
PKT/SAE	27								27			
Polymer Reserve Lot A	91						91					
Polymer Reserve Lot B	12											12
Printing Center - East	12	2	3			7						
Ranger Hill (Press/ROTC Lot)	27			27								
Ray Guy Way - East	57	1	1			50	1					4
Ray Guy Way - West	92	3	2			50	13				21	3
Research Drive	35	1	1			28						5
Ross Blvd North Lot	359				359							
Ross Blvd South Lot	214	4	4	206								
Scholarship Hall (West Montague Lot)	135			135								
Scianna Hall	42	2	2			33	5					
Smalling Drive	11					6	5					
Southern Miss Drive - College Hall	4	2	2									
Southern Miss Drive - District	45				45							
Southern Miss Drive - George Hurst	63	2	1			47	1				11	1
Southern Miss Drive - Southern Hall	50	3	2			39					6	
Sports Fields Complex - 4th Street@Morningside	65	1	2	62								
Tennis Court Lot (68 Open) (2 HC, 2HC Van) off campus	72	2	2	68								
Thad Cochran Visitor Lot	129	3	5			22	99					
Theater and Dance Lot	251	5	5		158	68	15					
Tower Place	42			42								
Trent Lott	91	5	3			65	18					
Under West Stadium	18	1				17						
Village Center - Gated Lot	142	5								137		
Volleyball West Lot	29			22		5						2
West Memorial - Exit	14					14						
Wilbur Hall - Drive in front of Dorm	19							19				
Wilbur Hall Lot	63	2	3					58				
Total	7790	152	103	3592	1112	1126	418	705	147	234	58	143