



RFP #010726
REQUEST FOR PROPOSALS
for
Transportation Services Payment Solutions

Proposal Due Date: January 7, 2026, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Transportation Services Payment Solutions to result in a procurement solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than January 7, 2026 at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	November 13, 2025
Pre-proposal Conference:	December 4, 2025, 10:00 a.m., Central Time
Question Submission Deadline:	December 30, 2025, 4:30 p.m., Central Time
Proposal Due Date:	January 7, 2026, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	January 7, 2026, 4:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and master agreement award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and master agreement expanding the reach of awarded suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING MASTER AGREEMENTS

In the United States, Sourcewell's master agreements are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

The following entities are listed in this solicitation to satisfy the procurement requirements of Oregon, Utah, and Virginia [[Political Subdivision List - Oregon, Utah, and Virginia](#)].

In Canada, Sourcewell's master agreements are available for use by current and future members including:

- Federal, provincial, and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;

- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;
- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Canoe procurement group of Canada’s current and future members. Canoe members include:
 - Federal, provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
 - Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
 - Indigenous self-governing bodies;
 - Airport authorities;
 - Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities; and
 - Canoe procurement group of Canada’s current and future partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, Northwest Territories Association of Communities, Association of Yukon Communities, CivicInfo BC, Association and their current and future members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell’s website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access master agreements for equipment, products, or services through a purchase order issued directly to the awarded supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell master agreements is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities’ needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

C. INTERGOVERNMENTAL SUPPORT AGREEMENTS

Pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded cooperative purchasing master agreements through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, school district, or regional cooperative.

1. Sourcewell is seeking proposals for Transportation Services Payment Solutions. Awards under this solicitation for Transportation Services Payment Solutions will be in two (2) categories.
 - a. **Category 1:** Prepaid transportation services payment solutions:
 - i. Physical and/or virtual prepaid cards, accounts, and digital wallets that can be funded from multiple sources, such as;
 - a. End user deposited funds (both pre-tax and post-tax);
 - b. Employer sponsored programs funding transportation services;
 - c. Community programs funding end users who meet specific criteria such as income-based programs; and,
 - d. Community programs targeting specific types of use cases such as commuter incentive programs.
 - ii. Complementary Transportation Services Payment Back office, account management, and platform services, such as:
 - a. Account management interfaces for entities and end users, including mobile applications;
 - b. Real-time transaction monitoring and reporting;
 - c. Autoloading and auto-disbursement of funds at regular intervals;

- d. End-user intake and sign-up services;
 - e. Marketing and advertising of program services;
 - f. Advertising revenue services;
 - g. Data analytics and performance analysis;
 - h. Merchant Category Code and other use restrictions and limitations management;
 - i. Customer service and support for all stakeholders;
 - j. Regulatory compliance services;
 - k. Facilitation, generation, and support of periodic reporting for standard and custom reports; and,
 - l. Integration of payment solutions and access for use of transportation services with existing and future mobility platforms, such as: transit, rideshare, taxi, and micro-mobility.
- iii. Proposals in Category 1 may include complementary products and services from Category 2 if their **primary offering is Category 1 products and services.**
- b. **Category 2:** Fare Collection and Ticketing transportation payment solutions systems:
- i. Fare collection devices and technology solutions, such as,
 - 1. Validation and ticketing devices;
 - a. Mobile and on-board validators;
 - b. Fare gates;
 - c. Standalone validators;
 - d. Ticket vending machines;
 - 2. Mobile payment collection systems;
 - a. Contactless card readers;
 - b. Digital wallet readers;
 - c. QR code validators;
 - 3. Validation inspection devices;
 - a. Handheld validators;
 - b. Biometric devices;
 - c. Fare inspection apps;
 - 4. Related fare media, such as data processing and communication devices and equipment;
 - ii. Mobile Pay-As-You-Go ticketing solutions and technologies, such as:
 - a. Payment service provider integration;
 - b. Fare calculation capabilities;
 - c. Fare capping and post-payment models;
 - d. Financial reporting;
 - e. Fraud detection and prevention;
 - f. Integration with validation equipment; and,
 - g. Automatic journey detection via smart devices.

- iii. Complementary Transportation Services Payment Solutions back office, account management, and platform services, such as:
 - a. Account management interfaces for entities and end users, including mobile applications;
 - b. Real-time transaction monitoring and reporting;
 - c. End-user intake and sign-up services;
 - d. Marketing and advertising of program services;
 - e. Advertising revenue services;
 - f. Data analytics and performance analysis;
 - g. Customer service and support for all stakeholders;
 - h. Regulatory compliance services;
 - i. Facilitation, generation, and support of periodic reporting for standard and custom reports;
 - j. Training programs and materials for all stakeholders; and,
 - k. Integration of payment solutions and access for use of transportation services with existing and future mobility platforms such as transit, rideshare, taxi, and micro-mobility.

- iv. Proposals in Category 2 may include complementary products and services from Category 1 if their **primary offering is Category 2 products and services.**

Proposers may include related hardware, software, equipment, and services to the extent that these solutions are complementary to the Transportation Services Payment Solutions being proposed in subsection 1. a. - b. above.

Sourcwell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting master agreement. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting master agreement.

Sourcwell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcwell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE MASTER AGREEMENT TERM

The term of any resulting master agreement(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED MASTER AGREEMENT VALUE AND USAGE

Based on past volume of similar master agreements, the estimated annual value of all transactions from master agreements resulting from this RFP are anticipated to be USD \$25M; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the master agreement(s) awarded from this RFP; however, sales and sales volume from any resulting master agreement are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any master agreement award.

G. ADDITIONAL CONSIDERATIONS

1. Master agreements will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each

such proposal must be prepared independently and without cooperation, collaboration, or collusion.

3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell master agreement may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or service. Each line must indicate the proposer's published "List Price," as well as the "Master Agreement Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any master agreement resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the agreed upon price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to

the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a master agreement are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting master agreements. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. MASTER AGREEMENT

Proposers awarded a master agreement will be required to execute a master agreement with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Master Agreement reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To identify any exception, or to request any modification, to Sourcewell's standard master agreement terms, conditions, or specifications, a proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the "Documents" section of the "Bid Details" page on the Sourcewell Procurement Portal and uploaded as part of its response. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the master agreement document provided to the awarded supplier for signature.

If a proposer receives a master agreement award resulting from this solicitation it will have up to 30 days to sign and return the master agreement. After that time, at Sourcewell's sole discretion, the master agreement award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive procurement process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

1. make any required adjustments to its proposal;
2. acknowledge the addenda; and
3. ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential master agreement award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a master agreement award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

1. In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
2. Complete. A proposal will be rejected if it is conditional or incomplete.
3. Submitted in English.

4. Valid and irrevocable for 150 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.”

Members of the public may attend the Opening at Sourcewell’s office located at 202 12th Street NE, Staples, MN to hear the results.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of master agreements to be awarded in any category may include the following:

1. Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);
2. The number and geographic location of highest-scoring proposers that offer:
 - a. A comprehensive selection of the requested equipment, products, or services;
 - b. A sales and service network ensuring availability and coverage for Participating Entities’ use; and
 - c. Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	Pass/Fail
Financial Viability and Marketplace Success	50
Ability to Sell and Deliver Solutions	150
Marketing Plan	50
Value Added Attributes	150
Depth and Breadth of Offered Solutions	250
Pricing	350
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell’s Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received, and time stamped at the Sourcewell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcewell’s notice of master agreement award(s) or non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal’s content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any master agreement, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for master agreements or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a master agreement if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a master agreement to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement.

Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.



11/17/2025

Addendum No.1

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Table 2B: References / Testimonials

25: Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Proposer's Question: Can you please clarify if the above question limits references to entities within the United States and Canada or would references of Customers in Europe also be acceptable?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information that they are willing to include and that is necessary. Proposals are evaluated according to the scoring criteria stated in the RFP on the content submitted.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 11/17/2025, is required at the time of proposal submittal.



12/05/2025

Addendum No. 2

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can you please provide a list of the attendees for the pre-bid meeting?

Answer 1:

A list of attendees for the pre-proposal conference will not be provided as part of the solicitation process.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/05/2025, is required at the time of proposal submittal.



12/12/2025

Addendum No. 3

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The link for the recording of the prebid meeting is not functioning. Has the video been pulled and is it available any longer?

Answer 1:

Here is another link for the recording. <https://vimeo.com/1127998075/c73f29b174>

Question 2:

To determine whether a participating entity will have full access to the vendor's solution, please share a list of all participating entities and their account types. (see Table 3 Question 34 for context)

Answer 2:

The number of participating Sourcewell participating entities is not static. Sourcewell maintains a link to a list on the "Become an awarded Sourcewell supplier" page of the Sourcewell website, with a separate worksheet for both the US and Canada <https://www.sourcewellmn.gov/sourcewell-for-vendors/agency-locator>. The list is updated weekly.

Question 3:

Is it a requirement that the respondent offer p-cards to participating entities? If so, please clarify what is meant by 'acceptance' in relation to the p-card procurement and payment process. (see Table 6A Question 62 for context)

Answer 3:

Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in the RFP II. B. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation, and each Proposal will be evaluated based on the criteria stated in the RFP.

Question 4:

In regards to the Administrative Fee that must be paid to Sourcewell, can you please provide an estimated payment schedule for the percentage-based Administrative Fee would need to be paid? Is this fee paid quarterly for the entire contract term, or for a shorter, defined period?

Answer 4:

Refer to the Sourcewell Master Agreement, Article 2, 7 section addressing Administrative Fees and Reporting. A downloadable version of the Master Agreement is found on the "Bid Details" page for the solicitation within the Sourcewell Procurement Portal. A single sales report and administrative fee remittance is contemplated for each calendar quarter during the term of an awarded contract. Suppliers must supply a report to Sourcewell regardless of the sales volume during the quarter.

Question 5:

Additionally, what are the specific eligibility criteria, categories, or transactional conditions that allow a vendor to elect the flat-fee option instead of the variable percentage-based fee?

Answer 5:

Refer to the Administrative Fees section of the RFP III. B. For directions on proposing an administrative fee. It is left to the discretion of each proposer to determine and propose an administrative fee that is consistent with its business practices and industry.

Question 6:

What are the anticipated dates for contract award and solution delivery to initial participating entities?

Answer 6:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, finite quantities or locations. Any of Sourcewell's participating entities could use the contract, if applicable. Sourcewell is requesting proposals to meet the various needs of its 50,000+ Participating Entities as a whole, across the United States and Canada, NOT individual entities' needs. The use of

Sourcewell contracts is voluntary for Participating Entities. In this competitive solicitation process, Sourcewell will not advise a proposer on the way it should submit a proposal. It is left to the discretion of each proposer to articulate and propose the approach that aligns with its business methods and satisfies the requirements of the RFP. Participating Entities' unique needs, and Solutions from awarded supplier(s), will be determined if and when Participating Entities choose to utilize a contract resulting from this solicitation.

Question 7:

Does Sourcewell introduce successful proposers to participating entities? If so, how are these introductions performed?

Answer 7:

Sourcewell publishes all contracts on their website [Search Sourcewell Awarded Contracts & Vendors | Sourcewell](#). Entities have the option to utilize as many or as few contracts as they see fit.

Question 8:

Will Sourcewell manage all e-procurement processes during the lifecycle of the project?

Answer 8:

Sourcewell is not involved in every procurement process, as it puts the contracts in place for the entities to utilize by working directly with awarded vendors. Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any master agreement award.

Question 9:

Is there flexibility for agencies and vendors to negotiate final costs within the awarded rate structure to account for variables like travel requirements based on location, constituent education and engagement events, in-person stakeholder meetings, etc.

Answer 9:

Sourcewell does not require a separate agreement with each State or Province. For additional details, refer to the Master Agreement sections on Participation, Contract Access, and Participating Entity Requirements and Participating Entity Use, and Purchasing (Article 1). A Participating Entity and Supplier may negotiate additional terms and conditions, as necessary, on a case-by-case basis as described in the Sourcewell Master Agreement.

Question 10:

What are the potential sources of funding for the pre-paid cards? Specifically, will the funds come from the participating entity, the cardholder, or a combination of both?

Answer 10:

Refer to RFP Section II. Solicitation Details, B. Requested Equipment, Products, or Services, 1.a. "...Physical and/or virtual prepaid cards, accounts, and digital wallets that can be funded from multiple sources, such as;

- a. End user deposited funds (both pre-tax and post-tax);
- b. Employer sponsored programs funding transportation services;
- c. Community programs funding end users who meet specific criteria such as income-based programs; and,
- d. Community programs targeting specific types of use cases such as commuter incentive programs."

Question 11:

Between December 4th (the date of the pre-proposal meeting) and the due date (January 7th) there are several holidays and people have plans to take time off on and around these holidays. Would Sourcewell consider extending the deadline?

Answer 11:

With the availability of the Sourcewell Procurement Portal allowing for 24/7 remote access, extensions are not typically approved or deemed necessary.

Question 12:

Are prospective vendors permitted to submit the same technical response with two separate pricing models based on geography? We are considering submitting a response under one entity, but priced separately to differentiate Canada and US dollars due to different pricing for each country.

Answer 12:

Refer to Section II. Solicitation Details, G. Additional Considerations, 2. "A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.

Question 13:

Given the extensive requirements for transit solutions, pricing models, marketing plans, and limited organizational support and working days due to upcoming end-of-year holiday scheduling, would it be possible to extend the deadline to Jan 31st, 2026? Our

team would appreciate an extension to prepare a high-quality and comprehensive response.

Answer 13:

See Answer #11.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/12/2025, is required at the time of proposal submittal.



12/16/2025

Addendum No. 4

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Addendum 1 states: Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 11/17/2025, is required at the time of proposal submittal.

Addendum 2 states: Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/05/2025, is required at the time of proposal submittal.

Addendum 3 states: Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/12/2025, is required at the time of proposal submittal.

We cannot find these documents at portal, can you clarify if they have been posted or if we should include a free format document with these acknowledgements?

Answer 1:

As discussed in the pre-proposal conference, in Step Three (3), Addenda, Terms & Conditions, of the Procurement Portal process, a responder will acknowledge every addendum, stating that the respondent "acknowledges and agrees that the addendum/addenda below form part of the Bid Document.", there is not a separate document required to acknowledge addenda.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/16/2025, is required at the time of proposal submittal.



12/17/2025

Addendum No. 5

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can you kindly elaborate on what functionality is desired with reference to Sales force an Service force (Table 3 items 26 and 28).

Answer 1:

Refer to the INSTRUCTIONS for Table 3: Ability to Sell and Deliver Solutions.

Question 2:

We are writing to kindly request an extension of the submission deadline till 31st Jan, due to the upcoming Christmas and year-end holidays, considering most of the staff go on leave which may affect our ability to finalize and submit the tender documents by the original deadline.

Answer 2:

Redundant question, refer to Addendum 3, questions #11 & 13.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/17/2025, is required at the time of proposal submittal.



12/19/2025

Addendum No. 6

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Table 3 contains the following Q36 Will Proposer extend terms of any awarded master agreement to nonprofit entities? Please could you elaborate on the meaning of this question

Answer 1:

Sourcewell serves entities of multiple types, one of which is non-profit. Will the proposer serve non-profits through this contract?

Question 2:

Table 7D (Depth and Breadth of Offered Solutions - Category 2) mentions Automatic journey detection via smart devices. Can you please elaborate and provide an example for this requirement?

Answer 2:

Automatic Journey Detection via smart devices is when end user devices (typically owned by the passenger such as a phone) automatically identify when, where, and how a passenger travels without the rider having to manually tap a card, buy a ticket, or log trips. System relies on sensors in personal smart devices and backend transit software to identify and properly charge trips end-to-end.

Question 3:

Table 7D (Depth and Breadth of Offered Solutions - Category 2) mentions Advertising revenue services. Can you please elaborate and provide an example for this requirement?

Answer 3:

Advertising revenue services is managing/generating revenues from external advertisements that are marketed on transportation systems assets.

Question 4:

Table 7B (Depth and Breadth of Offered Solutions - Category 1) Given the context, we're assuming that Category 1 are services operate directly within the banking / payment networks rather than closed loop transit network. Can you please clarify if this understanding is correct?

Answer 4:

Sourcewell is seeking physical and/or virtual prepaid cards, accounts, and digital wallets that can be funded from multiple sources, this can be from either/both open-loop and closed-loop platforms.

Question 5:

Is the Proposer allowed to participate with partners as a consortium instead of subsidiary entities? If yes, is there a limit on the number of consortium members allowed?

Answer 5:

It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities. Proposals are evaluated based on the criteria stated in the RFP. Refer to RFP Section II. Solicitation Details, B. Requested Equipment, Products, or Services, "Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting master agreement. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting master agreement. "

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/19/2025, is required at the time of proposal submittal.



12/23/2025

Addendum No. 7

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

As there is a requirement for Pay-As-You-Go mobile ticketing, please confirm if we should consider costs for hosting and infrastructure requirement or it should be based on every single authorities requirements? This is also covers issuance and acquiring solutions that we will provide. Do we need to mention in technical the stack to be used for hosting and costing requirement to be additional scope for each authority?

Answer 1:

The Sourcewell RFP is an open and competitive solicitation process. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in the RFP II. B. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation, and each Proposal will be evaluated based on the criteria stated in the RFP.

Question 2:

We received the same documents from multiple authorities (for example, Alberta), please confirm that only one submission to Sourcewell Procurement Portal is sufficient. And It will applicable and cover to all the other authorities.

Answer 2:

There are other agencies that share or repost our solicitations. This RFP is published by Sourcewell, an independent government agency located within Minnesota, for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell solicitations are standalone from any other agency. Some agencies repost as a service to others. Any contract derived from this solicitation (RFP #010726) will be separate as Sourcewell is its own lead agency and not required to partner with other agencies.

Question 3:

Vendor respectfully requests reconsideration of an extension to the RFP for Transportation Services Payment Solutions. Due to the holiday period, vendor is facing significant availability constraints as most team members are on scheduled vacation and offices are closed from December 25 through January 2. Combined with the holiday weekend, this effectively limits working time until January 5. While the majority of vendor's proposal is complete, vendor is facing challenges finalizing pricing, which requires internal approvals that may not be obtainable within the current timeframe because of the holidays. As a result, the vendor may be unable to submit a response on January 7. To ensure a competitive procurement that includes leading fare collection providers in North America, the vendor respectfully requests that Sourcewell reconsider its position and grant an extension of at least two weeks.

Answer 3:

Redundant question, refer to Addendum 3, questions 11 & 13.

Question 4:

We need to make a change on the legal name of our profile, how can we change it?

Answer 4:

Refer to the Sourcewell Procurement Portal. Prospective vendors are solely responsible for ensuring their account information is kept current. Technical support for the Sourcewell Procurement Portal is provided by bids&tenders. If you encounter technical issues, please contact support@bidsandtenders.ca

Question 5:

For questions in Table 4 Marketing, please clarify what type of Marketing Sourcewell is referring to. Is Sourcewell referring to marketing of Vendor's goods and services to the entities Sourcewell works with? Or is Sourcewell referring to the marketing to transit riders once an entity becomes a Vendor's customer?

Answer 5:

Refer to RFP Section II. F. – Marketing Plan, “Proposer’s sales force will be the primary source of communication with Participating Entities. ... It is expected that Proposer will promote and market any contract award.” Also, refer to RFP Section II. B. Requested Equipment, Products, or Services e. Marketing and advertising of program services.

Question 6:

Data Confidentiality Will the information provided in our proposal—such as financial data, pricing, and contractual terms—be publicly accessible?, or will it be used solely at the discretion of Sourcewell and participating public entities?

Answer 6:

Refer to the [rfp-faq.pdf](#) on the Bids Homepage as well as RFP Section VI. Evaluation and Award, E. Disposition of Proposals, “All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Chapter 13, after negotiations are complete, including pricing and financial data. Sourcewell considers negotiations complete upon execution of a resulting master agreement. Proposers are explicitly cautioned not to submit any data that they consider to be confidential, proprietary, or trade secret, as such data will not be treated as confidential and will be subject to public disclosure in accordance with Minnesota law.

Question 7:

Pricing Evaluation Could you explain how Sourcewell will compare and evaluate equipment, products, and services from different vendors in an open process, given the potential diversity of solutions offered?

Answer 7:

Refer to RFP Section VI. Evaluation and Award, A. Evaluation, “It is the intent of Sourcewell to award one or more master agreements to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.” Each

supplier will propose pricing in the format that makes sense for their industry. Each proposer, in its discretion, will determine and articulate the pricing approach that aligns with its business methods and satisfies all the requirements of the III. Pricing section of the RFP. Proposals are evaluated based on the criteria stated in the RFP.

Question 8:

Request for Extension Despite our best efforts to meet the current timeline, the schedule remains very tight. We would like to ensure that our submission reflects the highest quality and provides the most comprehensive response possible. Therefore, we respectfully request an extension of the submission deadline to January 31st.

Answer 8:

Redundant question, refer to Addendum 3, questions 11 & 13.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/23/2025, is required at the time of proposal submittal.



12/29/2025

Addendum No. 8

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is auto-disbursement from a central account or from user-specific account?

Answer 1:

Redundant question, refer to Addendum 3, published on December 12, 2025.

Question 2:

Please provide more detail surrounding the requirement of auto-discernment of funds

Answer 2:

Redundant question, refer to Addendum 3, published on December 12, 2025.

Question 3:

Automatic journey detection via smart devices - Please provide more detail regarding this requirement

Answer 3:

Redundant question, refer to Addendum 6, published on December 19, 2025.

Question 4:

How does 'Autoloading and auto-disbursement of funds at regular intervals' differ between categories 1 and 2?

Answer 4:

Redundant question, refer to Addendum 6, published December 19, 2025.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/29/2025, is required at the time of proposal submittal.



12/31/2025

Addendum No. 9

Solicitation Number: RFP 010726

Solicitation Name: Transportation Services Payment Solutions

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Please confirm whether the “complementary” back office, account management, and platform services described under Category 2.iii (Solicitation Details section) must be included within the pricing of fare collection devices and field equipment, or if proposers may separately estimate and price these back office and platform services as distinct components of the overall Transportation Services Payment Solution

Answer 1:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is NOT based on detailed specifications or specific opportunities. A proposer can propose its entire offering that falls within the requested equipment, products, or services as described in II. Solicitation Details. B. Requested Equipment, Products, or Services within the RFP.

A proposer is not required to offer all possible items or services described in the requested equipment, products, or services to be considered for an award. Proposals are evaluated based on the criteria as stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 010726 posted to the Sourcewell Procurement Portal on 12/31/2025, is required at the time of proposal submittal.