



**ADDENDUM OF SOLICITATION**  
**INVITATION FOR BIDS (IFB #025-007)**

**ADDENDUM No. 1**

**Issued: July 24, 2025**

---

**IFB No. 025-007      Title: PRTC Best Workplaces for Commuters (BWC) Program Consultant**

**Contact:** Cynthia Porter Johnson      **Email:** [cporter-johnson@omniride.com](mailto:cporter-johnson@omniride.com)      **Phone:** 703-580-6147

---

This addendum is hereby incorporated into the solicitation documents of the above referenced IFB. The following items are clarifications, corrections, additions, deletions and/or revisions to the IFB, which shall take precedence over the original documents. Bidders must acknowledge receipt of this amendment by returning the signed original with the Bid package prior to the hour and date specified in the solicitation.

**DESCRIPTION OF ADDENDUM**

The above numbered solicitation is amended as follows:

- 1. PRE-BID ATTENDEE LIST, PRESENTATION AND ANSWERS TO SUBMITTED QUESTIONS –**  
Providing pre-bid meeting attendee list, pre-bid presentation, and a matrix of answers to all submitted questions and attached herewith, **PRTC Best Workplaces for Commuters (BWC) Program Consultant.**

---

Except as specifically amended herein, all other terms and conditions of this solicitation remain unchanged and in full force and effect.

**Bidders must acknowledge receipt of this amendment by returning signed original with the Bid package prior to the hour and date specified in the solicitation. Failure to acknowledge receipt of this Addendum may be grounds to declare your Bid unresponsive.**

---

Company

---

Address

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

Name of Person Authorized to Sign \_\_\_\_\_  
Print

Signature\_\_\_\_\_ Date\_\_\_\_\_

## Pre-Bid Sign-In Sheet

**Solicitation No: IFB No. 025-007**

**PRTC Best Workplaces for Commuters (BWC) Program Consultant**

**Date: July 10, 2025 Time: 11:00 AM**

**Location: PRTC Transit Center - Virtual: Zoom Meeting ID: 897 0082 1075**



	Name	Company	Phone	Email	In- Person or via Zoom
1.	Felicia Woodruff	Woodruff Solutions, Inc.	804-337-1232	feliciawoodruff@woodruff.solutions	In-Person
2.	Theresa McMullin	Woodruff Solutions, Inc.	703-969-7712	theresamcmullin@woodruff.solutions	Zoom
3.	Allison Karoly	FourSquare ITP	301-774-4566	akaroly@foursquareitp.com	Zoom
4.	Gaby Cerrato	PRTC/Omniride	703-635-8468	gcerrato@omniride.com	In-Person
5.	Ben Matters	PRTC/Omniride	703-580-6182	bmatters@omniride.com	In-Person
6.	Sarah McGowan	PRTC/Omniride	703-963-3569	smcgowan@omniride.com	In-Person
7.	Cynthia Porter-Johnson	PRTC/Omniride	703-580-6147	cporter-johnson@omniride.com	In-Person
8.	LaWana Glymph	PRTC/Omniride	703-580-6158	lglymph@omniride.com	In-Person



**IFB No. 025-007**

**PRTC Best Workplaces for Commuters (BWC) Program**

**Consultant**

**Pre-Bid Meeting**

**July 10, 2025**

# AGENDA



- Introductions
- About PRTC/OmniRide
- Background/Purpose of Project
- Discussion of Scope of Work
- IFB Requirements and Forms
- Timeline
- Questions & Answers

# INTRODUCTIONS



## PRTC/OmniRide

Gaby Cerrato, TDM Specialist

Sarah McGowan, TDM Program Manager

Ben Matters, Vanpool Program Manager

LaWana Glymph, Contract Specialist

Cynthia Johnson, Mgr. of Grants and Procurement



# ABOUT PRTC/OMNIRIDE



**OMNIRIDE**  
GET THERE SMARTER



Commuter, Metro  
Express, Local and  
Paratransit Bus  
Services

Microtransit

Vanpool Alliance

Rideshare and TDM  
Programs

Employer Services  
Program

# BACKGROUND/PURPOSE



In 2024, OmniRide kicked off its Best Workplace for Commuters (BWC) Program. Reflecting Best Workplace for Commuters (BWC) programs in nearby jurisdictions, OmniRide's program provides both technical and financial support to businesses interested in pursuing the national Best Workplaces for Commuters(BWC) designation.

The Potomac and Rappahannock Transportation Commission (PRTC) is soliciting bids for a Best Workplace for Commuters (BWC) Program Consultant to help Prince William County expand its Best Workplace for Commuters program by providing outreach to those businesses interested in commuter benefits, ridesharing and other environmentally-friendly commuting options for their businesses.



# SCOPE OF WORK

**It is the responsibility of the Contractor to review the entirety of the Scope of Work.**

The chosen contractor will provide support to OmniRide for employer outreach and engagement. Support for OmniRide's BWC program and would include:

- Employer outreach and soliciting, including researching potential candidates and cold-calling;
- Maintaining and updating the Association for Commuter Transportation (ACT) database;
- Collateral update and graphic design, including outreach toolkits;
- Developing a social media calendar and content for OmniRide's website and wider marketing needs;
- Support for BWC applications, including answering questions and coordination between applicants and the BWC program; and
- Purchase of a Prince William employer list, BWC application fees, and any other tool that might assist with employer outreach.

# SCOPE OF WORK

**It is the responsibility of the Contractor to review the entirety of the Scope of Work.**

In addition to the activities listed above, the chosen contractor will hold bi-weekly check-ins with OmniRide staff, as well as oversee monthly progress reports and billing. Activities may include:

- Meeting notes
- Monthly progress reporting
- Scheduling, and facilitating bi-weekly check-in meetings with the client

# BWC Outreach Materials

## The ROAD to MEMBERSHIP

Identify the transportation benefits YOU offer...



Select  
**1**

Primary

- ☐ Transit Pass Subsidy (\$30/mth. or more)
- ☐ Carpool/Vanpool Costs (\$30/mth. or more)
- ☐ Telework Program (reduces 6% of commuting trips)
- ☐ Compressed Workweek (reduces 6% of commuting trips)
- ☐ Cash Instead of Parking (\$30/mth. or more)
- ☐ Employee Shuttle
- ☐ Bicycle Commuting Program
- ☐ We Offer an Equivalent Commuter Benefit

Select  
**3**

Secondary

- ☐ Employee Transportation Coordinator
- ☐ Rideshare Matching
- ☐ First Mile/Last Mile Connections to Transit
- ☐ Flextime
- ☐ Active Membership in a Local Ozone Awareness Program
- ☐ Provision of Real-time Commuting Information
- ☐ Bicycle Parking
- ☐ On-site Showers/Lockers
- ☐ Preferred Carpool Parking
- ☐ Employer-provided Car Sharing Membership Program
- ☐ Electric Vehicle Recharging
- ☐ Other: \_\_\_\_\_

Select  
**ALL**

Support

- ☒ Access to Free Ride Home in Case of Emergency
- ☒ Agree to Work Towards a Goal of 14% of Employees NOT Driving to/from Work Alone
- ☒ Pay membership dues (see pricing below)



Review Benefits & APPLY Online

Become a  
**Member**

[bestworkplaces.org/join](http://bestworkplaces.org/join)

### Choose Your MEMBERSHIP Tier

Employer Worksites, Best Sites, Universities	Membership Dues
1 Worksite, Best Site, or University	\$250 per year \$450 for two years
2-10 worksites outside of metro area (same employer)	\$200 per employer worksite
Over 10 worksites (same employer)	\$2,000 flat fee for 10 locations; \$40 per additional site for over 10
Employer located within Best Site*	\$125 per employer, per year \$250 for two years
APPROVED PARTNER (paid by partner or employer verified as working with partner)	\$200 per year \$390 for two years

\*Employers located within a Best Site must be affiliated with a Best Site in good standing to receive the discounted rate.

## WHY JOIN BWC?



Your track record for offering excellent commuter benefits makes your organization an ideal candidate for the Best Workplaces for Commuters<sup>SM</sup> program and the great perks it provides.

### Want to know more?

Contact your Best Workplaces for Commuters<sup>SM</sup> (BWC) Partner for more information:

Your BWC Partner



Membership is covered by Omniride for the first year!

Contact [BWPC@omniride.com](mailto:BWPC@omniride.com) for more information

[bestworkplaces.org](http://bestworkplaces.org)

### Check out these great MEMBER BENEFITS:

National public recognition for being commuter-friendly and socially responsible

Organization name included on the annual List Release, including a national press release

Free Commuter Choice Certificate for one person per worksite (\$250 value)

Free online, self-paced course: Shifting Narratives to Prevent Bicyclist and Pedestrian Deaths

Receive a discount on the Social Marketing in Transportation Certificate

Free for members only, BWC Commuter Benefits Guide for Employers ebook (\$50 value)

Organization name listed on BWC National Website

Exclusive use of the BWC logo on your website and materials

Web conferences and training to help you implement commuter benefits

Access to tool for Trip Reduction Impacts of Mobility Management Strategies (TRIMMS)

Networking opportunities with peers and experts in the field to exchange ideas and learn new strategies

Downloadable certificate to display your elite status year round





# IFB REQUIREMENTS AND FORMS

**Failure to provide all the required forms, certifications and Addendum documents listed and described in the Invitation for Bids (IFB) may cause the bid to be rejected and be considered non-responsive.**

Pricing  
Schedule(s)  
**Attachment A**

Reference Form  
**Attachment B**

IFB Submission  
Form  
**Attachment C**

Insurance Checklist  
**Attachment D**

**Federal Transit  
Administration (FTA)  
Certifications**

Addendum(s)

# Pricing Schedule(s)

PRTC BEST WORKPLACES FOR COMMUTERS (BWC) PROGRAM CONSULTANT PRICING SCHEDULE				
Pricing shall be based on services outlined in the SOW.				
NAME OF BIDDER OR CONTRACTOR:		SOLICITATION NUMBER:		
		IFB No. 025-007		
SCOPE OF WORK				
The Potomac and Rappahannock Transportation Commission (PRTC) is soliciting bids for Best Workplaces for Commuters (BWC) Program Consultant to help Prince William County expand its Best Workplaces for Commuter program by providing outreach to those businesses interested in commuter benefits, ridesharing and other environmentally friendly commuting options for their businesses.				
BASE YEAR				
Contract Line-Item No.	Task Description	Task Hours	Rate Per Hour	Total Cost
001	Program Management	80		
002	Employer Outreach	650		
003	Linked-In Premium			\$600
004	Prince William County Employer Contract List			\$5,000
005	Best Workplace Commuter Application Fees			\$2,000
Base Year				

Printed Name of Authorized Official: \_\_\_\_\_

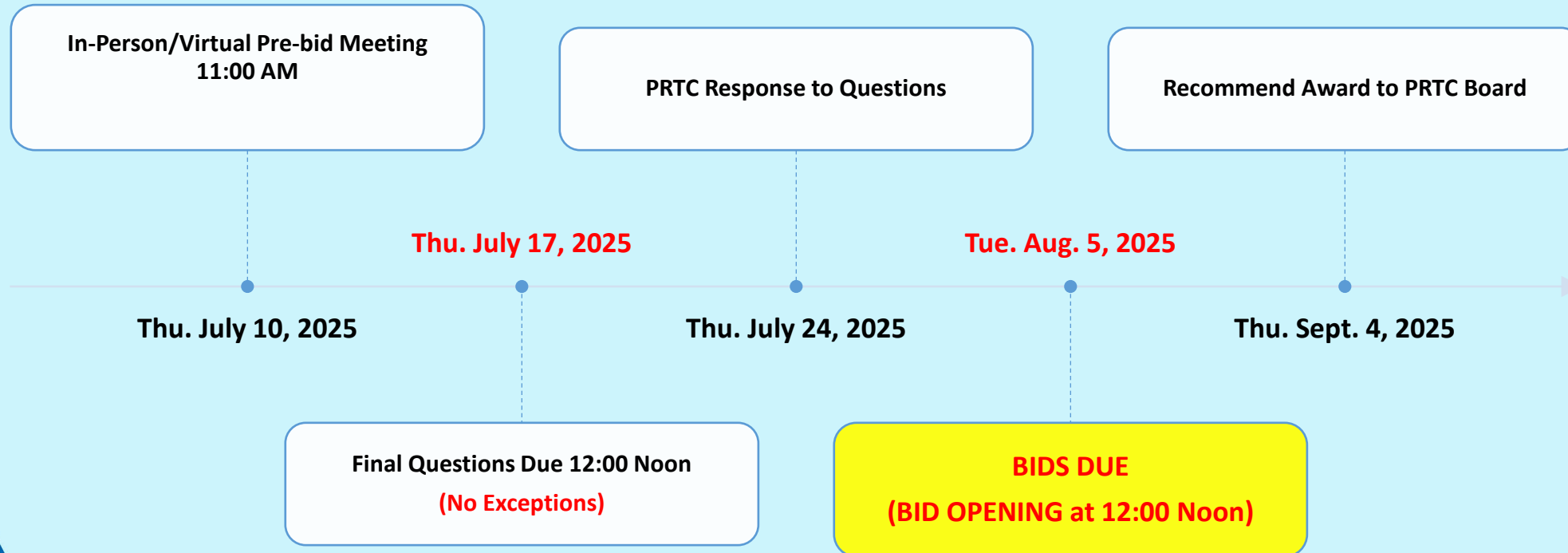
Signature of Authorized Official: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_



# TIMELINE





# OMNIRIDE

GET THERE SMARTER

## Questions?

**LaWana Glymph**

**Contract Specialist**

**lglymph@omniride.com**

**703-580-6158**

**Cynthia Porter Johnson**

**Mgr. of Grants & Procurement**

**cporter-johnson@omniride.com**

**703-580-6147**

**IFB No. 025-007 - PRTC Best Workplaces for Commuters (BWC) Program Consultant**  
**PRTC Response to Prospective Bidders' Questions and Requests for Clarifications**  
**July 24, 2025**

Question/Clarification	Date Submitted/ Prospective Bidder	Response
1. Can you clarify if we are required to do both, or if we are allowed to only submit electronically via eVA?	July 10, 2025/ Foursquare ITP	Bids can be submitted in-person and/or mailed to the PRTC Transit Center located at 14700 Potomac Mills Road, Woodbridge, VA 22192 or bids can be submitted electronically via eVA. Bidders are not required to submit bids using both options. However, bids must be received no later than 12:00pm noon EST on August 5, 2025. PRTC is not responsible for bids that are not delivered and/or showing via eVA by the deadline.
2. Is the bid opening only in person or is there an option to join via Zoom like today?	July 10, 2025/ Foursquare ITP	The Bid opening will take place in-person at the PRTC Transit Center and via Zoom. The Zoom link will be provided along with the notice of Addendum #1.
3. Can PRTC clarify whether we are required to do both or allowed to submit only electronically via eVA?	July 15, 2025/ Foursquare ITP	Bids can be submitted in-person and/or mailed to the PRTC Transit Center located at 14700 Potomac Mills Road, Woodbridge, VA 22192 or bids can be submitted electronically via eVA. Bidders are not required to submit bids using both options. However, bids must be received no later than 12:00pm noon EST on August 5, 2025. PRTC is not responsible for bids that are not delivered and/or showing via eVA by the deadline.

**IFB No. 025-007 - PRTC Best Workplaces for Commuters (BWC) Program Consultant**  
**PRTC Response to Prospective Bidders' Questions and Requests for Clarifications**  
**July 24, 2025**

4. Can you please elaborate on the bid evaluation factors? Section IV.3 Qualifications of Bidders describes some criteria that would distinguish between bidders, whereas Section V. 10 says the award is given to the lowest responsible and responsive bidder. Is it, therefore, a correct understanding that if the bidder clears a minimum bar, then price will be used to make the determination? Or can PRTC consider value in its selection?	July 15, 2025/ Foursquare ITP	Bids shall be evaluated based on those requirements which are set forth in the IFB, the Specifications, etc. Regarding Section IV.3, PRTC is expecting that those bidding on this project will have the necessary experience, skilled personnel, and financial resources to perform the services required under this solicitation. However, as stated in Section V.10, the Contract shall be awarded to the lowest responsive and responsible bidder. Responsiveness is based on bidders providing all required forms and documentation and responsiveness shall be determined based on feedback that is received from references.