

# Requesting Quotes for Support Services for the Lakes Region Explorer Bus Service

## Scope of services

- Collaborate with RTP on marketing opportunities & initiatives (press releases, advertising opportunities, community events, etc.).
- Provide design assistance for any maps, advertisements, fliers, posters, tickets, etc.
- Manage outreach and support to communities for the Community Development Block Grant initiative.
- Attend funding/budget/town meetings to promote the LRE service and receive new & continued funding. (include how often)
- Redesign webpage (per CTAA consultant's suggestions) and handle updates as needed.
- Help address issues with communities or bus stop hosts if/when they arise.
- Draft an annual report with ridership figures to go out to communities around budget / funding times.
- Create & conduct semi-annual ridership surveys, and provide results.
- Oversee the Explorer's Google Maps transit feed. Develop strategies and cost estimates for including the Explorer in regional AVL.
- Provide input on changes to the route, stops or schedule.
- Help coordinate, organize and advertise the free shuttle at the Maine Blues Festival event, and any other agreed-to events.
- Monthly meetings with RTP staff.

## Project Deliverables / Reporting Requirements

- Quarterly report summarizing task and activities completed.
- Annual report with ridership figures for communities.
- Attending town budget/funding meetings as necessary.
- Advertising materials.
- Ridership survey results.

*Note: Project tasks and project deliverables may be modified by mutual consent with the person/company awarded this project and RTP's Executive Director.*

## Contract Type

Contract will include: Scope of Services, Project Deliverables, Billing rates, along with all other required clauses.

## Billing Method

Please provide RTP with a maximum annual amount for the scope of services & project deliverables above. Please explain how you have arrived at your contract amount.

Billing will be on a quarterly basis, broken down by services performed as defined in the scope of services & project deliverables. Backup documentation will be required for all billing.

Please email your quote to: [cgilson@rtprides.org](mailto:cgilson@rtprides.org)

Or mail to: RTP, Attn: LRE Quotes, 127 St John Street, Portland, ME 04102

**Deadline for receiving quotes will be 3pm, November 1, 2017**