

**REQUEST FOR PROPOSALS
FOR A
FUEL CELL BUS (FCEB)
SUBJECT MATTER EXPERT (SME)
RFP27-01**



CALIFORNIA TRANSIT TRAINING CONSORTIUM (CTTC)
1963 E. ANAHEIM ST. LONG BEACH, CA 90813

INVITATION FOR
REQUEST FOR PROPOSALS
RFP27-01
FUEL CELL BUS (FCEB)
SUBJECT MATTER EXPERT (SME)

PUBLIC NOTICE IS HEREBY GIVEN that the California Transit Training Consortium (CTTC) invites and shall receive proposals up to the hour of 5:00 PM (PST) on July 9, 2026 from qualified firms for a Fuel Cell Bus (FCEB) Subject Matter Expert (SME).

PROCUREMENT SCHEDULE

The schedule of activities and corresponding due dates related to this RFP, are as follows. CTTC reserves the right to modify this schedule as needed.

ACTIVITY	DATE
Release of RFP	July 1, 2026
Questions Due from Proposers	July 6, 2026 by Noon PST
CTTC Response to Questions	July 7, 2026
RFP Proposal Due Date	July 10, 2026 at noon PST
Anticipated Contract Start Date	July 16, 2026

BACKGROUND

The California Transit Training Consortium (CTTC) is a statewide organization dedicated to advancing the professional development and technical readiness of California's public transit workforce. CTTC fulfills its mission by partnering with transit agencies, industry stakeholders, and subject matter experts to design, develop, and deliver high-quality, competency-based training programs. These programs serve a broad range of transit professionals — including vehicle operators, maintenance technicians, supervisors, and administrators — across the full spectrum of California's diverse and evolving public transportation network.

California's transit industry is undergoing a significant transformation driven by the state's ambitious zero-emission vehicle (ZEV) mandates and clean transportation policies. Among the emerging technologies entering transit fleets are Fuel Cell Electric Buses (FCEBs), which utilize hydrogen fuel cell powertrains to produce zero direct emissions. As California transit agencies procure and deploy FCEBs in growing numbers, the need for specialized, technically rigorous workforce training has become critical. Maintenance technicians, safety personnel, and operations staff must be equipped with the knowledge and skills necessary to safely and effectively operate, service, and maintain these advanced vehicle systems — including hydrogen storage and fueling infrastructure, high-voltage systems, and fuel cell diagnostics.

The CTTC's Education Services Committee created a FCEB task force and identified an eight (8) FCEB course series. This course development was part of the CTTC Five-Year Training plan adopted by the CTTC board in 2025. The Task Force is made up of subject matter experts from Transit Agencies, Colleges, and Original Equipment Manufacturers (OEM). The task force will include members from our funding agencies and their respective OEMs. The course material developed will address industry standards and reference the funding agency equipment requirements.

The purpose of this engagement is to retain a qualified Fuel Cell Electric Bus Subject Matter Expert (FCEB SME) to support the California Transit Training Consortium in the design and development of six (6) new FCEB training courses. The FCEB SME will serve as the primary technical authority throughout the curriculum development process, providing expert guidance, facilitating the FCEB Task Force through the development, and ensuring that all course content is technically accurate, operationally relevant, and aligned to applicable safety and regulatory standards. This engagement will be executed in accordance with CTTC's established seven-phase curriculum lifecycle.

REQUIRED MINIMUM QUALIFICATIONS - See Section 6.0 Scope of Work

QUESTION AND ANSWER PERIOD

Should a Proposer have inquiries, require clarifications, or request deviations to this RFP, the Proposer shall notify CTTC in writing via email only to Jannet Malig at jmalig@cttc.com by no later than July 6, 2026 at Noon PST . Should CTTC, in its sole discretion, determine that the point in question is not clear and fully set forth, CTTC will issue a written addendum clarifying the matter.

PROPOSAL SUBMISSION INFORMATION

All Proposals shall be submitted via email only to Jannet Malig at jmalig@cttc.com by no later than Noon PST on July 10, 2026.

Failure to comply with this or any other paragraph of the Request for Proposals shall be sufficient reason for rejection of the proposal. The responsibility for submitting the proposal to CTTC on or before the above stated time and date is solely that of the Proposer.

CTTC shall not be liable for any costs incurred by a Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

Late proposals will be rejected.

MODIFICATION OF PROPOSALS

Any modification of the proposal by the Proposer which is inconsistent with or in addition to all of the terms and conditions herein set forth shall be void and of no effect unless and to the extent expressly accepted by CTTC in writing. Proposals shall be submitted upon the response forms and in the manner prescribed in this document. CTTC reserves the right to refuse to consider any proposal not tendered on proposal forms furnished by CTTC, to waive minor discrepancies, or to reject proposals because of minor discrepancies as it sees fit.

REJECTION OF PROPOSALS

CTTC reserves the right to reject any proposal which is incomplete, obscure, irregular or lacking in necessary detail and specificity.

TERMS AND CONDITIONS

The Proposal shall include all terms, conditions and requirements of this Request for Proposal and any amendments thereto. Any agreements resulting from this Request for Proposal, including subcontract or supplier agreements, shall be subject to and incorporate such terms, conditions and requirements.

CTTC reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. The term "minor" as used herein means any irregularity, or oversight that does not materially affect or alter the intent and purpose of this RFP which is not in violation of any State of California or Federal Government rules, laws and regulations that may apply to this procurement.

CONFIDENTIALITY OF PROPOSALS

Confidentiality of proposals is considered by CTTC an essential element of maintaining fairness during the evaluation process. However, confidentiality cannot be guaranteed under the California Public Records

Act.

If a member of the public demands in writing to review portions of proposals which have been **marked** or **identified** as confidential, proprietary or business secrets, CTTC will notify the affected Proposer prior to releasing such portions of the proposal. The Proposer shall take such legal action as it deems necessary to protect its interests. If the Proposer has not commenced such actions within five (5) calendar days after receipt of the notice from CTTC of a demand to review such portions of its proposal and provided CTTC written notice of the actions, CTTC may make such portions available for review by the public as CTTC deemed necessary to comply with State law.

The Proposer asserting that portions of its proposal are legally protectable shall bear all costs of defending such assertion, including indemnifying and reimbursing CTTC for its administrative, expert and legal costs and judgments involved in defending itself in actions arising from such assertions by the Proposer. By submitting a proposal with portions marked confidential, proprietary, business secrets or the like, the Proposer has thereby agreed to the provisions of this section, including the defense and reimbursement obligations.

PRE-CONTRACTUAL EXPENSES

All costs incurred by the Proposer in the preparation of its response to this RFP, or its submission, or negotiating with CTTC, or any other expense incurred by the Proposer prior to the date of the award, if any, are the responsibility of the Proposer and shall not be reimbursed by CTTC.

PROPOSAL CONTENT

Proposals shall be typed and submitted on 8 1/2" x 11" size paper. Proposals should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise.

Submitted proposals shall follow the format outlined and all requested information shall be supplied. Failure to submit proposals in the required format may result in elimination from proposal evaluation.

1. **Executive Summary** - Summarize the highlights and key points of the proposal, demonstrating understanding of the overall project objectives and the skill levels required to successfully accomplish project tasks. Include the primary contact's name, title and contact information.
2. **Firm Profile** - Include a brief description of the prime Proposer's firm size as well as the firm's organizational structure. Include a summary of the proposing firm's financial stability, capacity and resources. Include any other participating subcontractors with similar information about these subcontractors.

Additionally, this section shall disclose a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years, or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

Firm Qualification and Experience - The Contractor minimum requirements are listed in the Scope of Work under Section 6. Describe your qualifications and experience specifically focusing on ongoing or completed similar contracts performed within the last three years. Provide the description of work, company name, contact person and title, phone number, and email address.

3. **Cost Proposal** - Your cost proposal should be broken down into four parts:

Preliminary project setup: Estimated hours to complete task 3.1. This will be multiplied by your fully loaded fixed hourly rate covering all costs. .

Facilitating the build and development of three online and three in-person courses as defined in the scope of work. An estimation of hours for each time you go through the process described in tasks 3.2-3.7. Please provide a breakdown of how many hours in each category. This will be multiplied by 6 courses and your hourly rate.

Project Closeout report. Estimated hours to complete task 3.8 multiplied by your hourly rate.

Finally, we ask you to estimate any travel you will require to complete the project. We anticipate the majority of the work will be done virtually. At this time we would like you to estimate travel for the anticipated in-person events.

- Project Kickoff and Planning @ Cerritos College - estimate ½ day
- Five Quarterly Project Sessions @ Cerritos College - estimate ½ day
- One day TTT session in Santa Cruz CA - estimate full day
- Two individual day TTT session in Bakersfield CA - estimate full day

CONTRACT AWARD

Proposals will be evaluated based on the evaluation criteria shown below.

Contract award shall be made to the highest ranked proposer with whom CTTC is able to reach an agreement. CTTC reserves the right to select the proposal that it believes is most advantageous to the Agency.

The evaluation committee reserves the right to contact and evaluate the Proposer's references; contact any Proposer to clarify any response; contact any current clients of a Proposer; solicit information from any available source deemed pertinent to the evaluation process.

CTTC may request additional information while reviewing proposals and conducting interviews. The evaluation also may include written requests for clarifications, interviews, and site visits. CTTC may request Proposer(s) submit a Best and Final Offer (BAFO). The clarifications, information from interviews and site visits may be considered in the selection of the proposal.

Award shall be made to responsible and responsive proposers only. Proposer shall demonstrate it has the financial capacity, resources, experience, expertise, satisfactory past performance, integrity, etc. to complete the contract. The proposer shall provide all information and required documentation on time and complete.

CTTC shall notify the successful Proposer by a contract award letter. Contract award will be contingent upon receipt of evidence of the Contractor's ability to meet the insurance requirements and other requirements in this proposal.

EVALUATION CRITERIA

Criterion	Key Factors Considered	Percent
Qualifications and Experience	• Education and experience as it directly relates to the subject matter • Demonstrated successful performance on similar or related projects as shown from reference checks • Strength of references • Years in business • Qualifications and experience of proposed staffing and subcontractors	60%
Total Cost	• Grand Total Proposed Costs • Demonstrated understanding of project based on planned hours for each outlined task	40%
Total		100%

FORM A TRANSMITTAL LETTER FORM
CALIFORNIA TRANSIT TRAINING CONSORTIUM (CTTC)
1963 E. ANAHEIM ST. LONG BEACH, CA 90813

1. Proposer acknowledges receipt of RFP27-01 and Addenda No. (s) _____
2. Proposer acknowledges its familiarity with requirements defined in Scope of Work.
3. This offer shall remain firm for _____ days from the RFP close date.
(minimum 120)

Company Name: _____

Address: _____

Telephone: _____

Print Name/Title: _____

E-mail: _____

Date Signed: _____

Signature: _____

FORM B
BUSINESS QUESTIONNAIRE
CALIFORNIA TRANSIT TRAINING CONSORTIUM (CTTC)
1963 E. ANAHEIM ST. LONG BEACH, CA 90813

Name of Proposed Contractor ("Business", herein): _____

Doing Business As: _____

Other business name, if applicable)

EIN# _____

1. Business Mailing Address: _____
Street Address

City State Zip Code

2. Business Telephone Number: () _____ Fax Number: () _____
E-mail address: _____

3. Business Type: ☐ Individual ☐ Corporation ☐ Partnership ☐ Joint Venture

4. Number of Years in Business: _____

5. Annual Gross Revenue: (M represents Millions)

☐ \$1M or less ☐ \$1M-\$5M ☐ \$5M-\$10M ☐ \$10M-\$16M ☐ \$16M or Over

6. Number of Employees:

☐ Less than 50 ☐ 50-100* ☐ 101-750 ☐ 751-1,000 ☐ 1,001 or over

8. Type of Work Performed: ☐ Construction ☐ Wholesale/Distributor ☐ Manufacturing
☐ Professional Service ☐ General/Technical Service ☐ Retail

9. Please provide a brief description of your materials and/or services:

10. Is the Business a subsidiary of another entity? ☐ Yes ☐ No

11. Has the Business, or any officer or partner thereof, failed to complete a contract? ☐ Yes ☐ No

12. Is any litigation pending against the Business? ☐ Yes ☐ No

13. Has the Business ever been declared a "not responsible" vendor by a public agency? ☐ Yes ☐ No

14. Has the Business been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded or otherwise disqualified from bidding, proposing or contracting? ☐ Yes ☐ No

15. Has the Business been a defaulter, as principal, surety or otherwise? ☐ Yes ☐ No
16. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? ☐ Yes ☐ No
17. Is the Business in arrears upon a contract or debt? ☐ Yes ☐ No
18. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion or qualification to receive a public contract? ☐ Yes ☐ No
19. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete the work on time or for any other reason? ☐ Yes ☐ No
20. If a "yes" response is given under questions 14 through 20, please provide a detailed explanation including dates, references to contract information, contacts, etc. (attach additional pages as necessary). GTrans reserves the right to inquire further with respect thereto.

I, individually and on behalf of the business named above, do by my signature below certify that the information provided in this questionnaire is true and correct.

Printed Name: _____

Title _____

Signature of Owner: _____ Date: _____