

Transit Technical Services Program – Instructions and Application

Introduction

The Transit Technical Services Program (TTSP) provides focused technical assistance to rural public transit systems in five areas: financial management and analysis, capital project development, operational and service analysis, policy, procedure and program document development, and strategic planning, performance and organizational development. *Technical assistance provided is short-term in duration, lasting between two and six months.* Applications are accepted on a continuous basis. The division will review requests three times a year for coordination and scheduling purposes (April, August, and December).

All applications for technical assistance must be completed using the TTSP Application. Complete the form in Adobe Reader or Adobe Acrobat Pro and save the file as a .pdf. Attach the .pdf to an e-mail and send it to TTSP@txdot.gov. Please do not print out the form and create a .pdf by scanning the printed form.

While you are working on the form, brief instructions for each field can be obtained by hovering over the field with your cursor.

Application Guidance

Please provide the name and contact information of a person who can discuss the content of the application, respond to questions about the request, and describe any deliverables to be produced by the contractor.

Question 1 – Select from the dropdown list of options. “Financial Management and Analysis,” “Capital Project Development,” “Operational and Service Analysis”, "Policy, Procedure and Program Document Development", and "Strategic Planning, Performance and Organizational Development" are the categories of TTSP assistance. Select **one** category from the dropdown menu. The list below identifies examples of eligible tasks under each category, although other project ideas may be submitted. *Please note that each request requires a separate application.*

FINANCIAL MANAGEMENT AND ANALYSIS

Examples:

- 3 – 5 year financial plan
- Cost allocation plan
- Payroll and invoice records management

CAPITAL PROJECT DEVELOPMENT

Examples:

- Feasibility study
- Cost estimation
- Scheduling project activities

OPERATIONAL AND SERVICE ANALYSIS

Examples:

- Matching service plans with operations (right sizing)
- Recommendations for improvement to existing services
- Market analysis of future demographic and mobility needs within a provider's service area

POLICY, PROCEDURE AND PROGRAM DOCUMENT DEVELOPMENT

Examples:

- Policy, procedure, and program documents for compliance (Title VI Plan, ADA Paratransit Plan, Drug & Alcohol Monitoring Plan)
- Assistance with procurement and formal solicitations

STRATEGIC PLANNING, PERFORMANCE AND ORGANIZATIONAL DEVELOPMENT

Examples:

- Strategic planning and organizational effectiveness
- Analysis of management practices and customer satisfaction
- SWAT analysis

Question 2 – Enter the date by which your agency needs the work completed.

Question 3 – Enter the date that your agency can commit to work with the consultant on this request.

Question 4 – Describe the assistance you are requesting.

Question 5 – Describe results or deliverables expected and how you plan to use these.

Question 6 – If there are any previous reports, studies or other information related to the assistance your agency is requesting, please list and describe them. Prior existing work that can be shared with the TTSP consultant may expedite the consultant's ability to start your agency's requested work.



Transit Technical Services Program - Application for Assistance

Please submit any questions and the completed application to TTSP@txdot.gov.

Agency
Name:

Date:

Please provide primary contact information below:

Name: Phone:

E-mail:

1. Which category of work are you requesting? *Note that each project will require a separate application.*

Category:

2. What is the general deadline for the deliverable(s) you are requesting?

3. What date will you be ready to start working with the consultant on this request?

4. Provide a brief description of the assistance requested in this application:

5. What result or deliverable do you expect and how do you plan to use that information?

6. Indicate any reports, studies or other information that your agency has that you can share with the consultant working on your request. If none, respond with N/A.