

**NOTICE OF INTENT TO AWARD CONTRACT No. 25-042**

Issued: September 3, 2025

Vendors are advised the Regional District of Nanaimo (RDN) intends to direct award a two (2) year contract to CShed for the provision of Transit Schedule Production Service for RDN Transportation Services.

Services include, but are not limited to:

- Updates to HASTUS Booking Calendar Configuration & Booking Default Versions
- Reporting and HASTUS data Interfaces
- Transit crew schedule runcut evaluation and approval tools for the Transportation Services Scheduling Committee.
- Preparation of operational insights and efficiency reports for Transportation Services Management.
- Ongoing schedule maintenance of standardized reports & HASTUS interfaces.

The estimated value of the agreement may be greater than \$75,000.

The RDN wishes to direct award for the following reasons:

- RDN Transportation Services department currently does not have internal staff with specialized expertise in transit scheduling required to support transportation services scheduling work required to support upcoming service changes, including expansion of service and the deployment of Battery Electric Buses in the RDN.
- RDN Transportation Services requires a specialized expert to complete this work in HASTUS and completed the required interfaces with the BC Transit Scheduling Department.

Vendors wishing to challenge the RDN's intention to direct award a contract to CShed must submit their objection, in writing, via email to the following person on, or before 3:00 p.m. PST on September 17, 2025:

Scott Myers, Manager Transit Relations and Planning  
Regional District of Nanaimo  
Email: [smyers@RDN.bc.ca](mailto:smyers@RDN.bc.ca)

Objections must be submitted on company letterhead and be signed by an individual authorized to represent the company submitting the objection. Vendors must clearly state the reasons why they believe they are qualified to supply the services that are being proposed to be direct awarded and why the services should be competitively tendered.

The RDN retains the right to determine its future course of action depending on any responses received and to perform its due diligence as required prior to making a final decision.