

Agenda Item 3b

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TO: Clipper® Executive Board DATE: April 9, 2018

FR: Carol Kuester

RE: Contract Actions – Customer Research, Education and Outreach for the Clipper® Program

- i. Contract Amendment Customer Information Services: MIG, Inc. (\$625,000)
- ii. Contract Amendment Distribution and Communications Planning and Support Services: Synapse Strategies (\$250,000)
- iii. Contract Amendment Clipper® Customer Education/Outreach Services: Caribou Public Relations (\$200,000)
- iv. Contract Amendment Electronic Payments Consultant Assistance Services: Resource Development Associates, Inc. (\$200,000)

Background

MTC engages contractors to assist with the strategic planning and implementation of customer research, education and outreach initiatives to benefit current and potential Clipper[®] customers.

During FY 2017-18, MTC partnered with a small group of transit operator representatives to review and provide feedback on the next-generation Clipper[®] system (C2) public engagement efforts. Based on the success of this regional effort, MTC will continue to work with this advisory group to develop and implement the FY 2018-19 communications work plan. Throughout the year, the advisory group will have the opportunity to review plans for key initiatives and offer input on the work plan's implementation.

The work plan will include ongoing C2 public engagement support, but staff also intends to use the data collected in 2017 to inform regional marketing campaign messaging and improvements to website content and print materials. Staff anticipates that these efforts will dovetail with MTC's ongoing mandate to provide Clipper® information and outreach to Title VI and Environmental Justice-protected populations.

MTC also strives to support transit operator fare policy and service changes that create demand for Clipper® cards and information. MTC partnered with BART this past year to support the expansion of the eligibility for youth discounts and the introduction of a discount for customers who pay with Clipper® instead of tickets. We are positioned to use lessons learned from this successful initiative to support other operators who choose to launch or expand discounts for Clipper® customers. During FY 2018-19, we also anticipate supporting AC Transit, BART, VTA and WETA as they begin service to new stations and terminals or enhance existing service (i.e., AC Transit's Bus Rapid Transit route).

Attachment A provides an overview of the draft Clipper® customer education work plan for FY 2018-19 along with a summary of projects completed during FY 2016-17 and FY 2017-18.

Contract Actions

Staff recommends that the Executive Board approve the following contract actions. These contract amendments were contemplated and are included in the Two Year Clipper[®] Budget and Work Plan approved by the Clipper Executive Board on February 26, 2018. All of the following consultants are part of the pre-qualified Electronic Payment Implementation and Operations consultant bench competitively selected by MTC in May 2016:

i. Contract Amendment – Customer Information Services: MIG, Inc. (MIG) (\$625,000)

Under this contract amendment, MIG will continue to implement campaigns to increase adoption, assist with public engagement for the C2 system, and prepare updates to online and print materials in support for ongoing operational changes, such as fare policy changes and Clipper® system improvements. The current contract amount is \$1,300,000; the proposed amendment would add \$625,000. This contract will expire on June 30, 2019.

ii. Contract Amendment – Distribution and Communications Planning and Support Services: Synapse Strategies (Synapse) (\$250,000)

Tasks under this contract amendment include operational reporting and strategic planning and management of the public engagement process for the C2 system, as well as general education initiatives and research. The current contract amount is \$260,000; the proposed amendment would add \$250,000, extending the period of performance for one year through June 30, 2019.

iii. Contract Amendment – Clipper® Customer Education/Outreach Services: Caribou Public Relations (Caribou) (\$200,000)

Under the proposed contract amendment, Caribou will provide Clipper® outreach services to transit riders, including Title VI-protected customers. The current contract amount is \$200,000; the proposed amendment would add \$200,000, extending the period of performance for one year through June 30, 2019.

iv. Contract Amendment – Electronic Payments Consultant Assistance Services: Resource Development Associates, Inc. (RDA) (\$200,000)

Under this contract amendment, RDA will continue to provide operational monitoring and reporting services to support the communications and outreach program, including reporting on the outcomes of outreach activities, tracking discounted Clipper® card distribution, and monitoring customer service issues. The current contract amount is \$380,000; the proposed amendment would add \$200,000, extending the period of performance for one year through June 30, 2019.

Recommendation

Staff recommends that the Executive Board approve contract amendments with MIG (\$625,000), Synapse Strategies (\$250,000), Caribou (\$200,000) and RDA (\$200,000). MTC will return to the Executive Board for authorization of any additional contracts or contract amendments needed to support the customer research, education and outreach program that exceed the MTC Executive Director's signature authority.

Carol Kuester

Attachments:

- Attachment A: Clipper® Customer Education Program Activities (FY 2016-17 through FY 2018-19)
- Attachment B: Customer Research, Education and Outreach for the Clipper® Program

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Attachment A
Clipper® Customer Education Program Activities (FY 2016-17 through FY 2018-19)

Fiscal Year 2018-19 (Draft)			
Activity	Primary Audience	Secondary Audience	Tactics
Marin Transit as	Marin Transit		Outreach events
stand-alone	riders		 Social media announcements
operator			 Website announcements
(contingent on			 Content and programming updates to
change order			clippercard.com
being executed)			 Car cards and onboard signage
			Card sleeve
			Take-one with retailer list
SFMTA fare	• SFMTA	• BART	Outreach events
differential		Caltrain	 Social media announcements
(contingent on		 SamTrans 	 Website announcements
Board approval)			 Content and programming updates to
			clippercard.com
			Advertising
			 Car cards and onboard signage
			Retailer signage
			 Ticket machine decals
			Card sleeve
			Take-one with retailer list
"Clipper is for	• TBD		 Social media announcements
You" campaign			 Website announcements
			 Advertising: digital and out-of-home media
			(i.e., transit shelters)
			 Car cards and onboard signage
			Outreach events
			 Coordination with operators on website
			content and messaging
Tourist-focused	 Visitors to 	 Resources for 	Digital advertising
campaign	region who now	travelers (e.g.,	 Content and programming updates to
	can get Clipper	TripAdvisor)	clippercard.com
	cards at SFO		Explore potential stakeholder partnerships
	and OAK		 Engage in travel site discussion boards
Clippor card	airports	• Caltrain	a Drachura undatas
Clipper card vending at VTA	• VTA	CaltrainSamTrans	Brochure updates Social modia apparaments
light-rail stations		Sammans	Social media announcements Contest and programming undates to
ngiit-ian stations			Content and programming updates to clippersard com
			clippercard.com
Miscellaneous	• AC Transit	VTA riders	Customer service training AC Transit Bus Panid Transit support
regional events,	• AC Transit	• VIA fiders	AC Transit Bus Rapid Transit support BART National Night Out outroach events
including service	BART VTA		BART National Night Out outreach events BART to San Jose station energings
expansions	• VTA		BART to San Jose station openings WETA's launch of Richmond sorvices
слранопопо	WETA Pagianal		WETA's launch of Richmond service Prochure undates
	 Regional 		Brochure updates

Fiscal Year 2018-19 (Draft)			
Activity	Primary Audience	Secondary Audience	Tactics
			 Social media announcements Content and programming updates to clippercard.com Customer service training
Miscellaneous fare policy changes and operations support	AC TransitCaltrainGolden Gate TransitTBD		 Brochure changes Content and programming updates to clippercard.com Social media announcements Website announcements Emails to targeted registered customers Customer service training
C2 public engagement	Current and potential Clipper customers	Stakeholders	 Ongoing collection of feedback via email, social media and phone Content and programming updates to futureofclipper.com Focus groups and research, as needed
Regional communications plan	Participating transit operators		 Develop criteria for distributing operator- specific news and announcements through Clipper email and online channels Work with Clipper Contractor to develop a process to receive and disseminate operator communications
Brochure streamlining	 Current and potential Clipper customers 		Review print materials and identify opportunities to streamline content and better communicate ideas (i.e., infographics)
Website improvements	Current and potential Clipper customers		 Coordination with Cubic for implementation of responsive site that is optimized for different devices Develop improved account management interface
Social media management	Current and potential Clipper customers		 Compose new posts and share program partner posts Respond to inquiries and address customer service escalations, as needed

Fiscal Year 2017-18			
Activity	Primary Audience	Secondary Audience	Tactics
SMART launch	• SMART	 Golden Gate Transit/Ferry Marin Transit Petaluma Transit Santa Rosa	 Outreach events (42) Operator microsite Social media announcements Website announcements Content and programming updates to clippercard.com Instructional videos Advertising Customer service training
BART fare policy changes • Fare increase • Paper ticket surcharge • Change in youth age and discount	• BART	Transc	 Customer service training Outreach events Engage community-based organizations to participate in free card distribution program Brochure updates Social media announcements Website announcements Content and programming updates to clippercard.com
Downtown Berkeley BART station Clipper- only gates	• BART	AC Transit	 Design informational signage Review of BART signage and communications Social media announcements
Clipper card vending machines at BART stations	• BART	 AC Transit County Connection Tri Delta Transit Union City Transit WestCAT Wheels 	 Brochure updates Social media announcements Content and programming updates to clippercard.com Customer service training
Discontinuation of Park with Clipper pilot program	Park with Clipper customers		 Website announcements Content and programming updates to clippercard.com Development of notice for parking garage operators to post Coordinate signage removal Emails to targeted registered customers Customer service training
C2 public engagement	Current and potential Clipper customers	 Stakeholders, including community- based organizations, accessibility organizations, employers, transit agency advisory groups 	 Content and programming updates to futureofclipper.com Stakeholder interviews and presentations Final report Presentations on results

Fiscal Year 2017-18			
Activity	Primary Audience	Secondary Audience	Tactics
Cash-customer survey	Regional		Intercept survey and report
Biennial customer satisfaction survey	Regional		Intercept survey and report
Miscellaneous regional events	BART Regional		 BART National Night Out outreach events Outreach support for BART to Antioch station openings Content and programming updates to clippercard.com License agreements updates Signage for Clipper vending machines planned for Transbay Transit Center
Miscellaneous fare policy changes and operations support	• Caltrain • VTA		Brochure changes Content and programming updates to clippercard.com Social media announcements Website announcements Emails to targeted registered customers Customer service training
Communications material archive	Regional		Development of online archive for creative files and messaging for transit operator use
Brand Style Guide Update	Program partners	Private industry	 Update guidelines to reflect current standards Develop brand compliance review form Update clippercard.com content and post file
Website improvements	Current and potential Clipper customers		 Promote opportunity to opt-in for program communications Accessibility improvements to online forms and account management pages Developing plans for streamlined content and navigation Coordination with Cubic for development of responsive site that is optimized for different devices
Social media management	Current and potential Clipper customers		 Compose new posts and share program partner posts Respond to inquiries and address customer service escalations, as needed

Fiscal Year 2016-17			
Activity	Primary Audience	Secondary Audience	Tactics
Union City	Union City	AC Transit	Outreach events (3)
Transit Launch	Transit	• BART	Operator microsite
			 Social media announcements
			Website announcements
			Press release
			 Content and programming updates to
			clippercard.com
			 Revisions to existing brochures
			Ticket office decals
			Vehicle decals
			Card sleeve
			Customer service training
SMART launch	• SMART		Social media announcements
preparation			Website announcements
			 Content updates to clippercard.com
			 Revisions to existing brochures
			Ticket office decals
			Card sleeve
			Station signage
			Customer service training
SFMTA fare	• SFMTA	• BART	Outreach events (62)
differential		SamTrans	 Social media announcements
			Website announcements
			Content updates to clippercard.com
			 Advertising: digital banner ads, 30-second animated video
			Car cards
			Retailer signage
			Ticket machine decals
			Card sleeve
			Take-one with retailer list
Miscellaneous	• BART		BART National Night Out outreach events (6)
regional events	 Regional 		Privacy policy updates
			Customer service training for The Hub
Miscellaneous	AC Transit		Content updates to clippercard.com
fare policy	Golden Gate		Social media announcements
changes and	Transit/Ferry		Website announcements
operations	 San Francisco 		Emails to targeted registered customers
support	Bay Ferry		Signage for San Francisco Bay Ferry
	• SFMTA		Customer service training
Ford GoBike	Current and		Social media announcements
Launch	potential		Website announcements
	Clipper		Press release
	customers		Content updates to clippercard.com
			Outreach for program launch (1)
			Customer service training

Fiscal Year 2016-17			
Activity	Primary Audience	Secondary Audience	Tactics
Relocation of Clipper Customer Service Center at Embarcadero BART/Muni Metro Station	Current and potential Clipper customers		 Signage for exterior walls, windows and stanchions Social media announcements
Website improvements	Current and potential Clipper customers		 Refresh and standardization of microsite content Updated value availability language Streamlined home page menu options New transit operator logos as needed New header and footer
Social media management	Current and potential Clipper customers		 Compose new posts and share program partner posts Respond to inquiries and address customer service escalations, as needed

Summary of Proposed Contract Amendment

Contractor: MIG, Inc. Berkeley, CA Work Project Title: Public Awareness and Customer Education Services Provide assistance with Clipper® research, Purpose of Amendment: communications and customer education efforts Brief Scope of Work: Provide customer education information through printed materials, online content and, where appropriate, paid media, i.e., advertisements Project Cost Not to \$625,000 (this amendment) Exceed: Total Contract value including amendments before this amendment = \$1.300.000Total contract amount with this amendment = \$1,925,000 Funding Source: Regional Measure 2 Marketing and Operations, STA, STP Fiscal Impact: Funds dependent on the approval of the FY 2018-19 MTC agency budget Motion: That a contract amendment with MIG, Inc., for the purposes described herein and in the Executive Director's memorandum dated April 9, 2018, is hereby approved by the Clipper® Executive Board, subject to adoption of the FY 2018-19 MTC agency budget. **Executive Board:** Denis Mulligan, Chair

Date: April 16, 2018

Approved:

Summary of Proposed Contract Amendment

Contractor:	Synapse Strategies		
	Oakland, CA		
Project Title:	Operational Reporting and Communications Planning and Support Services		
Purpose of Contract:	Support operational reporting and provide strategic planning and oversight for customer education and communications functions		
Brief Scope of Work:	Oversee customer education and outreach services; planning and support services related to Clipper® operational reporting and communications initiatives		
Project Cost Not to	\$250,000 (this amendment)		
Exceed:	Total Contract value including amendments before this amendment = \$260,000		
	Total contract amount with this amendment = \$510,000		
Funding Source:	Regional Measure 2 Marketing and Operations, STA, STP		
Fiscal Impact:	Funds dependent on the approval of the FY 2018-19 MTC agency budget.		
Motion:	That a contract amendment with Synapse Strategies, for the purposes described herein and in the Executive Director's memorandum dated April 9, 2018, is hereby approved by the Clipper® Executive Board, subject to adoption of the FY 2018-19 MTC agency budget.		
Executive Board:			
	Denis Mulligan, Chair		
Approved:	Date: April 16, 2018		

Summary of Proposed Contract Amendment

Contractor:	Caribou Public Relations
	San Francisco, CA
Project Title:	Clipper® Customer Education/Outreach Services
Purpose of Amendment:	On-call public outreach services
Brief Scope of Work:	Provide general education and communicate the benefits of Clipper® to Bay Area transit riders, including Title VI-protected customers
Project Cost Not to	\$200,000 (this amendment)
Exceed:	Total Contract value including amendments before this amendment = \$200,000
	Total contract amount with this amendment = \$400,000
Funding Source:	Regional Measure 2 Marketing and Operations, STA, STP
Fiscal Impact:	Funds dependent on the approval of the FY 2018-19 MTC agency budget.
Motion:	That a contract amendment with Caribou Public Relations for the purposes described herein and in the Executive Director's memorandum dated April 9, 2018, is hereby approved by the Clipper® Executive Board, subject to adoption of the FY 2018-19 MTC agency budget.
Executive Board:	
	Denis Mulligan, Chair

Date: April 16, 2018

Approved:

Summary of Proposed Contract Amendment

Research Development Associates, Inc. Oakland, CA	
Operational Monitoring and Reporting Services	
Provide information about Clipper® program performance through operational monitoring and reporting	
Operational monitoring and reporting on discounted Clipper® card distribution, customer service issues, and effectiveness of outreach activities, among other program areas	
\$200,000 (this amendment)	
Total Contract value including amendments before this amendment = \$380,000	
Total contract amount with this amendment = \$580,000	
TCP, STP, CMAQ, STA, Regional Measure 2 Operating	
Funds dependent on the approval of the FY 2018-19 MTC agency budget	
That a contract amendment with Resource Development Associates, Inc., for the purposes described herein and in the Executive Director's memorandum dated April 9, 2018, is hereby approved by the Clipper® Executive Board, subject to adoption of the FY 2018-19 MTC agency budget.	
Denis Mulligan, Chair	

Date: April 16, 2018

Approved:





Customer Research, Education and Outreach for the Clipper® Program

April 16, 2018 Clipper® Executive Board

Contract Actions for Approval

- Synapse Strategies (\$250k)
 - Strategic planning and management of the communications program and operational reporting
- MIG, Inc. (\$625k)
 - Creative development and media buys
 - Manage social media and futureofclipper.com
- Caribou Public Relations (\$200k)
 - Outreach to transit riders, including Title VI-protected customers
- Research Development Associates, Inc. (\$200k)
 - Monitoring and reporting on the outcomes of outreach activities, customer service issues and card distribution



Fiscal Year 2017-18 Activities





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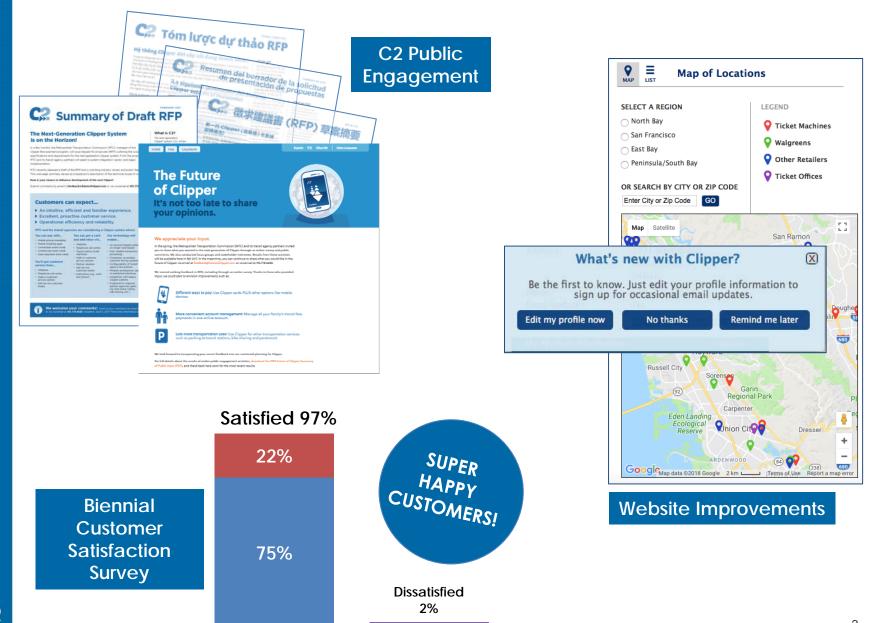






SMART Launch

Fiscal Year 2017-18 Activities





Next Steps

- Operator advisory group
 - BART, Caltrain/SamTrans, GGBHTD, SFMTA and VTA
- Use C2 public engagement data now
 - Address misconceptions about Clipper
 - Optimize communication channels for better customer service
 - Promote benefits











Draft Work Plan for FY 2018-19

- Extended regional campaign
 - Focus on 2-3 operators at a time
- Visitor-focused campaign
 - Leverage availability of cards at SFO and OAK
 - Customer service and operational benefits
- Support for fare changes and service expansions
 - AC Transit, BART, SFMTA, VTA and WETA
- Communications improvements
 - Website, print materials and email
- C2 public engagement

