

Questions from the Treasure Valley Transit Purchase of Service Bidders Conference for ITD District 3

Present were: Terri Lindenberg, Executive Director, Debbie Maxwell, Assistant Director, Donna Waters, EOA Executive Director, and Matt Vicker, Transit Coordinator for EOA Southwest District.

Noted for the record: A prospective bidder, from the Payette Senior Center, had a last minute emergency. We have extended the date of the required submittal for just the Letter of Intent by one day. See First Amendment to the Purchase of Service RFB, this was emailed to potential bidders as well as posted to the TVT website.

Terri opened the meeting to questions by bidders.

- 1.) The service area noted in the overview of the project are not broken out as they used to be in the Lemon Plans, is this still required?

No, the Lemon Plans are no longer in existence so this is no longer a requirement.

- 2.) We contract with all of the senior centers listed with the exception of Payette Senior Center to provide Demand Response Services. We have expanded our services in what we are calling now Southwest Idaho Transit. This services connects all of these areas listed including Payette, but it is not senior center specific. It does service the Payette area though. How do you want us to include this service in the Bid?

What we normally do is contract directly with the senior centers and we pass through funding to them to provide the service within the radius of the senior center. The Southwest Idaho Transit system is an expansion of this service to cover outside of that area for long distance travel. Do I put down Payette area in my Bid?

This appears to be a benefit to the Payette area, and the transportation is specifically outside of the senior center service. So this is not a conflict, what we may need to do in the future, depending upon the outcome of this process, is to work together with the Payette Senior Center. We will meet with them to clearly let them know that this is not competing with the service they currently provide with the purchase of service, but this expands beyond their current services.

Mark off the Payette area and include this service in the Bid proposal clearly stating it will go South from McCall down Highway 95 through Payette, Weiser, Fruitland into the Nampa/Caldwell area and also from Emmett west into the Payette area. Note that it does not include any services the Payette Senior Center Transportation Program currently provides and is not in conflict or competition with the Payette Senior Center.

- 3.) Under the title Financial and Program Reports, and Vouchers it states "CONTRACTOR may not accept additional remuneration i.e. tips, from any client for services provided under this contract. We have on our vehicles a notice stating that "Donations Gladly Accepted". Is this acceptable?

Since you are bidding on your cost for providing the trip what we have done in the past is to ask for any donations be for the Transportation Program directly and not for the transportation ride itself. Monies donated to the Transportation Program is eligible to be used as local match. So if someone wants to make a donation have them clearly state that it is for the Transportation Program versus payment for the trip. This will document that there is no duplication of payment. Revise the notices posted on the vehicles to clearly state "Donations to help support the Transportation Program is Gladly Accepted".

- 4.) We are allowed to charge a fare to participants that are under the eligibility age, right?

That is correct. But the fares cannot be used for match and those participants are not a part of this Purchase of Service Program.

- 5.) We use 5310 Funds which does not require following the FTA Drug and Alcohol testing requirements for pre-employment, random, reasonable suspicion and post-accident. Under this contract will we be required to do so now?

Only if 5311 Funds are used for the service or if the vehicle is a size used in the 5311 program.

- 6.) For the Commercial Automobile Liability Insurance, it states \$1,500,000 is the minimum requirement. There seems to be confusion on what the requirement really is, because our contract with them states on \$500,000 is required. ITD has directed us not to make any changes to our policy at this point, until they have further clarification. Is this going to be the requirement for this contract still?

We will discuss this with ITD and whatever they approve as the minimum requirement that is what we will accept.

- 7.) Under the heading Deny a qualified individual any services or other benefits provided under this contract under the third paragraph. It states "deny an individual an opportunity to participate in any program provided by the Contract for provisions of services or otherwise, be afforded others, unless specified in a client plan from an authorizing agency". Can you please clarify what this statement means? And what happens if there is a scheduling conflict, if we have a request for service that we are unable to provide for the time the participant needs because of scheduling restrictions?

This statement is specific to denying an eligible individual participation in the program and does not mean for denying a person a particular trip because of scheduling restrictions. We do realize that not always will you have the ability to provide a specific trip on a specific day and time.

- 8.) Under the heading Other Related Work, orientation and training of drivers, the last sentence in the first paragraph states "Those drivers of vehicles holding less than 16 passengers must have a current Idaho driver's license". We border on the State of Oregon and we have a potential driver that we are interested in hiring, she holds an Oregon License. Is this acceptable.

Yes, this would be acceptable as long as the license is current. However, we recommend that you speak with your accountant or someone who is knowledgeable in the Oregon employment laws regarding requirements for unemployment insurance, and state tax withholding.

- 9.) Under Organizational Capability you ask for a list of staff (by title) that will carry out this project. We have volunteers that are drivers, will I need to list those or just the paid staff?

List the administrative staff, we realize there will be a turnover in drivers throughout the term of the contract. Add note that a list of volunteers and drivers can be provided upon request.

- 10.) Under Program Management heading under the list of our Board Members, you ask for type of governing body, what does that mean?

It is asking how your agency is set up, is it a local, federal or state government body, or is incorporated, 501(c)3 Not for Profit, that type of example.

- 11.) Item #15 on this page was eliminated, please disregard.

- 12.) What type of references are you looking for?

Anybody is acceptable that has knowledge of your organization, such as a Member of a Government Entity like a Mayor, City Councilman, Past Board Member, or Senior Centers that you contract with, or a medical facility that is familiar with the services.

- 13.) Under the appendices, Appendix E item C asks for the 8 mile radius again.

Any mention of the 8 mile radius is to me eliminated, please disregard.

- 14.) On Appendix H, we have the option to bid on each individual area, or the service as a whole, which do you prefer we do? And do we need to fill out an Appendix H for each area?

It would be best to break out the individual areas in order to show not one area is getting more than another. Include the Payette area service, but note that it is the service provided outside of the Payette Senior Center service. If all of the Senior Centers are equal you can just state that on the form, but if there each one is different than you will need to break it out on a separate form. This is for the cost per unit, not the total cost.

- 15.) The Homedale Senior Center has turned their vehicle over to EOA and no longer provides the service directly. EOA will provide this service through Southwest Idaho Transit system. What do you want us to show for Homedale?

Continue to include it as you have in the past.

This concludes all of the Questions and Answers from the Bidders Meeting.