

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

Commission Business Meeting



Agenda
November 8, 2011
2740 Centerview Drive
Tallahassee, FL 32304
10:00 am until completion
Conference Call Number: 1-888-808-6959
Conference Code: 524736

David Darm, Chairman
David M. Willingham, Vice-Chairman
Walter Schoenig, Commissioner
Charlotte Temple, Commissioner
Jill Houghton, Commissioner
Michael A. Horan, Commissioner
Bryan F. Vaughan, Commissioner

Item #	Agenda Item	Speaker(s)
I	Call to Order	Chairman Darm
II	Welcome from the Chair	Chairman Darm
III	Introduction of Commissioners/Advisors	Commissioners/Advisors
IV	Public Comments (Comments limited to the current agenda items)	Public
	Action Items	
V	Community Transportation Coordinator Designations: <ul style="list-style-type: none">• Gilchrist County• Miami-Dade County	Lynn Godfrey, North Central Florida RPC Elizabeth Rockwell, Miami-Dade MPO
VI	Executive Director Position Update	Vice-Chairman Willingham
	Informational Items	
VII	Commissioner/Advisor Comments	Commissioners/Advisors
VIII	Public Comment	Public
IX	Adjournment	Chairman Darm

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. A comment card for each speaker is required, and this limits public comment to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall contact our office, at least 48 hours before the meeting by email at vicki.scheffer@dot.state.fl.us or by the following listed below:

Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
(850) 410-5703 or (800) 983-2435
(850) 410-5708 (TDD/TTY).

This meeting is subject to change upon the chairman's request.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: November 8, 2011

AGENDA ITEM:

CTC DESIGNATION – Gilchrist County

BACKGROUND INFORMATION: Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The North Central Florida Regional Planning Council (NCFRPC) is the DOPA for Gilchrist County. Suwannee River Economic Council, Inc. (SREC) is currently the appointed CTC for Gilchrist County. The CTC is providing both TD and Medicaid NET services.

Pursuant to Chapter 287, Florida Statutes, the NCFRPC issued a Request for Proposals. It was advertised both in a local newspaper and the Florida Administrative Weekly. Three responses were received by qualified organizations. The selection committee of five reviewed and scored the proposals. Although MV Transportation had the highest cumulative score, three of the five Committee members ranked SREC the highest and a decision was made to recommend SREC to remain the CTC.

On September 22, 2011, the NCFRPC approved the Committee's recommendation for Suwannee River Economic Council (SREC) to continue as the Community Transportation Coordinator for Gilchrist County (Resolution #2011-05).

At its October 28, 2011, business meeting, the Commission tabled this agenda item to allow Legal Counsel to review the Request for Proposal and to research the evaluation method. Commission staff has reviewed the evaluation process and has determined that it is an acceptable process; however, the evaluation process appears to have been unclear to the proposers as well as the evaluation committee. It is staff understanding that there is no written documentation (procedures or meeting minutes) that clarifies how the proposals would be numerically rated and ranked.

The NCFRPC staff will be available to answer any questions the Commission may have regarding this recommendation and the process used to develop the recommendation.

ATTACHMENTS:

- Recommendation letter from the NCFRPC
- NCFRPC Resolution #2011-05
- Request for Proposal (RFP No. 11-2 issued by the NCFRPC)

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Recommend the Commission consider one of the following three options:

1. Approve NCFRPC's recommendation and designate Suwannee River Economic Council, Inc., as the Community Transportation Coordinator for Gilchrist County for the period January 1, 2012 to June 30, 2016.
2. Extend the current Memorandum of Agreement with Suwannee River Economic Council, Inc., until March 31, 2011, so NCFRPC can reissue a request for proposal for Gilchrist County, clarifying the selection process.
3. Reject NCFRPC's recommendation and designate MV Transportation, Inc., as the Community Transportation Coordination for Gilchrist County, based on the evaluation process that was conducted.



Karen Somerset
Interim Executive Director
Date: November 8, 2011

ACTION TAKEN AT MEETING:



Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

October 3, 2011

Mr. David Darm, Chairman
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450

RE: Gilchrist County CTC Designation

Dear Commissioner Darm:

This letter is in regard to the designation of the Community Transportation Coordinator (CTC) for Gilchrist County. Suwannee River Economic Council, Inc. is currently the designated CTC for Gilchrist County. Suwannee River Economic Council's designation will expire December 31, 2011.

The North Central Florida Regional Planning Council issued a request for proposals for Gilchrist County CTC on June 17, 2011. The following firms submitted proposals in response to the request for proposals:

1. Medical Transportation Management, Inc.;
2. MV Transportation, Inc.; and
3. Suwannee River Economic Council, Inc.

The Request for Proposals Selection Committee met on September 1, 2011 to evaluate and rank the proposals for Gilchrist County Community Transportation Coordinator. After evaluating the proposals and conducting oral interviews, the Selection Committee ranked the proposals in the following order:

1. Suwannee River Economic Council, Inc.;
2. MV Transportation, Inc.; and
3. Medical Transportation Management, Inc.

The Selection Committee also agreed to recommend to the North Central Florida Regional Planning Council that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Gilchrist County.

At its September 22, 2011 meeting, the North Central Florida Regional Planning Council approved the enclosed resolution recommending that the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. as the Gilchrist County Community Transportation Coordinator for a five-year period effective January 1, 2012.

Ruth Conway
Denise Johnson

DMS Purchasing
Glen Elmer

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

11 OCT - 6 AM 11:31
TRANSPORTATION
DISADVANTAGED
COMMISSION

Mr. David Darm
October 3, 2011
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The Gilchrist County Transportation Disadvantaged Coordinating Board also recommended that the North Central Florida Regional Planning Council recommend that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Gilchrist County.

Enclosed are copies of the proposals and proposal scores. The rankings were based on Selection Committee member individual scores, not, cumulative scores. Three of the Committee members' scores ranked Suwannee River Economic Council first. Two Committee members ranked Suwannee River Economic Council second.

If you have any questions or need any additional information, please do not hesitate to contact Ms. Lynn Godfrey, AICP, Senior Planner, at extension 110.

Sincerely,



Scott R. Koons, AICP
Executive Director

Enclosures

xc: Karen Somerset, Interim Executive Director, Florida Commission for the Transportation Disadvantaged
Gary Coles, Senior Vice President, MV Transportation, Inc.
Alaina Macia, President and CEO, Medical Transportation Management, Inc.
Frances Terry, Executive Director, Suwannee River Economic Council, Inc.
Gilchrist County Transportation Disadvantaged Board

RESOLUTION NO. 2011-05

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL
PLANNING COUNCIL RECOMMENDING SUWANNEE RIVER
ECONOMIC COUNCIL, INC. AS THE COMMUNITY TRANSPORTATION
COORDINATOR FOR GILCHRIST COUNTY

WHEREAS, the North Central Florida Regional Planning Council has the authority to recommend the Community Transportation Coordinator for Gilchrist County;

WHEREAS, the North Central Florida Regional Planning Council issued a request for proposals for Gilchrist County Community Transportation Coordinator on June 17, 2011;

WHEREAS, the North Central Florida Regional Planning Council appointed a Selection Committee to score and rank the proposals;

WHEREAS, the Selection Committee ranked the proposals in the following order:

1. Suwannee River Economic Council, Inc.;
2. MV Transportation, Inc.; and
3. Medical Transportation Management, Inc.

WHEREAS, the Selection Committee recommended that the North Central Florida Regional Planning Council recommend to the Florida Commission for the Transportation Disadvantaged the designation of Suwannee River Economic Council, Inc. as the Community Transportation Coordinator for Gilchrist County;

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL THAT:

In accordance with Chapter 427, Florida Statutes, the North Central Florida Regional Planning Council recommends to the Florida Commission for the Transportation Disadvantaged that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Gilchrist County for a five-year period effective January 1, 2012.

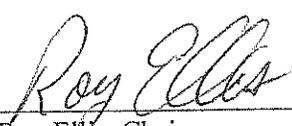
APPROVED AND ADOPTED by the North Central Florida Regional Planning Council, this 22nd day of September 2011.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

ATTEST:



Scott R. Koons, Executive Director



Roy Ellis, Chair

(SEAL REQUIRED)

MTM - Gilchrist Co.

A. Management Resources	possible	Escalante	Godfrey	McKay	Roberts	Sanderson	Cumulative Score
1.	6	5	6	3	2	6	22
2.	6	5	6	3	5	6	25
3.	6	5	6	1	4	6	22
4.	6	5	6	1	4	5	21
Total	24	20	24	8	15	23	90
(Weight Value 3.5)	84	70	84	28	52.5	80.5	315
B. Proposer's Experience							
1.	6	5	6	1	3	3	18
2.	6	4	5	3	5	5	22
3.	6	5	6	2	5	5	23
4.	6	4	6	2	4	4	20
Total	24	18	23	8	17	17	83
(Weight Value 3)	72	54	69	24	51	51	249
C. Financial Capacity to Undertake Project							
1.	6	4	5	3	4	3	19
2.	6	4	6	3	4	6	23
3.	6	3	5	3	2	4	17
4.	6	3	6	3	4	5	21
Total	24	14	22	12	14	18	80
(Weight Value 3)	72	42	66	36	42	54	240
D. Coordination Ability							
1.	6	4	6	4	5	6	25
2.	6	3	6	4	4	6	23
3.	6	5	6	3	5	6	25
4.	6	5	5	1	5	6	22
5.	6	5	5	2	6	6	24
6.	6	5	6	3	4	6	24
7.	6	5	6	3	5	6	25
8.	6	3	6	1	3	6	19
9.	6	5	6	3	5	6	25
10.	6	5	6	3	5	6	25
Total	60	45	58	27	47	60	237
(Weight Value 3)	180	135	174	81	141	180	711
E. Operational Ability							
1.	6	5	5	3	4	5	22
2.	6	5	6	3	4	6	24
3.	6	4	6	4	4	4	22
4.	6	5	6	3	5	6	25
5.	6	5	6	6	4	6	27
Total	30	24	29	19	21	27	120
(Weight Value 2)	60	48	58	38	42	54	240
F. Vehicle Acquisition							
1.	6	3	5	3	3	5	19
2.	6	3	5	1	3	5	17
3.	6	3	5	1	3	5	17
4.	6	5	6	1	3	6	21
Total	24	14	21	6	12	21	74
(Weight Value 3)	72	42	63	18	36	63	222
TOTAL POINTS POSSIBLE							
TOTAL SCORE	540	391	514	225	364.5	482.5	1977

MV - Gilchrist Co.

✓ AH ✓

A. Management Resources	possible	Escalante	Godfrey	McKay	Roberts	Sanderson	Cumulative Score
1.	6	5	6	6	5	6	28
2.	6	5	6	6	5	6	28
3.	6	5	6	4	5	6	26
4.	6	4	6	6	6	4	26
Total	24	19	24	22	21	22	108
(Weight Value 3.5)	84	66.5	84	77	73.5	77	378
B. Proposer's Experience							
1.	6	5	6	6	5	6	28
2.	6	5	6	6	5	4	26
3.	6	5	6	6	4	6	27
4.	6	6	6	6	6	6	30
Total	24	21	24	24	20	22	111
(Weight Value 3)	72	63	72	72	60	66	333
C. Financial Capacity to Undertake Project							
1.	6	4	6	5	5	6	26
2.	6	6	6	6	4	6	28
3.	6	5	5	5	2	4	21
4.	6	4	5	6	4	5	24
Total	24	19	22	22	15	21	99
(Weight Value 3)	72	57	66	66	45	63	297
D. Coordination Ability							
1.	6	5	6	6	5	6	28
2.	6	5	6	5	5	6	27
3.	6	5	6	6	5	6	28
4.	6	3	6	5	3	6	23
5.	6	3	6	4	3	6	22
6.	6	5	6	6	5	6	28
7.	6	4	6	5	3	6	24
8.	6	5	6	6	5	6	28
9.	6	4	6	6	3	6	25
10.	6	5	6	6	5	6	28
Total	60	44	60	55	42	60	261
(Weight Value 3)	180	132	180	165	126	180	783
E. Operational Ability							
1.	6	5	5	6	5	5	26
2.	6	5	5	6	4	6	26
3.	6	6	6	6	6	6	30
4.	6	5	6	6	5	6	28
5.	6	5	6	6	4	6	27
Total	30	26	28	30	24	29	137
(Weight Value 2)	60	52	56	60	48	58	274
F. Vehicle Acquisition							
1.	6	3	5	6	4	5	23
2.	6	5	5	6	4	6	26
3.	6	4	5	6	4	6	25
4.	6	5	6	6	4	6	27
Total	24	17	21	24	16	23	101
(Weight Value 3)	72	51	63	72	48	69	303

TOTAL POINTS POSSIBLE							
TOTAL SCORE	540	421.5	521	512	400.5	513	2368

SREC - Gilchrist Co.

A. Management Resources	possible	Escalante	Godfrey	McKay	Roberts	Sanderson	Cumulative Score
1.	6	5	6	5	4	6	26
2.	6	5	6	5	4	6	26
3.	6	5	6	4	4	6	25
4.	6	5	6	4	4	6	25
Total	24	20	24	18	16	24	102
(Weight Value 3.5)	84	70	84	63	56	84	357
B. Proposer's Experience							
1.	6	5	6	5	4	6	26
2.	6	5	6	6	5	6	28
3.	6	5	6	6	5	6	28
4.	6	5	6	4	4	6	25
Total	24	20	24	21	18	24	107
(Weight Value 3)	72	60	72	63	54	72	321
C. Financial Capacity to Undertake Project							
1.	6	5	6	5	5	6	27
2.	6	5	6	5	4	6	26
3.	6	5	6	6	5	6	28
4.	6	4	6	5	5	5	25
Total	24	19	24	21	19	23	106
(Weight Value 3)	72	57	72	63	57	69	318
D. Coordination Ability							
1.	6	5	6	6	4	6	27
2.	6	5	6	5	5	6	27
3.	6	5	6	4	4	5	24
4.	6	4	6	6	4	6	26
5.	6	5	6	6	3	6	26
6.	6	4	6	4	4	6	24
7.	6	5	6	6	4	6	27
8.	6	5	6	5	3	6	25
9.	6	5	6	5	4	6	26
10.	6	5	6	4	2	6	23
Total	60	48	60	51	37	59	255
(Weight Value 3)	180	144	180	153	111	177	765
E. Operational Ability							
1.	6	5	6	6	5	6	28
2.	6	6	6	5	5	6	28
3.	6	5	6	6	5	5	27
4.	6	5	6	6	5	6	28
5.	6	5	6	6	4	6	27
Total	30	26	30	29	24	29	138
(Weight Value 2)	60	52	60	58	48	58	276
F. Vehicle Acquisition							
1.	6	5	6	6	4	6	27
2.	6	5	6	6	4	6	27
3.	6	5	6	6	4	6	27
4.	6	5	6	6	4	6	27
Total	24	20	24	24	16	24	108
(Weight Value 3)	72	60	72	72	48	72	324

TOTAL POINTS POSSIBLE							
TOTAL SCORE	540	443	540	472	374	532	2361

RFP NO. 11-2

REQUEST FOR PROPOSALS

FOR

THE COMMUNITY TRANSPORTATION COORDINATOR

UNDER

FLORIDA'S TRANSPORTATION DISADVANTAGED PROGRAM

IN

GILCHRIST COUNTY, FLORIDA

North Central Florida Regional Planning Council

June 17, 2011

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SECTION I

- A. Legal Notice**
- B. Request for Proposals - Schedule**
- C. General Information**
- D. Purpose**
- E. Definitions**
- F. Scope of Work for Community Transportation Coordinators**
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- H. Selection Process**
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SECTION I

A. LEGAL NOTICE REQUEST FOR PROPOSALS

The North Central Florida Regional Planning Council is accepting proposals from qualified agencies or firms for the award of a contract to coordinate transportation services for the transportation disadvantaged in Gilchrist County, Florida. The selected contractor will be the designated Community Transportation Coordinator under Florida's Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2 of the Florida Administrative Code.

The Community Transportation Coordinator is defined by Chapter 427, Florida Statutes as a transportation entity recommended by the appropriate designated official planning agency to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area. The Community Transportation Coordinator has full responsibility for the delivery of transportation services for the transportation disadvantaged as outlined in s. 427.015(2).

The complete Request for Proposals (RFP) may be obtained by writing the contact listed below, or by calling Ms. Lynn Godfrey, AICP, Senior Planner at (352) 955-2200, extension 110. Experience with eligibility-based transportation services is required.

A mandatory pre-proposal conference will be held June 30, 2011 in the North Central Florida Regional Planning Council Charles F. Justice Conference Room located at 2009 NW 67 Place, Gainesville, Florida at 10:00 a.m. Eastern Daylight Time, to answer questions about the RFP. Inquiries about this Request for Proposals must be made in person at the pre-proposal conference. Firms and agencies represented will have an opportunity to clarify any information contained in the request for proposals at the pre-proposal conference.

Proposals must be received by **3:00 p.m. Eastern Daylight Time, August 18, 2011** at the office of the North Central Florida Regional Planning Council. **Seven (7) copies** of the proposal must be submitted to: North Central Florida Regional Planning Council, ATTENTION: Scott R. Koons, AICP, Executive Director, 2009 N.W. 67 Place, Gainesville, Florida 32653-1603. One of these copies must be a clean, single sided original that can be used to make additional copies. The outside of the envelope or box containing proposal must be marked "PROPOSAL FOR GILCHRIST COUNTY COMMUNITY TRANSPORTATION COORDINATOR." **Faxed and electronically mailed responses will not be accepted.**

The North Central Florida Regional Planning Council will not accept responsibility for proposals that are not marked and submitted in this manner. Proposals are to remain in effect for ninety (90) calendar days from date of submission. The North Central Florida Regional Planning Council reserves the right to reject any or all proposals, to waive any formality concerning proposals or negotiate changes to the proposals whenever such rejection or waiver or negotiation is in the best interest of the State and transportation disadvantaged. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

B. REQUEST FOR PROPOSALS- SCHEDULE

Proposals will be opened **Thursday, August 18, 2011 at 3:05 p.m. Eastern Daylight Time** in the North Central Florida Regional Planning Council Conference Room, 2009 NW 67th Place, Gainesville, Florida.

In order to review the requirements of this Request for Proposals and provide answers to questions from interested agencies/firms, a **mandatory** pre-proposal conference will be held **Thursday, June 30, 2011 at the North Central Florida Regional Planning Council in Gainesville, Florida at 10:00 a.m. Eastern Daylight Time. Attendance at this pre-proposal conference is mandatory. Agencies or firms that are not represented at the pre-proposal conference may not submit a proposal.** Inquiries about this Request for Proposals must be made in person at the pre-proposal conference. Firms and agencies represented will have an opportunity to clarify any information contained in the request for proposals at the pre-proposal conference. No statements made during the conference will be considered binding changes to this solicitation unless they are subsequently issued as written addenda to this solicitation.

Any request for approved substitutes must be received in writing by the North Central Florida Regional Planning Council **no less than fifteen (15) full working days** before the date of scheduled proposal opening date. Any request for an approved substitute of the specifications must be fully supported with technical data, test results or other pertinent information as evidence that the substitute offered is equal to or better than the specifications requirement. A response will be postmarked at least **five (5) full working days** before the date of scheduled proposal delivery. If it is determined that the proposal delivery date should be extended, the North Central Florida Regional Planning Council will inform all proposers who have been furnished a copy of the Request for Proposals and appropriate addenda will be issued rescheduling the proposal delivery date.

The following is the anticipated schedule for selection of the firm or agency as the designated Community Transportation Coordinator (CTC). If there are changes to the meeting dates, each agency/firm that submits a proposal will be notified.

Request for Proposals Sent	Friday, June 17, 2011
Mandatory Pre-Proposal Conference	Thursday, June 30, 2011 10:00 a.m. Eastern Daylight Time
Proposals Due	Thursday, August 18, 2011 3:00 p.m. Eastern Daylight Time
Proposal Opening	Thursday, August 18, 2011 3:05 p.m. Eastern Daylight Time
Selection Committee Meeting	Thursday, September 1, 2011 10:00 a.m. Eastern Daylight Time
North Central Florida Regional Planning Council Meeting	Thursday, September 22, 2011
Florida Commission for the Transportation Disadvantaged Final Selection	Friday, October 28, 2011
Service Start Up	January 1, 2012

C. GENERAL INFORMATION

1. The Coordinator shall be bound by the provisions of Florida law relating to Florida's Transportation Disadvantaged Program. The provision of Florida laws existing at the time of execution of contract between the CTC and the Florida Commission for the Transportation Disadvantaged shall prevail over the terms of the contract unless informed otherwise by the Florida Commission for the Transportation on Disadvantaged. The Coordinator specifically agrees without rotation to be bound by the provision of Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code, as they may be changed from time to time; provided, however the Coordinator may request relief if changes in said laws materially alter the cost of providing services.
2. The issuance of this request for proposals constitutes an invitation to present proposals from qualified and experienced proposers. The North Central Florida Regional Planning Council reserves the right to determine, in its sole discretion, whether any aspect of the statement of proposal satisfactorily meets the criteria established in this request for proposal, the right to seek clarification from any proposer or proposers submitting proposals, the right to solicit proposals with any proposers submitting a response, and the right to reject any or all responses with or without cause. The North Central Florida Regional Planning Council also reserves the right to modify the scope to be considered for this project. In the event that this request for proposals is withdrawn by the North Central Florida Regional Planning Council, or that the North Central Florida Regional Planning Council does not proceed for any reason, including but not limited to the failure to occur of any of those findings or events set forth herein, the North Central Florida Regional Planning Council shall have no liability to any proposer for any costs or expenses incurred in connection with the preparation and submittal of this request for proposals or otherwise.
3. All proposers are hereby placed on formal notice that neither the North Central Florida Regional Planning Council, nor any members of the Gilchrist County Transportation Disadvantaged Coordinating Board, nor any employees of the North Central Florida Regional Planning Council, nor any commissioners or staff to the Florida Commission for the Transportation Disadvantaged are to be lobbied either individually or collectively concerning this project.

Proposers and their agents who intend to submit a proposal for these services are hereby placed on formal notice that they are not to contact members of the North Central Florida Regional Planning Council, nor its staff members, outside of regular public meetings for such purposes as holding meetings of introduction, meetings related to the selection process, outside of those specifically scheduled by the North Central Florida Regional Planning Council for negotiations, dinners, lunches or any other actions that may be interpreted as potentially influencing the results of this process. Failure to comply with this requirement shall result in immediate disqualification of such firm by the North Central Florida Regional Planning Council from further consideration of this proposal.

4. As required by Florida State Statute 287.113, (2) (a), a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or a contract to provide any goods or services to a public entity.

5. Ignorance of conditions or difficulties that may exist prior to the proposal opening or of conditions or difficulties that may be encountered in the execution of the work pursuant to this proposal package as a result of failure to make the necessary examinations and investigations, shall not excuse performance, or lack thereof, by the successful proposer, and the successful proposer shall fulfill in every detail, all of the requirements of the proposal package documents and attachments thereof. Likewise, ignorance of preexisting conditions or difficulties, or conditions or difficulties encountered in the execution of the work pursuant to this proposal package, shall not support any claims whatsoever for extra compensation or for any extension of time.
6. The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods. These records shall be maintained for five (5) years after completion of the project and shall be readily available to the Florida Commission for the Transportation Disadvantaged personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.
7. Each proposer shall be responsible for reading and completely understanding the requirements and specifications contained herein. **The deadline for submission of proposals will be strictly adhered to.** Late proposals will be returned unopened with the notation, "This proposal was received after the delivery time designated for receipt and opening in the legal notice."
8. It is the responsibility of the proposer to prepare the proposal as clearly as possible in order to avoid any misinterpretation of the information presented. Proposals will be reviewed and evaluated solely on the basis of the information contained therein. ***Modifications or changes cannot be made to the proposals after they are opened.***
9. Proposals must be prepared in the order that they are presented in Section II (Proposal Contents).
 - Use the same topic headings, in the same order, as described in Section II Proposal Contents.
 - Answer all requests for information, or mark the information "Not Applicable."
 - Type or word process all responses, including budgets.
 - Use 12 point type or larger for text.
 - Number all pages of the proposal, including the attachments.
10. **Inquiries about this Request for Proposals must be made in person at the mandatory pre-proposal conference. Inquiries received by phone, mail or facsimile will not be responded to. Agencies or firms that are not represented at the pre-proposal conference may not submit a proposal.**
11. Proposers responding to this request shall bear all costs and expenses associated with its preparation. No claims shall be submitted to the North Central Florida Regional Planning Council for preparation or presentation of proposals.
12. All proposals shall be signed by an authorized corporate officer, principal or partner (as applicable).

13. The criteria for evaluation of proposals is provided in Section III (Evaluation Criteria/Proposal Rating Sheet). Only these criteria will be used to determine the best response.
14. Awards shall be made to the proposer whose qualifications and response shall be determined to be most advantageous to the North Central Florida Regional Planning Council and in the best interest of the State of Florida.
15. The Commission may unilaterally cancel any contract arising from the selected coordinator's refusal to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119 which are made or received by the Coordinator in conjunction with the contract.
16. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

D. PURPOSE

Florida's Transportation Disadvantaged (TD) Program was created in 1979 through the enactment of Chapter 427, Florida Statutes. The purpose of the TD Program is to provide transportation for those *"persons who because of physical or mental disability, income, status, or age, are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk at-risk, as defined in Chapter 411.202, Florida Statutes."*

In 1989, the Florida Legislature passed the revised Chapter 427, Florida Statutes (*Exhibit J*) creating the Florida Commission for the Transportation Disadvantaged and improving the coordination of transportation services for disadvantaged persons. Following approval of the legislation, the Commission for the Transportation Disadvantaged developed and adopted Rule 41-2, of the Florida Administrative Code (*Exhibit K*) implementing the revised statute.

The goal of this legislation and agency rule is to effectively coordinate funds and activities for providing transportation to disadvantaged persons. This is to be accomplished by a designated Community Transportation Coordinator herein after referred to as Coordinator, which may provide the transportation on its own and/or broker transportation to qualified transportation operators.

The purpose of this Request for Proposals is to identify qualified agencies and organizations interested in serving as the Coordinator for Gilchrist County. This Request for Proposals may lead to designation of a qualified agency/firm as the Coordinator. Interested agencies/firms may respond to this request by following the procedures as outlined in Section I.

The response to this Request for Proposals will be in one of the following ways:

1. Coordinator Only - Agency/firm acts as a total brokerage system that does not operate vehicles.
2. Coordinator/Transportation Operator - Agency/firm provides all or part of the needed transportation services by operating vehicles.

E. DEFINITIONS

Applicable definitions are contained in the Florida Commission for the Transportation Disadvantaged's Glossary of Terms (*Exhibit N*). In addition, applicable definitions are contained in Chapter 427.011, Florida Statutes, and in Section 41-2.002 of Rule 41-2 of the Florida Administrative Code (*Exhibits J and K*).

There is a distinction made between the Coordinator and a Transportation Operator and these definitions appear below for clarification.

1. "Community Transportation Coordinator (CTC)" - A transportation entity recommended by the appropriate designated official planning agency as provided for in Chapter 427.015(1), Florida Statutes, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area.

2. "Transportation Operator" - Public, private for profit or private non-profit entities engaged by the Coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated system service plan.

**F. SCOPE OF WORK
FOR COMMUNITY TRANSPORTATION COORDINATORS**

The Community Transportation Coordinator shall be bound by the provisions of Florida law relating to Florida's Transportation Disadvantaged Program. The provision of Florida laws existing at the time of execution of contract between the Community Transportation Coordinator and the Florida Commission for the Transportation Disadvantaged shall prevail over the terms of the contract unless informed otherwise by the Florida Commission for the Transportation Disadvantaged. The Community Transportation Coordinator specifically agrees without rotation to be bound by the provision of Chapter 427, Florida Statutes and Rule 41-2 of the Florida Administrative Code, as they may be changes from time to time; provided, however the Community Transportation Coordinator may request relief if changes in said laws materially alter the cost of providing services.

The nature and scope of work to be the responsibility of the designated Coordinator are described in Rule 41-2.011 of the Florida Administrative Code (*Exhibit K*). These responsibilities include the following:

1. The Coordinator shall enter into a Memorandum of Agreement with the Florida Commission for the Transportation Disadvantaged. This will be a five year contract and shall be subject to annual review and evaluation. The Memorandum of Agreement shall be negotiated and signed prior to initiation of transportation services by the designated CTC.
2. The Coordinator shall have full responsibility for the provision of transportation services for the transportation disadvantaged population as outlined in 427.015(2), Florida Statutes.
3. The Coordinator shall maintain an accounting system in accordance with model standard accounting procedures designated by the Florida Commission for the Transportation Disadvantaged. The Commission's current policy is "Rural Transportation Accounting - A Model Uniform Accounting System for Rural and Specialized Transportation Providers".
4. The Coordinator shall collect annual operating data for submittal to the Florida Commission for the Transportation Disadvantaged by September 15th of each year with a copy provided to the North Central Florida Regional Planning Council (*Exhibit H*).
5. The Coordinator shall comply with the Florida Commission for the Transportation Disadvantaged standards as well as local standards (*Exhibit E*).

6. The Coordinator shall coordinate the delivery of transportation services which meet the transportation needs identified in the Gilchrist County Transportation Disadvantaged Service Plan, resulting in the best service at optimal cost. The Coordinator shall describe how transportation services are to be coordinated and provided.
7. The Coordinator shall assure compliance with applicable drug and alcohol regulations, Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, safety and insurance requirements which are federal, state, or local laws, or adopted policies of the Florida Commission for the Transportation Disadvantaged program requirements.
8. The Coordinator shall prepare a Transportation Disadvantaged Service Plan (*Exhibit F*) in cooperation with the North Central Florida Regional Planning Council for the Coordinating Board's review which provides information needed by the Coordinating Board to continually review and assess transportation disadvantaged needs for the service area. The Service Plan must be completed no later than 120 calendar days after the Florida Commission for the Transportation Disadvantaged officially designates the Community Transportation Coordinator.
9. The Coordinator shall be represented at all Coordinating Board meetings to provide information, answer questions and respond to individual or agency complaints about service.
10. Unless otherwise authorized by the Florida Commission for the Transportation Disadvantaged, the Coordinator shall maintain a resident manager in the service area who is authorized to make all day-to-day decisions on operations.
11. The Coordinator shall maintain sufficient office staff to perform all required administrative activities.
12. The Coordinator shall coordinate the use of school buses and public transit, where possible and cost-effective, in accordance with the Transportation Disadvantaged Service Plan.
13. The Coordinator shall execute uniform contracts for service using a standard contract, which includes performance standards for operators.
14. The Coordinator shall annually review all transportation operator contracts.
15. The Coordinator shall, in cooperation with a functioning coordinating board, review all applications for local government, federal and state transportation disadvantaged funds, and develop cost-effective coordination strategies.
16. The Coordinator shall, in cooperation with the local Coordinating Board and pursuant to criteria developed by the Florida Commission for the Transportation Disadvantaged, establish trip priorities with regard to trips purchased with Transportation Disadvantaged Trust Funds.

17. The Coordinator shall maintain client eligibility to ensure that transportation is provided according to the sponsoring agency's criteria.
18. The Coordinator will be responsible for screening applicants for trips provided with TD Trust Funds.
19. The Coordinator shall provide reservation services. The Coordinator will acquire and maintain the necessary software, hardware, and its databases to perform this task. The Coordinator shall also be responsible for assigning trips to the contracted operators.
20. The Coordinator shall be responsible for monitoring the transportation system to ensure that service to the clients is provided in a safe, reliable and efficient manner. The Coordinator shall investigate problems and issues that arise.
21. The Coordinator shall report at a minimum: monthly operating data, summary of TD Trust Fund and Medicaid Non-Emergency Transportation (NET) expenditures and monthly complaint report. The local Coordinating Board or Planning Agency may request additional data as needed.
22. The Coordinator shall undergo an annual evaluation conducted by the Coordinating Board in order to assess the Coordinator's performance in general and relative to the standards established by the Florida Commission for the Transportation Disadvantaged and the Coordinating Board. The evaluation tools used by the Coordinating Board to assess the Coordinator's performance include modules from the "Evaluation Workbook for Community Transportation Coordinators and Providers in Florida" developed by the Commission for the Transportation Disadvantaged; evaluation of service standards; and a review of the success of the Coordinator in fulfilling the goals and objectives adopted by the Coordinating Board.

G. PROJECT OVERVIEW

The Florida Commission for the Transportation Disadvantaged approved Suwannee River Economic Council designation as the Community Transportation Coordinator for Gilchrist County in July 2006. Suwannee River Economic Council operates as a partial brokerage system and contracts with one subcontractor as outlined in the table below.

TYPES OF SERVICE						
	Ambulatory	Wheelchair	Stretcher	Advance Reservation	Door to Door	Door through door
Suwannee River Economic Council	✓	✓		✓	✓	
Dixie County EMS			✓			✓

Clients

The Gilchrist County Transportation Disadvantaged Program serves clients from various agencies such as the Florida Commission for the Transportation Disadvantaged, the Agency for Health Care Administration - Medicaid Program, Department of Elder Affairs - Older Americans Act.

Funding

The total revenue from all funding sources in 2009-2010 was \$228,993. Purchased transportation revenue is determined by each purchasing agency. The actual expenditures and revenues for the Gilchrist County coordinated system are included in the 2009-2010 Annual Operations Report (*Exhibit O*). Estimated revenue from the 2011-2012 TD Trust Fund is included in *Exhibit Q*.

H. SELECTION PROCESS

SELECTION TEAM

The North Central Florida Regional Planning Council's Executive Director will appoint a selection team of at least three employees who have experience and knowledge of the coordinated transportation system. Each selection team member will assign points to the proposals using the criteria listed in Section III (Evaluation Criteria/Proposal Rating Sheet). Selection team members will assure that each proposal has been rated fairly, impartially and comprehensively.

Proposals will be numerically rated and ranked. The three top ranked proposals will be presented to the North Central Florida Regional Planning Council with a committee recommendation to forward the number one ranked proposal to the Florida Commission for the Transportation Disadvantaged. If more than three (3) proposals have been submitted, the North Central Florida Regional Planning Council will forward the top three (3) ranked proposals to the Florida Commission for the Transportation Disadvantaged for their review and final action.

COORDINATING BOARD

The proposals and rankings by the selection team will be provided to the Gilchrist County Transportation Disadvantaged Coordinating Board for review. The Coordinating Board may provide non-binding comments concerning proposals to the North Central Florida Regional Planning Council.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

The North Central Florida Regional Planning Council will review the recommendations of the selection team and any comments provided by the Coordinating Board and forward a recommendation to the Florida Commission for the Transportation Disadvantaged including any terms of designation. This recommendation will consist of at least three proposals. If only one or two proposals have been submitted, the North Central Florida Regional Planning Council will forward all of the proposals to be reviewed by the Florida Commission for the Transportation Disadvantaged. A numerical ranking will be established for all proposals sent to the Florida Commission for the Transportation Disadvantaged.

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

The Florida Commission for the Transportation Disadvantaged will make the final selection. No designation will be final until approved by the Florida Commission for the Transportation Disadvantaged.

I. APPEALS PROCEDURE

The appeals procedure will be as provided for in Chapter 120.53 (5) and 120.57, Florida Statutes. Failure to file a protest within the time prescribed in Chapter 120.53 (5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

1. At the time the North Central Florida Regional Planning Council forwards its recommendations to the Florida Commission for the Transportation Disadvantaged, the North Central Florida Regional Planning Council will notify each person or entity submitting a proposal, by certified United States mail or express delivery, of its recommendation.
2. On the first business day following the Florida Commission for the Transportation Disadvantaged making the final decision for selecting the Community Transportation Coordinator, staff of the Florida Commission for the Transportation Disadvantaged will notify each person or entity submitting a proposal, by certified United States mail or express delivery, of the Commission's selection of the Community Transportation Coordinator.
3. Any person adversely affected by the intended decision to award a contract or to reject all bids shall file a notice of protest in writing to the Florida Commission for the Transportation Disadvantaged within 72 hours after receipt of the notice on intended decision of notice is given.
4. Thereafter, any person or entity which has filed a notice of protest to the final decision of the Florida Commission for the Transportation Disadvantaged, shall file a formal written protest and a bond within 10 days after filing the notice of protest. The formal written protest must be in a form substantially similar to the form set out in sec. 28-110.004 (2) and must state with particularity the facts and law upon which the protest to the final decision is based. The bond must be in a form substantially similar to the form set out in sec. 28-110.005 (2).
5. All notices of protest and formal written protest must be filed with the Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450. Filing is completed upon delivery and receipt by the Commission. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits. "Failure to file a protest within the time prescribed in Section 120.57 (3), Florida Statutes, or failure to protest the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

6. A protest is not timely filed unless both the notice of protest and the formal protest are received within the required time limits.
7. A written notice of protest which is filed by 5:00 p.m. on the date on which the 72 hours expires shall be timely.

In computing the time in which to file a notice of protest or formal protest, the day of the event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or a holiday. When the period of time prescribed is less than seven days, intermediate Saturdays, Sundays and holidays when the Commission's offices are closed shall be excluded from the computation.

The North Central Florida Regional Planning Council reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the North Central Florida Regional Planning Council and its citizens.

SECTION II

PROPOSAL CONTENTS MANDATORY ITEMS

The following items (1-8) must be included in the submitted proposal. Any proposal with the “no” response on any of the following items will be rejected without further consideration. No numerical rating will be assigned to this section.

1. Letter of Transmittal of Proposals (Exhibit A)

Identifies the agency/firm submitting the proposal including a statement that the agency/firm has reviewed and understands Chapter 427, Florida Statutes, and Rule 41-2 of the Florida Administrative Code.

2. Proposers Identification and Qualification Information Form (Exhibit B)

3. Standard Assurances (Exhibit C)

Concerns collusion and conflicts of interest.

4. Certification of Transportation Coordinator Regarding Debarment, Suspension and Other Responsibility Matters (Exhibit D)

Certifies that the agency/firm is not on the state or federal list of ineligible or disbarred contractors.

5. Financial Statement

Provide a current financial statement prepared by a licensed certified public accountant that clearly shows that the proposer is financially capable of successfully performing the contract (Label as Attachment 5).

6. Substance Abuse Policy

Provide a copy of proposer’s Substance Abuse Policy prepared in accordance with the Federal Transit Administration Substance Abuse Regulations. (Label as Attachment 6).

7. References

Provide a list of up to three service programs (purchasing agencies) that can verify the proposer's experience. Include contact names, addresses and phone numbers. Label as Attachment 7.

8. Rate Calculation Model

Provide completed worksheets of the Florida Commission for the Transportation Disadvantaged Standardized Rate Calculation Model to estimate the rates and rate structure for service delivery. Label as attachment 8.

Rate Calculation Model example worksheets are found in *Exhibit R*. Proposers are directed to reference the instructions and worksheets available on the Florida Commission for the Transportation Disadvantaged website at:

<http://www.dot.state.fl.us/ctd/programinfo/finance/financesectionhome.htm>.

Questions regarding this model shall be directed to the staff of the Florida Commission for the Transportation Disadvantaged. The selected agency will be required to use the Rate Calculation Model to determine system rates for start up on January 1, 2012.

SECTION II

PROPOSAL CONTENTS

The proposal contents for Community Transportation Coordinator are predicated on requirements of the designated Community Transportation Coordinator described in Rule 41-2 of the Florida Administrative Code. The proposal must address the following areas in the order that they are presented. Please be sure to consecutively number all pages of the technical proposal.

A. Management Resources

1. Describe agency/firm's organizational structure.
2. Provide name of resident General Manager and Operations Manager (include resumes).
3. Provide names of key office personnel (include resumes).
4. State the number of persons and the general job descriptions needed to coordinate transportation disadvantaged services.

B. Proposer Experience

1. If currently or previously under contract with a Coordinator in another county, include name of Coordinator, contact person's name, address and phone number. This information will be used to contact the Coordinator in order to obtain information about current or prior performance.
3. Describe experience developing a Transportation Disadvantaged Service Plan (*Exhibit F*).
4. If currently providing transportation services to Medicaid clients, describe how these trip requests are handled and agency/firm experience with billing.
5. Describe how the agency/firm has and will continue to satisfy provisions of Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, 49 CFR 655 drug and alcohol testing, Chapter 14-90 safety and insurance requirements.

C. Financial Capacity to Undertake Project

1. Discuss agency/firm experience, if any, applying for transportation grants and contracts (local, state, federal, private, etc...)
2. Show ability to efficiently manage grants and contracts.
3. Discuss how the agency/firm will provide the local match for trips funded by the Transportation Disadvantaged Trust Fund.
4. Discuss what initiatives the proposer will implement to effectively manage current funding levels and secure additional funds to support the system.

D. Demonstration of Transportation Coordination Ability

1. Describe experience coordinating multi-agency resources. Include the following:
 - a. ability to contract with purchasing agencies;
 - b. ability to contract with private sector operators;
 - c. ability to execute coordination contracts with agencies providing their own transportation;
 - d. ability to contract with the public transit agency;
 - e. ability to negotiate school bus use.
2. Discuss how the agency/firm will reduce costs through coordination (i.e. grouping rides, contracting with existing transportation operators, contracting with purchasing agencies, contracting with the public transit agency).
3. Describe the procedure used from the time a call requesting a trip is received through to tabulation and mailing a bill to the purchasing agency. This shall include, but not be limited to, handling of call, establishing driver routing sheets, recording actual trips provided by agency and preparation of an agency invoice. Indicate the computer hardware and software that will be used to perform these tasks.

4. Describe the process for procuring subcontracted operators and method of trip assignment (if applicable).
5. Describe the agency/firm's ability to monitor activities of subcontracted transportation operators.
6. Describe how the agency/firm conducts driver background screening.
7. Describe how the following will be monitored and reported: complaints/commendations; no-shows; cancellations and trip denials.
8. Describe how the agency/firm will conduct client eligibility screening for trips provided with TD Trust Funds.
9. Describe how the following will be monitored and reported:
 - complaints/commendations
 - no-shows
 - cancellations
 - trip denials
 - unmet trip demand
10. Describe how the proposer will obtain input from users of the system. Explain how the results will be reported.

E. Demonstration of Transportation Operational Ability

1. Provide a transition plan describing the process needed to ensure a smooth change-over (if applicable).
2. Discuss how the agency/firm's method of transportation service provision (as only Coordinator or as Coordinator/Transportation Operator) will insure the best possible service at the lowest possible cost.
3. Demonstrate experience in the transportation of wheelchairs and non-emergency medical transfers that may involve stretcher transport.
4. Demonstrate ability to comply with vehicle operational safety requirements of Section 341.061, Florida Statutes (*Exhibit L*).
5. If currently a transportation operator, provide the number of chargeable accidents in the last two (2) years.
6. In accordance with Rule 41-2.006 (1) of the Florida Administrative Code, provide proof of compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident.

F. Vehicle Acquisition

1. Provide a recommendation for the number and types of vehicles needed in the service area.
2. Provide an inventory of vehicles that will be available for immediate use in the service area. Include whether the vehicles are accessible according to the Americans With Disabilities Act, age of vehicles, mileage and seating capacity.
3. Describe the process used to acquire vehicles used in the service area.
4. Estimate the amount of time required in order to acquire vehicles to be used in the service area.

SECTION III

EVALUATION CRITERIA/PROPOSAL RATING SHEET

Each proposal submitted will be evaluated on the listed criteria. Evaluation Committee members will use this proposal rating sheet to assign point values to items in Section II using the following scale (the weighing for each criterion has been assigned):

- | | |
|---|---------------|
| 6 | Excellent |
| 5 | Very Good |
| 4 | Good |
| 3 | Adequate |
| 2 | Fair |
| 1 | Poor |
| 0 | Not Addressed |

I. MANDATORY ITEMS

The following items must be included in the submitted proposal. Any proposal with a "no" response on any of the following questions will be rejected without further consideration.

1. Was a Letter of Transmittal of Proposal identifying the agency/firm submitting the proposal including a statement that the agency/firm has reviewed and understands Chapter 427, Florida Statutes and Rule 41-2 of the Florida Administrative Code included in the proposal?

___ YES

___ NO

2. Was an Identification and Qualification Information Form included in the proposal?

___ YES

___ NO

3. Was the Proposer's Standard Assurances included in the proposal?

___ YES

___ NO

4. Was a Certification regarding debarment, suspension and other responsibility matters included in the proposal?

___ YES

___ NO

5. Did the proposer provide a current financial statement prepared by a licensed certified public accountant that clearly shows that the proposer is financially capable of successfully performing the contract?

___ YES

___ NO

6. Did the proposer provide a copy of proposer's Substance Abuse Policy prepared in accordance with the Federal Transit Administration Substance Abuse Regulations?

___ YES

___ NO

7. Did the proposer provide a list of up to three service programs (purchasing agencies) that can verify the proposer's experience including contact names, addresses and phone numbers?

___ YES

___ NO

8. Did the proposer provide completed worksheets of the Florida Commission for the Transportation Disadvantaged Standardized Rate Calculation Model to estimate the rates and rate structure for service delivery?

___ YES

___ NO

A. MANAGEMENT RESOURCES

1. Proposal describes agency/firm's organizational structure.

_____ Score

2. Proposal provides the name of resident manager (including resume).

_____ Score

3. Proposal provides the names of key office personnel (include resumes).

_____ Score

4. Proposal states the number of persons and the general job descriptions needed to coordinate the transportation disadvantaged services.

_____ Score

Total Points Possible	<u>24</u>	Weighted Points Possible	<u>84</u>
		Weight Value = 3.5	
Total Points Given	___	Total Weighted Points Given	___

B. PROPOSER'S EXPERIENCE

1. If agency is currently or previously under contract with a Coordinator in another county, proposal includes the name of Coordinator, contact person's name, address and phone number.

_____ Score

2. Proposal describes experience developing a Transportation Disadvantaged Service Plan.

_____ Score

3. Proposal describes how Medicaid Non-Emergency Transportation Program trip requests are handled and agency/firm experience with billing.

_____ Score

4. Proposal describes how the agency/firm has and will continue to satisfy provisions of Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, 49 CFR Part 655 Drug and Alcohol testing, Chapter 14-90 and insurance requirements.

_____ Score

Total Points Possible	<u>24</u>	Weighted Points Possible	<u>72</u>
		Weight Value = 3	
Total Points Given	___	Total Weighted Points Given	___

C. FINANCIAL CAPACITY TO UNDERTAKE PROJECT

1. Proposal discusses agency/firm experience, if any, applying for transportation grants and contracts (local, state, federal, private, etc...)

_____ Score

2. Proposal shows agency/firm's ability to efficiently manage grants and contracts.

_____ Score

3. Proposal discusses how the agency/firm will provide the local match for trips funded by the Commission for the Transportation Disadvantaged Trust Fund.

_____ Score

4. Proposal discusses what initiatives the proposer will implement to effectively manage current funding levels and secure additional funds to support the system.

_____ Score

Total Points Possible	<u>24</u>	Weighted Points Possible	<u>72</u>
		Weight Value = 3	
Total Points Given	___	Total Weighted Points Given	___

D. DEMONSTRATION OF TRANSPORTATION COORDINATION ABILITY

1. Proposal describes experience coordinating multi-agency resources.

_____ Score

2. Proposal discusses how the agency/firm will reduce costs through coordination (i.e. grouping rides, contracting with existing transportation operators, contracting with purchasing agencies).

_____ Score

3. Proposal describes the procedure used from the time a call requesting a trip is received through to tabulation and mailing a bill to the sponsoring agency including handling of calls, establishing driver routing sheets, recording actual trips provided by agency and preparation of an agency invoice. Proposal indicates the computer hardware and software that will be used to perform these tasks.

_____ Score

4. Proposal describes the process for procuring subcontracted operators and method of trip assignment (if applicable).

_____ Score

5. Proposal describes the agency/firm's ability to monitor activities of subcontracted transportation operators.

_____ Score

6. Proposal describes how the agency/firm conducts driver background screening.

_____ Score

7. Proposal describes how the following will be monitored and reported: complaints/commendations; no-shows; cancellations; trip denials; and unmet demand.

_____ Score

8. Proposal describes how the agency/firm will conduct client eligibility screening for trips provided with TD Trust Funds.

_____ Score

9. Proposal describes how the following will be monitored and reported:

- complaints/commendations
- no-shows
- cancellations
- trip denials
- unmet trip demand

_____ Score

10. Proposal describes how the proposer will obtain input from users of the system.

_____ Score

Total Points Possible	<u>60</u>	Weighted Points Possible	<u>180</u>
		Weight Value = 3	
Total Points Given	___	Total Weighted Points Given	___

E. DEMONSTRATION OF TRANSPORTATION OPERATIONAL ABILITY

1. Proposal provides a transition plan describing the process needed to ensure a smooth change-over.

_____ Score

2. Proposal discusses how the agency/firm's method of transportation service provision (as only Coordinator or as Coordinator/Transportation Operator) will insure the best possible service at the lowest possible cost.

_____ Score

3. Proposal demonstrates experience in the transportation of wheelchairs and non-emergency medical transfers that may involve stretcher transport.

_____ Score

4. Proposal demonstrates ability to comply with vehicle operational safety requirements of Section 341.061, Florida Statutes.

_____ Score

5. Proposal provides proof of compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident.

_____ Score

Total Points Possible	<u>30</u>	Weighted Points Possible	<u>60</u>
		Weight Value =2	
Total Points Given	___	Total Weighted Points Given	___

F. VEHICLE ACQUISITION

1. Proposal provides a recommendation for the numbers and types of vehicles needed in the service area.

_____ Score

2. Proposal provides an inventory of vehicles that will be available for immediate use in the service area including whether the vehicles are accessible according to the Americans With Disabilities Act, age of vehicles, mileage and seating capacity.

_____ Score

3. Proposal describes the process used to acquire vehicles used in the service area.

_____ Score

4. Proposal estimates the amount of time required in order to acquire vehicles.

_____ Score

Total Points Possible	<u>24</u>	Weighted Points Possible	<u>72</u>
		Weight Value = 3	
Total Points Given	___	Total Weighted Points Given	___

TOTAL WEIGHTED SCORE FOR THE PROPOSAL

TOTAL POSSIBLE WEIGHTED SCORE FOR THE PROPOSAL

540

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: November 8, 2011

AGENDA ITEM: CTC DESIGNATION – Miami-Dade County.

BACKGROUND INFORMATION: Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The Miami-Dade Metropolitan Planning Organization (MPO) is the DOPA for Miami-Dade County. Miami-Dade Transit is currently the appointed CTC for Miami-Dade County, and is providing TD (not Medicaid NET) services to the citizens of Miami-Dade County.

Pursuant to Chapter 287, Florida Statutes, Miami-Dade, as a governmental entity, is able and willing to continue to provide transportation services. Miami-Dade Transit has submitted the attached documents highlighting its ability to provide transportation.

The Miami-Dade MPO approved a resolution on October 13, 2011, to recommend Miami-Dade Transit be re-appointed as the Community Transportation Coordinator for Miami-Dade County for the period January 1, 2012 through June 30, 2016.

ATTACHMENTS:

- Cover letter from Miami-Dade MPO
- Miami-Dade MPO Resolution #39-11
- Miami-Dade's Qualifications to be the CTC

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve the Miami-Dade MPO's recommendation and designate Miami-Dade Transit as the Community Transportation Coordinator for Miami-Dade County for the period beginning January 1, 2012 to June 30, 2016.



Karen Somerset
Interim Executive Director
Date: November 8, 2011

ACTION TAKEN AT MEETING:



METROPOLITAN PLANNING ORGANIZATION
(MPO) SECRETARIAT
111 N.W. 1 STREET, SUITE 920
MIAMI, FLORIDA 33128-1904
(305) 375-4507
FAX: (305) 375-4950

November 3, 2011

Ms. Karen Somerset
Interim Executive Director
Commission for the Transportation Disadvantaged
605 Suwannee Street, Mail Station 49
Tallahassee, Florida 32399-0450

Dear Ms. Somerset,

Enclosed please find Resolution 39-11 adopted by the Miami-Dade Metropolitan Planning Organization (MPO) Governing Board on Thursday, October 20, 2011 designating Miami-Dade Transit (MDT) as Miami-Dade County's Community Transportation Coordinator (CTC) for the next five years beginning January 1, 2012. In addition, a copy of MDT's Transportation Disadvantaged Program's accomplishments from 2006 – 2011 is enclosed for the Commission for the Transportation Disadvantaged's (CTD) review.

Elizabeth Rockwell, of my staff, will call in to the November CTD meeting to present this Resolution for consideration. Please contact her at (305) 375-1881 or by email at erock@miamidade.gov with the details of the meeting.

Should you have any questions, please do not hesitate to contact me at (305) 375-4507.

Sincerely,

A handwritten signature in cursive script, appearing to read "Irma San Roman".

Irma San Roman, Interim Director
Miami-Dade MPO

Enclosures

c: Jack Osterholt, Deputy Mayor, Office of the Mayor
Ysela Llort, MDT Interim Director

MPO RESOLUTION #39-11

RESOLUTION DESIGNATING THE MIAMI-DADE TRANSIT (MDT) AS MIAMI-DADE COUNTY'S COMMUNITY TRANSPORTATION COORDINATOR (CTC) FOR THE NEXT FIVE YEARS

WHEREAS, the Interlocal Agreement creating and establishing the Metropolitan Planning Organization (MPO) for the Miami Urbanized Area requires that the MPO provide a structure to evaluate the adequacy of the transportation planning and programming process; and

WHEREAS, the Transportation Planning Council (TPC) has been established and charged with the responsibility and duty of fulfilling the aforementioned functions; and

WHEREAS, the TPC has reviewed the designation of MDT as the County's CTC, made a part hereof, and finds it consistent with the goals and objectives of the Transportation Plan for the Miami Urbanized Area,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE METROPOLITAN PLANNING ORGANIZATION FOR THE MIAMI URBANIZED AREA, that Miami-Dade Transit (MDT) is hereby designated as Miami-Dade County's Community Transportation Coordinator (CTC) for the next five years beginning January 1, 2012 until December 31, 2016.

The adoption of the foregoing resolution was moved by Board Member Jose "Pepe" Diaz. The motion was seconded by Board Member Audrey M. Edmonson, and upon being put to a vote, the vote was as follows:

Chairman Joe A. Martinez -Absent
Vice Chairwoman Maritza Gutierrez -Aye

Board Member Zevin V. Auerbach	-Aye	Board Member Barbara J. Jordan	-Aye
Board Member Bruno A. Barreiro	-Aye	Board Member Jean Monestime	-Aye
Board Member Steven C. Bateman	-Absent	Board Member Dennis C. Moss	-Aye
Board Member Lynda Bell	-Aye	Board Member Andre D. Pierre	-Absent
Board Member Esteban Bovo Jr.	-Aye	Board Member Shirley M. Gibson	-Aye
Board Member Jose "Pepe" Diaz	-Aye	Board Member Rebeca Sosa	-Absent
Board Member Audrey M. Edmonson	-Aye	Board Member Javier D. Souto	-Aye
Board Member Perla Tabares Hantman	-Aye	Board Member Michelle Spence-Jones	-Absent
Board Member Carlos Hernandez	-Absent	Board Member Xavier L. Suarez	-Absent
Board Member Sally A. Heyman	-Aye		

The Chairperson thereupon declared the resolution duly passed and approved this 20th day of October, 2011.

**METROPOLITAN PLANNING ORGANIZATION
M.P.O.**

By 
 Zainab Salim, Clerk
 MPO Secretariat



**MIAMI-DADE TRANSIT'S QUALIFICATIONS TO BE MIAMI-DADE COUNTY'S
COMMUNITY TRANSPORTATION COORDINATOR (CTC)
AS PER CHAPTER 287, FLORIDA STATUTES**

- (a) Provide the scope and nature of the transportation disadvantaged services and coordination required in the service area.**

The coordinated transportation system for the transportation disadvantaged (TD) was initiated in 1979 by the Florida Commission for the Transportation Disadvantaged (CTD). Miami-Dade Transit (MDT), on behalf of the Miami-Dade County Board of County Commissioners (BCC), has been the Community Transportation Coordinator (CTC) for the Miami-Dade County service area since September 1990. Since that time, MDT has expanded the scope of its coordination to include sponsored and non-sponsored trips for the TD population, which also includes the homeless, the unemployed, and individuals at-risk.

MDT's scope of service is to provide and assist the TD population with the provision of transportation services to required, referred, or related medical services, educational activities, training, employment opportunities, nutritional activities, and other TD related and life-sustaining services and activities. In Miami-Dade County assistance is usually requested through certified/qualified social service programs (local, state, or federal) that serve the TD population such as Department of Juvenile Justice (DJJ), Department of Education (DOE), Department of Human Services (DHS), programs for substance abuse, seniors, the disabled, etc. MDT has developed working and assistance relationships with over three hundred (300) TD service programs and provides assistance through the distribution of EASY Tickets and EASY Cards (smart cards). These smart cards can be utilized on any fixed route service within the service area.

MDT also works with all departments and programs within the coordinated system to ensure transportation is available for the TD population. Through the Miami-Dade County Local Coordinating Board (LCB), which advised the CTD, all TD requests, suggestions, recommendations, and complaints are heard and reviewed. One of the main responsibilities is to reduce fragmentation and duplication of transportation services as well as create opportunities for transportation within the coordinated area/system. MDT also works closely with the Florida Department of Transportation District VI (FDOT) and local coordinated contractors to look at reducing costs to coordinate, assist, and provide transportation services to targeted populations within the service areas. MDT coordinates with the Regional Workforce on a regular basis to provide assistance in the form travel training, mass transit, and smart card use orientation.

All programs involved in providing TD services are required to maintain an agreement and/or contract with MDT. These agreements symbolize that they are participants within the coordinated transportation system.

- (b) Identify the fiscal resources, and accounting system techniques to be used in the audit trail for these services.**

MDT utilizes the County's Financial Accounting Management Information Systems (FAMIS) software to ensure an audit trail is provided for coordinated TD services. In addition, hard copy and electronic records are maintained for at least five (5) years as stipulated by State Statute.

- (c) Identify the agency's organizational structure and key personnel, its financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant in accordance with Section 216.349, F.S.**

MDT's Paratransit Administration Office oversees the TD program as well as the Medicaid Metropass Program (Table of Organization attached). MDT procures fixed route vehicles through federal grants, which includes Metrobus has 90 routes with a total fleet of 816 vehicles: 741 full size buses and 75 mini-buses. The Metrorail system is a 22.6 mile of elevated heavy rail system with 136 vehicles and 22 stations. Metromover is a 4.4 mile elevated people mover system via an automated guideway with 21 stations. The latest financial audit by a certified public accountant was performed on September 30, 2010 (attached).

- (d) Demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.**

Miami-Dade Transit (MDT) is the 10th largest public transit system in the nation and the largest in Florida. The system has four transportation modes: Metrobus, Metrorail, Metromover, and Paratransit (door-to-door). Metrobus has more than 90 routes with a total fleet of 816 vehicles, 741 full size buses, and 75 mini-buses. The heavy Metrorail system is a 22.6 mile of elevated heavy rail system with 136 vehicles and 22 stations. Metromover is a 4.4 mile elevated people mover system via an automated guideway with 21 stations.

MDT offers a variety of transportation services, programs, and options to the TD Population. The following services range from free to half fare services and from Paratransit to fixed route services, which are funded from the County's General Fund and have partially reduced the needs of a small portion of the TD population:

- Special Transportation System (STS) is Miami-Dade County's complimentary Paratransit service per the requirements of the Americans with Disabilities Act (ADA). While the program requires a 24-hour advance reservation for transportation, there are special provisions for same day service. There are no restrictions as to trip purpose and the system is operational at the same times as conventional transit: 24-hours a day, 7 days a week. The fare is based on a \$3.00 per trip fee. This service has been offered to disabled citizens since 1976, preceding the ADA mandate.
- MDT offers free fare on the conventional transit system for seniors 65 years of age and older (Golden Passport Program). This program was implemented on December 15, 1999. In addition, free fare on the conventional transit system is also available for honorably discharged veterans who provide proof that they have a household income of \$22,000 a year or less (Patriot Passport Program).
- The ADA Free Fare Program affords ADA certified individuals the choice of either paying the \$3.00 fare or using the conventional transit system free of charge. This program was implemented in December 1995 in an attempt to cope with the escalating costs of providing ADA Paratransit trips, and to maximize the use of the increased number of accessible buses in the conventional transit system. The program has proven to be extremely successful in controlling the growth of expensive ADA Paratransit trips while recognizing the mobility of the TD population.

- Anyone having a Medicare card or school children under the age of 18 (with an MDT student permit) are permitted to ride for half fare on the conventional transit system with no restrictions on hours or days of the week.

Over the past three years MDT has experienced a large increase in demand for transportation assistance from the Court system as a significant increase in child and spousal abuse is occurring resulting in many cases with permanent physical, and/or mental disabilities or behavior patterns. As a result, the Court psychologist and advocate groups are mandating that both parents and their children attend specialized programs. To eliminate the possibility of parents and children not attending these programs because they are transportation disadvantaged, MDT has been providing a substantial amount of transportation assistance.

MDT also serves as the Medicaid Non-Emergency Transportation (MNET) mediator via an Agreement with the CTD. The original Medicaid Metropass program was a joint venture between MDT and the Florida Department of Agency for Health Care Administration (AHCA), which offered Medicaid eligible individuals the opportunity to receive a free monthly Metropass if they have three (3) or more verifiable Medicaid compensatory appointments a month. Clients cannot utilize the door-to-door Paratransit service if they receive the monthly Medicaid Metropass. However, they can request switching to the Paratransit service if they qualify under the ADA. There are eleven (11) social service agencies in Miami-Dade County participating in this program, including South Florida Aids Network, Mercy Hospital, New Horizons, and Jackson Memorial Hospital.

MDT continues to maintain a close working relationship with the Miami-Dade County Department of Human Services (DHS), the 11th Judicial Court, Community Action Agencies, Department of Veterans Affairs, Catholic Charities, Easter Seals, and Jackson Memorial Hospital including approximately sixty (60) agencies receiving assistance under the Florida Department of Transportation's (FDOT) Section 5310 Capital Grant Program, as well as more than two hundred (200) private non-profit and social service agencies in Dade County. Coordination continues with these entities for the delivery of transportation services to seniors, disabled, individuals-at-risk, homeless, unemployed, and the poor.

Other programs are supported, such as the DHS Senior Companion Program that supports seniors under 65 years of age, who participate in volunteer programs, and the Miami-Dade Public Schools' Students with Disabilities Programs that provide travel training and transportation assistance to disabled students while they are enrolled in school.

- (e) Identify specific means by which the agency plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.**

MDT complies with ADA rules and guidelines as a transit entity and as an entity that receives funding from federal and state resources for operations and capital grant programs and projects. The ADA requires that transit systems be accessible and user-friendly to all customers with disabilities.

The Metrobus, Metrorail, and Metromover systems are 100% accessible throughout the County. They provide service to all major medical, shopping, and educational facilities, as well as industrial, commercial, and tourist areas. The conventional transit system is used for all non-sponsored trips for TD individuals who are not eligible for ADA Paratransit.

MDT provides service, at the maximum, approximately 24-hours a day, 365 days a year utilizing full size and mini-buses. The fixed guideway systems, consisting of Metrorail and Metromover, operate from 5:00 AM to 12:00 midnight, 365 days a year.

MDT has mandatory training for all personnel who work with and serve the disabled community. There are formal procedures on how to communicate, observed, and assist those with disabilities. The operation of ramps and lifts are mandatory, with daily inspections of equipment. Sections for seniors and those with disabilities are mandatory on all buses. Operators of Paratransit services are trained to identify themselves and assist passengers from their door to the vehicle, and within the vehicle itself. Bus operators are trained to set, place, and lock wheelchairs in place as a safety precaution.

Brochures are available on the process and procedures of those who utilize the ADA Paratransit services. There is also a monthly meeting for the users of ADA Paratransit to voice their concerns or accommodations.

MDT's Transit Mobility Planning Section, under the Paratransit Administration Office, coordinates all TD transportation programs and activities and they operate under the HIPPA rule whereby all medical and sensitive information is protected.

Bus stops, shelters, equipment, tools, and public work projects for transit must comply with ADA guidelines. For those who are hearing and vision impaired, there are voice announcements systems and character sized displays that meet the guideline of the ADA. Elevators are installed in all Metrorail and Metromover stations.

TTY/TDD contact numbers are available for those who utilize them.

All contractors, subcontractors, and coordinated contractors are bound by contract or agreement with MDT to comply with ADA guidelines and rules. Inspections are part of the monitoring process to ensure all entities are in compliance.

MDT also offers travel training and mass transit training upon request to all organizations.

- (f) Provide plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.**

MDT has continued success with the implementation of the following transportation programs:

- *The Golden Passport Program:* For seniors and those receiving SSI, SSDI, and Medicare benefits. The picture ID allows recipients free access to Metrobus and Metrorail.
- *The Patriot Passport Program:* For poor honorably discharged veterans. The picture ID allows the recipient free access to Metrobus and Metrorail
- *The ADA Program:* Known as the Special Transportation system (9STS) program in Miami-Dade County, it serves the eligible disabled who cannot access Metrobus and Metrorail with door-to-door transportation to destination of choice. The picture ID also allows recipients free access to Metrobus and Metrorail.

- *The Medicaid Paratransit Program:* Allows those who qualify door-to-door transportation to Medicaid compensatory medical appointments only.
- *Medicaid Metropass Program:* Assistance is given in the form of Metropasses for those who qualify with Medicaid Medical appointments. This program has historically saved Medicaid up to approximately \$600,000.00 per month and over \$60,000,000.00 since implementation in 1991.
- *TD Program:* Provides transportation assistance to the TD population through social services programs, state and federal programs/departments, community based organizations, and other local programs that serve the disadvantaged community. Assistance is given in the form of EASY Tickets (daily, weekly, monthly, and single trip tickets).
- *FDOT's 5310 Program:* MDT coordinates this capital grant program for new vehicles to organizations and programs that mainly provide services to seniors and those with disabilities. These entities are required to enter into a "Coordination & Fare Agreement" with MDT and are bound to comply with local, state, and federal guidelines.

(g) Provide plans to comply with safety requirements as specified in Section 341.061, Florida Statutes.

MDT provides safe, reliable, and effective transportation service to the citizens of Miami-Dade County. The Office of Safety and Security is empowered and authorized to develop, implement, and administer a comprehensive, integrated, and coordinated system safety program, including a specific plan to identify, prevent, control, and resolve unsafe conditions during design, construction, testing, operations, maintenance, and disposal of MDT transportation systems.

Safety is a primary concern that affects all levels of MDT activities, including planning, design, construction, testing, and operations and maintenance of all MDT transportation systems. All MDT personnel and contractors are charged with the responsibility of insuring the safety of MDT passengers, employees, and property. Goals and objectives of the Safety and Security Plan are as follows:

- Ensure the safety of passengers.
- Specific and continual attention to the safety aspects of all system elements.
- Health and safety provisions for maintenance and operational personnel.
- The highest safety standards and practices for public works shall be upheld.
- Safety standards shall be employed by the public and private companies involved in construction or demolition to reduce or eliminate hazards.
- Operational systems shall meet and operate within the environment of all safety-related codes and regulations promulgated by appropriate authorities.
- Operational systems and facilities shall be maintained, as a minimum, at the level of safety identified as the initiation of revenue service.

(h) Provide plans to comply with any state, federal, or local laws relating to drug testing.

MDT has a formal Drug and Alcohol Testing Policy in accordance with the U.S. Department of Transportation (USDOT) and Federal Transit Administration (FTA) Regulations. Federal regulations require that MDT's policy be adopted by the Miami-Dade County Board of County Commissioners (BCC) as official policy. The policy statement is as follows:

It is the policy of MDT to promote safety of mass transit operations by prohibiting the use of certain drugs and the misuse of alcohol by employees who perform safety-sensitive functions. To meet these goals MDT has established:

- *An alcohol misuse prevention program for testing of the misuse of alcohol.*
- *An anti-drug program to detect the use of prohibited drugs.*
- *Deter the abuses by education and training of safety sensitive employees about the safety and health of abusive behavior.*

It is also the policy to:

- *Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner,*
- *Create a workplace environment free from the adverse effects of drug and alcohol substance abuse and misuse,*
- *Prohibit the unlawful manufacture, distribution, attempt to purchase, possession, trafficking, driving under the influence or use of controlled substances, and*
- *Encourage employees to seek professional assistance anytime personal problems, including alcohol and drug use and misuse, adversely affect their ability to perform their assigned duties.*

(i) Provide a sample Memorandum of Agreement.

The MOA and subsequent extension between Miami-Dade County BCC and the CTD are attached.

(j) Provide a statement advising proposers of any local resources that exist or are planned that should be recognized.

All potential local transportation providers who express interest in servicing the TD population are referred to the Passenger Transportation Regulatory Division (PTRD) under the Miami-Dade County Consumer Services Division (CSD). Their vehicles and employees are then registered and certified to provide transportation within Miami-Dade County and subsequently may be referred back to MDT to provide TD services, if deemed applicable.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: November 8, 2011

AGENDA ITEM:

Executive Director Position Update

BACKGROUND INFORMATION:

All meetings of the Commission, including Committee Meetings, are required to be conducted in accordance with Florida's Sunshine Law. All meetings must be publicly advertised in the Florida Administrative Weekly (FAW). The process generally takes three weeks before a meeting may be held. Due to technical difficulties, the advertisement for the Executive Personnel Committee meeting original scheduled October 29 was not included in the FAW timely. As such, the Executive Personnel Committee will schedule interviews for the Executive Director position for November 29, 2011 at 8:00 a.m. until completion.

The Executive Personnel Committee will present their recommendation at the December 7, 2011, Commission Teleconference meeting.

ATTACHMENTS:

None

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Information only



Karen Somerset

Interim Executive Director

Date: November 8, 2011

ACTION TAKEN AT MEETING: