

ATTACHMENT C

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TRANSPORTATION SERVICE PROVIDER COMPETITIVE PROCUREMENT REQUEST FOR PROPOSAL (RFP) PROPOSAL WRITING REQUIREMENTS

1. Proposal Title Page

- a. See Attachment A.
- b. Provide the name, address, and contact information of the applicant.
- c. If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California.

2. Table of Contents

- a. The proposal must include a Table of Contents that corresponds to the proposal.

3. Statement of Obligation

- a. See Attachment B.

4. Statement of Services

- a. Provide a statement summarizing your proposed services for NLACRC consumers.

5. Transportation Service Providers Experience & Qualifications

- a. Provide an overview of the applicant's business, including an overview of services provided, business philosophy, business location(s), business hours, number of staff, mission statement, business history, etc.
- b. Detail your company's experience in providing transportation and transportation attendant services to consumers with developmental disabilities. Include information about transportation services and transportation attendant services provided to other regional centers, if applicable.
- c. Provide a description of the fleet and the vehicles to be utilized to transport consumers.
- d. Describe your company's fleet maintenance program and your company's process to acquire and replace vehicles.

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- e. Describe the type of technology utilized by your company to manage your fleet, and operations.
- f. Describe your company's ability to add new vehicles and drivers to meet changes in transportation service needs.
- g. Provide at least three (3) references. Include address, telephone numbers, contact information, and a statement from the references permitting that references may be verified by NLACRC. Applicants should be aware the RFP Evaluation Committee will contact references or other sources to corroborate any information provided in the proposal.
- h. Identification of all consultants, subcontractors and community resources to be used as part of transportation services, if applicable.
- i. Attach an organizational chart that reports the supervisory hierarchy. The chart must include the names of any governing board members.
- j. Provide resumes of the staff that will be performing services.
- k. Provide your process to recruit and retain quality staff to include, but not limited to, the following:
 - i. Discuss commitments you will make to ensure staff continuity, including your staff turnover experience in the last three years.
 - ii. Discuss how you will ensure staff are at least 18 years of age and competent in the use of wheelchairs, hydraulic lifts, ramps and other equipment used for transporting, boarding and exiting consumers from the vehicle.
 - iii. Discuss how you will ensure that each driver has not been driving under the influence of alcoholic beverage or any drug within five years immediately preceding and during employment.
 - iv. Discuss how you will ensure that each driver has not been convicted of reckless driving or speeding within three years immediately preceding and during employment.

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Department of Motor Vehicles pursuant to Vehicle Code Section 12810; and iii) a medical certificate as required by the Department of Motor Vehicles pursuant to Vehicle Code Section 12804.

- I. Provide information on continuing education and training provided to your staff, to include, but not limited to, the following:
 - i. Describe initial and ongoing training, including required certifications.
 - ii. Provide information on your company's safety program.
 - iii. Describe specialized training to support consumers that may have behaviors or medical challenges.
 - iv. Describe Special Incident Report ("SIR") training program, pursuant to Title 17, Section 54327.
 - v. Describe consumer grievance training pursuant to Title 17, Section 50608(e) and WIC, Section 4705.
 - vi. Describe zero tolerance training, pursuant to Section 14.5, Zero Tolerance Policy, as required in the Agreement for Transportation Services.
 - vii. Describe any other training provided to your company's staff.
 - m. Provide a section on equity and diversity to include the following information, pursuant to WIC, Section 4648.11:
 - i. A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
 - ii. Examples of your company's commitment to addressing the needs of those diverse populations.
 - iii. Any additional information that the applicant deems relevant to issues of equity and diversity.
- 6. Program Design**
- a. See Attachment D.
 - b. Provide a copy of your program design, pursuant to Title 17, Section 50608(a).
- 7. Vendor Application (Form DS 1890)**
- a. See Attachment E.

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8. Applicant/Vendor Disclosure Statement (Form DS1891)

a. See Attachment F.

9. Home & Community Based Services Provider Agreement

a. See Attachment G.

10. Cost Statement

a. See Attachment J.

b. Provide a copy of a cost statement demonstrating the requested rate of reimbursement that is equal to or less than the median rates for transportation services and transportation attendant services.

The rate of reimbursement for transportation services, under **875** Service Code, will be negotiated between the regional center and the applicant(s) up to one of the maximum allowable rates:

Unit Type	Modality	2024 Median Rates
Hourly	Individual	\$33.95
Hourly	Group	\$42.84
Daily	Individual	\$29.08
Daily	One-Way Trip	\$17.64
Monthly	Individual	\$435.93
Mileage		\$2.45
Mileage	Group – Per Mile	\$3.75
Other	Fuel Provision based on average miles/gallon	Up to \$3.75 per gallon

The rate of reimbursement for transportation attendant services, under **882** Service Code, will be negotiated between the regional center and the applicant(s) up to one of the maximum allowable rates:

Unit Type	Modality	2024 Median Rates
Hourly	Individual	\$22.31
Hourly	Group	\$23.90
Daily	Individual	\$76.92

11. Provider/Agency Regulatory Documentation

- a. Completed IRS, W-9 Form ([Attachment L](#))
- b. A copy of your company’s independent audit report for the past two (2) years.
- c. A copy of your company’s business license that demonstrates it is a transportation company.
- d. A copy of adequate liability insurance in accordance with WIC, Section 4648.3 and NLACRC Board Policy ([Attachment I](#))
- e. A copy of your company’s safety compliance rating issued by the California Highway Patrol pursuant to Title 17, California Code of Regulations, Section 1233.
- f. A copy of the California Highway Patrol terminal inspection for your company.

Proposal Submission Guidelines

The applicant is required to submit an electronic copy in a **PDF format**. An applicant will be disqualified from consideration for failure to follow instructions, complete documents, submit required documents or meet the submission deadline. All proposals submitted must adhere to the following requirements:

- Use Standard size format so proposal will print out on a standard 8 ½ x 11 paper
- Proposal must be typed using a standard font (12 point).
- Every page must be numbered consecutively.
- The Proposal Title Page must be the first page of the proposal.
- The proposal must include a Table of Contents that corresponds to the proposal.
- All sections of the Content Requirements must be addressed in the proposal.