

SFY 2013
REQUEST FOR PROPOSAL

TRANSPORTATION SERVICES

UNDER THE *OLDER AMERICANS ACT* OF 1965,
AS AMENDED

TO BE AWARDED BY:

MID-AMERICA REGIONAL COUNCIL
600 BROADWAY, SUITE 200
KANSAS CITY, MISSOURI

Released:
February 3, 2012

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TRANSPORTATION SERVICES**

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PART A

I. PUBLIC NOTICE

Notice is hereby given that the Mid-America Regional Council (MARC) will release a Request for Proposal (RFP) for the provision of the following services in the Missouri counties of Cass, Clay, Jackson, Platte, and Ray for SFY 2013 (July 1, 2012, through June 30, 2013):

- Site Transportation - Persons
- Site Transportation - Meals
- Special Transportation - Reserved
- Special Transportation - Lift/Ramp
- Coordinated Non-Urban Transportation
- Catering
- Homemaker/Personal Care
- Medication Management
- Mental Health Services
- National Family Caregiver Support Programs

RFP's will be released on Friday, February 3, 2012. There will be several conferences focusing on the various services being requested. Copies of the RFP's and all conference dates, times and locations can be obtained beginning February 3rd by contacting Ms. Tonya Boston at (816) 701-8290, or by email at tboston@marc.org. Questions relating to proposal procedures, requirements and evaluation will be answered at these conferences. Sealed proposals will be accepted at the MARC office no later than Tuesday, 12:00 noon, March 6, 2012.

MARC hereby notifies all interested parties that it affirmatively ensures that all respondents to this notice are afforded full opportunity to submit proposals and that no respondent will be discriminated against on the grounds of race, color, nationality, origin, disability, or sex in consideration of an award.

MARC is interested in providing a senior center in the southern portion of Clay County. Any interested parties should contact Ms. Jacqui Moore, Director of Aging Services, at (816) 474-4240, or by email at jacquimo@marc.org.

II. PROPOSAL BACKGROUND

The structure of the Area Agency on Aging and authority of the Mid-America Regional Council to conduct this solicitation and to procure contractors is described under Part I and Appendix 1 of the MARC/Commission on Aging Policies and Procedures Manual. Refer to this manual for additional information regarding:

- A. Legislative Authority and Funding Sources (Part I, Section 1)
- B. Definition and Description of the AAA (Part I, Section 2)
- C. Overview of Service System (Part I, Section 3)
- D. Eligibility for Services (Part I, Section 6)

III. MINIMUM REQUIREMENTS OF ALL RESPONDENTS

Responses to this RFP will be accepted from organizations meeting the following minimum requirements:

- A. A corporate entity eligible to do business in the State of Missouri. Proposals from individuals are not acceptable.
- B. An agency or organization that has current licenses and/or permits, as required for proposed service(s).
- C. An organization that has developed and implemented programs for compliance with federal and state regulations for equal opportunity, drug-free workplace, and ADA.
- D. An organization that has at least two years of corporate experience in the provision of services to the target population.
- E. An organization that is eligible to receive Federal funds. MARC is prohibited from contracting with or making sub-awards under cover transactions to parties that are suspended, debarred, or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities, or whose principles are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 (e.g., sub-awards to sub-recipients).

IV. CONTRACT PERFORMANCE PERIOD

The MARC aging program period coincides with the state fiscal year (SFY), which in Missouri is July 1 through June 30 of the succeeding calendar year. For SFY 2013 the period will be July 1, 2012, through June 30, 2013.

V. CIVIL RIGHTS COMPLIANCE

The funds that will be contracted as a result of this solicitation are public funds and are therefore subject to the restrictions and conditions contained in Federal and State law and regulations. The Civil Rights Act of 1964, as amended, contains precise conditions that are applicable to the expenditures of governmental funds and must be adhered to by MARC contractors.

- A. **Equal Access to Services** - All respondents must include with their proposal a **signed** assurance of Civil Rights Compliance.
- B. **Equal Employment Opportunity and Affirmative Action Plans** - Each contractor, with 50 or more employees that is awarded contracts for \$50,000 or more, must submit documentation of an approved Affirmative Action Plan for the implementation of the goals of Title VII of the Civil Rights Act of 1964, as amended. Recipients of federal funds are prohibited from employment discrimination on the basis of race, sex, color, national origin, age or handicap.

Refer to Part I, Section 5, Subpart 5.14 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards regulating a contractor's compliance with civil rights regulations.

VI. AMERICANS WITH DISABILITIES ACT OF 1990

All respondents must include with their proposal a **signed** Assurance of ADA Compliance. ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in state and local government services, public accommodations, transportation and communications.

Refer to Part I, Section 5, Subpart 5.13 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards regulating a contractor's compliance with these regulations.

VII. CRIMINAL BACKGROUND CHECKS FOR DRIVERS

All respondents must include with their proposal a signed assurance regarding criminal background checks for drivers. Refer to Part II, Section 2, Subparts 2.7 and 2.8 for details regarding compliance. Refer to Part II, Section 2, Subparts 2.7 & 2.8 of the MARC/Commission on Aging Policies and Procedures Manual for details.

VIII. E-VERIFY

Formerly known as the Basic Pilot/Employment Eligibility Verification Program, E-Verify is an online system operated jointly by the Department of Homeland Security and the Social Security Administration (SSA). Federal contractors and subcontractors (all entities receiving federal funds for the provision of services) will be required to begin using the E-Verify system starting February 20, 2010. The new rule implements [Executive Order 12989](#), as amended by President George W. Bush on June 6, 2008, directing federal agencies to require that federal contractors agree to electronically verify the employment eligibility of their employees. The amended Executive Order reinforces the policy, first announced in 1996, that the federal government does business with companies that have a legal workforce.

IX. SINGLE AUDIT CERTIFICATION

Successful governmental and non-profit organizations receiving a contract from the Mid-America Regional Council as a result of submitting a proposal to this solicitation that expend \$500,000 or more annually in federal financial assistance must have a single audit performed in accordance with the Single Audit Act of 1984, P.L. 98-502, the Single Audit Act Amendments of 1996, P.L. 104-156 and the Office of Management and Budget (OMB) Circular A-133, as amended June 27, 2003. Successful organizations that expend less than \$500,000 annually are exempt from federal audit requirements for that year.

For Site Transportation-Persons, it is anticipated that approximately 75% of the funding for a contract deriving from this solicitation will be from federal sources, namely Title III, Part B, CFDA #93.044.

For Site Transportation-Meals, it is anticipated that approximately 90% of the funding for a contract deriving from this solicitation will be from federal sources, namely Title III, Part C, Subpart 2, CFDA #93.045

For Special Transportation-Reserved, it is anticipated that approximately 75% of the funding for a contract deriving from this solicitation will be from federal sources, namely Title III, Part B, CFDA #93.044 and Temporary Assistance for Needy Families, CFDA #93.558.

For Special Transportation-Lift/Ramp, it is anticipated that approximately 30% of the funding for a contract deriving from this solicitation will be from federal sources, namely Title III, Part B, CFDA #93.044.

For audit purposes, all project income (voluntary contributions from service recipients) collected through the provision of this service will be considered federal funds and subject to the \$500,000 threshold mentioned above.

X. DEBARMENT AND SUSPENSION

MARC, as a non-federal entity utilizing federal funds, is prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities, or whose principals are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000 (e.g., sub-awards to sub-recipients).

XI. JOINT VENTURE

Joint ventures are acceptable provided all parties of the joint venture satisfy the proposal requirements (i.e., liability insurance, civil rights compliance, annual registration and/or fictitious registration, etc.). Any joint venture must be identified as such on the Proposal Cover Sheet (Part C, Proposal Forms). The proposal must include:

- A.** The name of each business entity in the joint venture including complete addresses and telephone numbers;
- B.** The names of all owners of each business entity;
- C.** An explanation of cooperative arrangements in regards to decision-making, service delivery, and required reporting; and
- D.** A clear delineation of each entity's responsibilities.
- E.** Form 990's from each tax-exempt entity.

XII. SUBCONTRACTS

- A.** The primary contractor may, only after obtaining MARC's written approval, subcontract a portion of its MARC contract to other operators. To obtain MARC approval, the primary contractor and the proposed subcontractor must agree to all applicable requirements set forth in the primary contract. Municipalities administering programs are exempted from this requirement.
- B.** A primary transportation contractor must use only vehicles that are titled in the corporate name of the primary contractor or leased in the name of the primary contractor to meet these requirements pertaining to transportation services.

- C. In the event that MARC approves a written subcontract agreement, each subcontractor is required to deliver MARC-funded services in vehicles that are either titled in the name of the approved subcontractor, or leased in the name of the approved subcontractor. Municipalities administering programs are exempted from this requirement.
- D. Prior to MARC approving a subcontract, the primary contractor must submit to MARC a written copy of the proposed agreement to subcontract, a copy of the proposed subcontractor's most recent Annual Registration Report filed with the Missouri or Kansas Secretary of State, and evidence of any and all of the subcontractor's Fictitious Name Registration(s) currently on file with the Secretary of State of Kansas or Missouri.
- E. Proposals containing sub-contractual arrangements must include certification forms of compliance, found in Part C, Proposals, which are completed by the proposed subcontractor. These forms include the "Assurance of Civil Rights Compliance", "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", "Single Audit Certification", "Assurance of ADA Compliance", and "Assurance of Compliance Regarding Criminal Background Checks for Drivers".

XIII. WOMEN BUSINESS ENTERPRISE (WBE)/MINORITY BUSINESS ENTERPRISE (MBE) REQUIREMENTS AND PARTICIPATION

It is the policy of the Mid-America Regional Council (MARC) to encourage qualified businesses to actively participate in the procurement of MARC-sponsored contracts. MARC does not discriminate based on race, color, sex, national origin, age, military status, or disability. Women and/or minority owned business (WBE/MBE) are encouraged to participate as prime contractors, subcontractors or joint ventures.

WBE/MBE respondents must submit a completed Intent to Perform as a MBE/WBE Firm (Part C, Forms Sections) for each proposed WBE/MBE contractor, subcontractor, or joint venture. MARC does not provide WBE/MBE certifications but will accept certifications of MBE/WBE from the City of Kansas City, MO or any other federal, state or local agency that participates in a WBE/MBE Certification Program. MARC will accept certified Disadvantage Business Enterprise (DBE) forms as certification of WBE/MBE status.

XIV. COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT OF 1988

Refer to Part I, Section 5, Subpart 5.8 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards regarding a contractor's compliance with the Drug-Free Workplace Act of 1988. Each contractor must submit documentation of a Drug-Free Workplace Program for all employees that is in compliance with the Drug-Free Workplace Act of 1988.

XV. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Regarding transportation for 18-59 year old disabled participants, a statement from the participant's physician must be received and filed to determine the eligibility of the participant. A form has been developed by MARC and will be made available to all successful respondents for special transportation-reserved and special transportation-lift/ramp services. As required in the Health Insurance Portability and Accountability Act of 1996, all such records of clients must be kept in strict confidentiality.

XVI. APPEALS PROCESS

The purpose of the appeals process is to give current, past and potential service providers for, and consumers of, MARC operated programs an opportunity to express their grievance, or to appeal a decision in the proposed award of contracts.

- A.** The preliminary contractor list will be approved by the MARC Board of Directors at its meeting on April 24, 2012. A formal response will be sent to all respondents officially notifying them of the Board's recommendations subsequent to the meeting. Respondents wishing to submit an appeal of the preliminary contract award decision must submit a formal written request including the reason for appeal, by 5:00 p.m., May 1, 2012.
- B.** The appeals request should be addressed to the Executive Director of MARC detailing the basis for the appeal. The individual who was authorized to submit the original proposal must also submit the appeal.
- C.** If necessary, an appeals hearing will be held between May 2 and May 9, 2012.

Refer to Appendix 1, page iv (Grievance Resulting from Service Proposal Denial), of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the steps a contractor is required to take to process an appeal.

PART B

I. TRANSPORTATION SERVICES REQUESTED

This solicitation requests proposals from qualified operators of transportation services for the following categories of service. MARC will award contracts to successful respondents for each specific type of service. Each service contract will specify service areas/nutrition sites. Proposals will be evaluated recognizing no inter-dependencies among proposed services (with the exception of the opportunity to combine Site Transportation-Persons and Site Transportation-Meals) and service areas/nutrition sites.

A. SITE TRANSPORTATION - PERSONS

(Clay and Jackson Counties only)

Definition: Site Transportation-Persons is a pre-arranged transportation service to take an individual or groups of persons from an origin (i.e., home or senior center) to a destination (i.e., home or senior center) on a regular schedule or as agreed upon by MARC and the contractor.

Unit Definition: The unit of service is one (1) one-way passenger trip. Compensation for "no-shows" at either the trip origin or on the return trips should be included in the proposed unit rate and regarded as a cost of doing business.

Refer to Part III, Section 1 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards of Site Transportation-Persons.

B. SITE TRANSPORTATION - MEALS

(Clay, and Jackson Counties only)

Definition: Site Transportation-Meals is a pre-arrangement for delivery of prepared meals from a senior center to the homes of clients.

Unit Definition: The unit of service is one (1) meal delivered except under inclement weather conditions or emergency situations as determined by MARC when more than one (1) meal may be delivered at the single reimbursement rate.

Refer to Part III, Section 1 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards of Site Transportation-Meals.

C. SPECIAL TRANSPORTATION - RESERVED

(Clay, Jackson, southern Clay and southern Platte Counties only)

Definition: Special Transportation-Reserved involves providing non-lift equipped transportation at a person's request (e.g., from home to doctor, from grocery shopping to home, etc.).

Unit Definition: A unit of service is one (1) one-way passenger trip. Compensation for "no-shows" at either the trip origin or on "will-call" return trips should be included in the proposed unit rate and regarded as a cost of doing business.

Refer to Part III, Section 1 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards of Special Transportation-Reserved.

D. SPECIAL TRANSPORTATION - LIFT/RAMP
(Clay, Jackson, southern Clay and southern Platte Counties only)

Definition: These services are similar to the “Reserved” transportation services, only they are in accessible vehicles. Transportation services are provided in Lift/Ramp Equipped vehicles at a person's request (e.g., from home to doctor, from grocery shopping to home, etc.). Trips to and from senior centers in accessible vehicles are eligible.

Unit Definition: The unit of service is one (1) one-way passenger trip. Compensation for "no-shows" at either the trip origin or on "will-call" return trips should be included in the proposed unit rate and regarded as a cost of doing business.

Refer to Part III, Section 1 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the specifications and standards of Special Transportation-Lift/Ramp.

E. COORDINATED NON-URBAN SERVICES (Cass, Ray, northern Clay and northern Platte Counties only)

Definition: Coordinated non-urban transportation services consolidate multiple funding sources administered by MARC into a single contracting entity. This category of transportation will combine into one operation, all of the above-mentioned transportation categories. **MARC will control the operation of this program throughout the contract year.**

Refer to Part D of this Request-for-Proposal document for details regarding the specifications and standards of Coordinated Non-Urban Transportation services.

To coordinate transportation services and to be responsive to the needs of our clients, northern Clay and northern Platte Counties has been added to the coordinated non-urban transportation services component on a continual basis. This will allow MARC to more closely coordinate services with MHTD and rural/urban service destinations.

II. SERVICE DEMAND PER TYPE OF TRANSPORTATION AND PER SERVICE AREA
Projected Level Of Annual Service Demand

(For Planning Purposes Only)

SERVICE AREA	ST-PERSONS	ST-MEALS	ST-RESERVED	ST-LIFT/RAMP
A**	2,025	11,025	7,000	1,000
B *	N/A	N/A	475	350 *** (KC 50 County 300)
C	3,500 (City of Liberty)	12,250**** (These meals are administered by MARC for delivery in southern Clay County)	5,900 (urban portion of county 4,500 Liberty 1,400)	375*** (County 50 KC 25 Lib 300)
D**	5,200	14,700	1,600	35
E *	N/A	N/A	1,200	400 ***
F	1,800	****	275	330 ***
G*	N/A	****	700	350 ***
H*	N/A	N/A	640	340 ***
I	1,750	****	350	500 ***
J	750	****	375	370 ***
K-North *	N/A	N/A	475	120 *** (K-N 20 KC 100)
K-South	800	****	700	120 *** (K-S 20 KC 100)
L-North	3,150	12,495	125	75
L-South *	N/A	N/A	275	125
M	2,800	18,620	2,900	350
N**	8,500	19,355	700	30

NOTES

1. The above numbers are estimates only and do not represent a commitment to contract. Final contract unit levels may not correspond with the levels shown on the previous page.
2. In Area C, special agreements have been made to utilize the municipal transportation programs for the elderly operated by the city of Liberty. Units shown are an accumulation of potential units in Liberty and the balance of the county.
3. As volunteer systems and municipal systems are developed and implemented in portions of the planning and service area (PSA), the contracted services will be reduced accordingly.
4. * There are presently no senior centers in service areas B, H, K-North or L-South. Transportation providers serving senior centers in adjacent service areas should be prepared to provide trips to clients living in these five service areas to the nearest senior centers. Senior centers in service areas E and J are unavailable to this RFP for Site Transportation-Persons and for Site Transportation-Meals.
5. ** Areas A ,D and N apply to Coordinated Non-Urban Services only.
6. *** The numbers (designated as KC) listed for lift/ramp transportation in service areas B, C, K-North and K-South reflect potential units to be provided within the city limits of Kansas City, Missouri. Service areas E through J are all totally within the city limits of Kansas City. These services have historically, but not always, been provided by the Kansas City Area Transportation Authority (KCATA), which is an entity created by the legislatures of Kansas and Missouri, and is empowered to receive and spend funds specifically for transportation services.
7. **** Site Transportation-Meals for Service Areas C, F, G, I, and K-South are listed on page 18.

III. GEOGRAPHIC SERVICE AREAS AND SITE EXPECTATIONS

For planning and administrative purposes the five (5) county planning and service area (PSA) has been sub-divided by the Commission on Aging into sixteen (16) sub-areas.

Maps and general descriptions of the boundaries of the services areas can be found in Appendix 5 of the MARC/Commission on Aging Policies and Procedures Manual. Service areas A, D and N will be found in Part D of this RFP.

The numbers and times indicated for each center are provided for planning purposes only. The geographic areas of service for Site Transportation-Meals, as described on page 18, titled "Site Transportation-Meals for Kansas City, Missouri", are general descriptions and may be subject to change.

* Denotes those service areas below (service areas A through N) that do not relate to Site Transportation-Meals.

Service Area A (Coordinated Non-Urban Transportation Only)

Senior Center Location: ST-P Units – 2,025
To Center - 9:00 a.m.
Ray County Fellowship Senior Center From Center - 1:00 p.m.
1015 West Royle
Richmond, Missouri 64085 ST-M Units – 11,025
Ready - 10:45 a.m.

Service Area B

Senior Center Location:

No Senior Center in Area B (Platte County Senior Center is located in Service Area N)

Service Area C

Senior Center Location:

Liberty Senior Program ST-P Units – 3,500
1600 Withers Rd. To Center - 10:00 a.m.
From Center - 12:45 p.m.
Liberty, Missouri 64068 ST-M Units - NA

Service Area D (Coordinated Non-Urban Transportation Only)

Senior Center Locations:

a. Harrisonville Senior Center ST-P Units – 1,400
2400 Jefferson Pkwy To Center - 9:30 a.m.
From Center - 1:30 p.m.
Harrisonville, Missouri 64701 ST-M Units – 10,050
Ready - 10:45 a.m.

b. Belton Senior Program ST-P Units – 3,800
16400 N. Mullen Road To Center - 9:30 a.m.
From Center - 1:00 p.m.
Belton, Missouri 64012 ST-M Units – 7,350
Ready - 10:45 a.m.

Service Area E *

Senior Center Location:

MARC-funded senior centers in this service area are not available for this solicitation.

Service Area F *

Senior Center Location:

Mohart Multi-purpose Senior Center 3200 Wayne Avenue Kansas City, Missouri 64109	ST-P Units – 1,800 To Center - 8:30 a.m. From Center - 1:30 p.m.
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Service Area G *

Senior Center Location:

Christ the King Senior Center 8500 Wornall Road Kansas City, Missouri 64114	No ST-P at this center
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Service Area H *

Hillcrest Community Center 10401 Hillcrest Road Kansas City, MO 64134	No ST-P at this center
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Service Area I *

Senior Center Locations:

St. Louis Church Senior Center 5930 Swope Parkway Kansas City, Missouri 64130	ST-P Units – 1,750 To Center - 8:15 a.m. From Center - 1:00 p.m.
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Service Area J *

Senior Center Locations:

MARC-funded senior centers in this service area are not available for this solicitation.

Service Area K-South *

Senior Center Location:

Booth Manor Senior Center
6111 E. 129th Street
Grandview, Missouri 64030

ST-P Units – 800
To Center - 9:30 a.m.
From Center - 1:30 p.m.

Service Areas K-North

No Senior Center in Area K-North

Service Area L-North

Senior Center Locations:

a. Vesper Hall Senior Center
400 NW Vesper Rd.
Blue Springs, Missouri 64015

ST-P Units – 1,150
To Center - 8:30 a.m.
From Center - 1:00 p.m.

ST-M Units – 9,800
Ready - 10:45 a.m.

-
b. Buckner Senior Program
611 S. Sibley
Buckner, Missouri 64016

ST-P Units – 2,000
To Center - 9:00 a.m.
From Center - 1:30 p.m.

ST-M Units – 2,695
Ready - 11:00 a.m.

Service Area L-South

No Senior Center in Area L-South

Service Area M

Senior Center Location:

Palmer Senior Center
218 N. Pleasant
Independence, Missouri 64050

ST-P Units - 2,800
To Center - 8:30 a.m.
From Center - 1:00 p.m.

ST-M Units – 18,620
Ready - 10:45 p.m.

Service Area N (Coordinated Non-Urban Transportation Only)

Senior Center Location: ST-P Units – 1,500
To Center - 9:30 a.m.
From Center - 12:30 p.m.

a. Excelsior Springs Senior Center
112 Thompson
Excelsior Springs, Missouri 64024 ST-M Units – 9,555
Ready - 10:45 a.m.

b. Platte County Senior Center
11724 NW Plaza Circle
Kansas City, Missouri 64153 ST-M Units – 9,800
Ready - 10:45 a.m.

NOTE: Senior centers listed above and below are as they are anticipated to be as of July 1, 2012.

Site Transportation-Meals for Kansas City, Booth Manor, Raytown and the northland

a. St. Louis Church Senior Center ST-M Units – 20,825
5930 Swope Parkway
Kansas City, Missouri 64130 Ready - 10:45 a.m.

b. Mohart Multi-purpose Senior Center ST-M Units – 19,600
3200 Wayne Avenue
Kansas City, Missouri 64109 Ready - 10:45 a.m.

c. Booth Manor Senior Center ST-M Units – 21,560
6111 E. 129th Street
Grandview, Missouri 64030 Ready - 10:45 a.m.

d. Christ the King Senior Center ST-M Units – 17,150
8500 Wornall Road
Kansas City, Missouri 64114 Ready - 10:30 a.m.

e. MARC Administered Meals ST-M Units – 12,250
(these meals will be delivered in
southern Clay County) Ready – location and ready time will be
contingent upon an agreement with an as-yet
undetermined caterer.

IV. ADMINISTRATIVE REQUIREMENTS

Refer to the MARC/Commission on Aging Policies and Procedures Manual for additional information regarding:

- A. Fictitious name registration (Part II, Section 4, Subpart 4.10)
- B. Subcontracts & minimum requirements of a contractor (Part II, Section 4, Subpart 4.9)
- C. Insurance (Part II, Section 8)
- D. Reports and Records (Part III, Section 5 & 6)
- E. Training of Staff and Volunteers (Part II, Section 10)

- F. Project Income/Contributions (Part II, Section 1)
- G. Audits (Part II, Section 6)
- H. Disaster Plan/Emergency Assistance/Inclement Weather (Part II, Section 2, Subpart 2.5)
- I. Lobbying Certificate (Part I, Section 5, Subpart 5.11)
- J. Clean Air/Clean Water Acts/EPA Regulations (Part I, Section 5, Subpart 5.15)
- K. Patent and Copyrights Rights (Part I, Section 5, Subpart 5.16)
- L. Tax-Exempt Organizations and the filing of Form 990 (Part I, Section 5, Subpart 5.18)

V. PROJECT MONITORING AND EVALUATION

The monitoring process is used, not only to evaluate the quality and quantity of service, but also to provide information useful in the planning and development of comprehensive, cost-effective, client-centered services.

Transportation service providers will be monitored continuously in accordance with Missouri Division of Senior and Disability Services transportation standards, MARC transportation objectives and local regulating ordinances for transportation programs.

VI. COMMUNITY/CLIENT PARTICIPATION

Refer to Part II, Section 11 of the MARC/Commission on Aging Policies and Procedures Manual for details regarding the steps a contractor is required to take to comply with specifications and standards for community/client participation and grievance procedures. Satisfaction surveys should be utilized to determine the quality and impact of the services that are being provided.

VII. CRITERIA FOR EVALUATION OF PROPOSALS

MARC Review, Proposal Evaluation and Selection

- A. All responses to this RFP must be received at MARC **no later than 12:00 noon**, Tuesday, March 6, 2012, in order to be given consideration. The envelope containing the proposal must be clearly marked "SEALED PROPOSAL". If a proposal is mailed, the respondent should request a delivery receipt from the transporting entity to verify delivery. The respondent assumes responsibility for the delivery of the proposal. If a proposal is hand-delivered to MARC's office, a receipt should be requested from MARC. Late proposals will be returned to sender unopened.
- B. MARC reserves the right to select or reject any proposal, in whole or in part.
- C. Non-conforming proposals shall be rejected. The respondent will be informed as such in writing by March 16, 2012.
- D. In addition to the overall price of service contained in the proposal, the following factors will also be considered by MARC in evaluating the proposals:
 - 1. Past performance records as verified by monitoring reports and audits for any respondent who has previously provided services to MARC. But a lack of prior service provision to MARC will not count against any respondent;

2. The Women and Minority Business (Disadvantaged Business Enterprise) goals of MARC (refer to Appendix 1, page i, of the MARC/Commission on Aging Policies and Procedures Manual).
3. The financial condition and management capacity of the respondent as evidenced by the most recent audit of the respondent, the Internal Revenue Service and/or other documentation;
4. Preferences of participants as expressed through monitoring reports and committee reviews;
5. The goals of MARC, as stated in the Area Plan;
6. Conformance to service standards stated in the proposal package; and
7. The extent to which the respondent's programs are actually or potentially coordinated with other services provided by the respondent, community based local organizations or applicable local governments.

E. MARC reserves the right to evaluate a respondent based upon historic information and fact, no matter the source. All proposals received by the aforementioned deadline shall be screened by MARC staff for completeness. All proposals (with the exception of coordinated non-urban services proposals in Areas A, D and N) accepted for consideration will be evaluated using a weighted scoring system. For competitive situations among current providers (defined as any respondent providing MARC-funded services during the SFY 2011 year, or has provided MARC-funded services during the SFY 2010 year) the values are as follows:

<u>Category</u>	<u>Maximum points available</u>
Cost (lowest per service unit)	30 points
Proposal Narrative	20 points
Performance (direct service provision)	20 points
Performance (required reporting performance)	20 points
Committee Recommendation	10 points
Recommended Bonus Points:	
(DBE) Disadvantaged Business Enterprise	5 points
OR	
Joint venture with DBE	<u>2.5 points</u>
Total Maximum	105 points

In a competitive situation between current-year providers and a new respondent, the maximum points awarded, excluding bonus points, would be 60 points. Performance would be omitted from the point total, but could be considered by the Proposal Review Committee in determining its 10 points.

F. As part of any negotiations, MARC reserves the right to require any data that would support the reasonableness and acceptability of the proposal. Respondents may be asked to further define and/or refine the services they propose as part of contract negotiation. If so, they will be afforded the opportunity to refine their proposed cost to reflect MARC requested changes from the original proposal. Similarly, MARC may wish to increase or decrease the total amount of services required relative to those proposed.

- G. MARC reserves the right, in the event of only one response to this RFP, to negotiate the terms and conditions, including the price included in the sole respondent's proposal.
- H. The community based care system is comprised of the total array of public and private resources available to assist the older person. Federal service funds are provided through Title III of the Older Americans Act, and the Social Services Block Grant. Special consideration may be given to those respondents having the capability to deliver services through multiple funding sources.
- I. Representatives of each agency submitting an accepted proposal will be invited to a public meeting to make an oral presentation regarding its proposal and respond to questions and comments. Members of the Special Transportation Advisory Committee (STAC), the MARC Commission on Aging (COA), representatives of service recipients and members of the general public having an interest in the provision of services will be encouraged to attend. A specially appointed committee made up of COA and STAC members will be designated to review the presentations and may award points or make other recommendations. The scores will be summed and submitted to the Commission on Aging. The Commission on Aging shall review this information and committee recommendations, and forward its recommendations to the MARC Board of Directors. Part A, Section XIV of this RFP explains the appeals procedure. The public meeting will be held for formal presentations by respondents on March 14, 2012 at 9 a.m. at the MARC office.
- J. All proposals received by MARC are subject to applicable state sunshine laws and the U.S. Freedom of Information Act. As such, MARC cannot guarantee confidentiality for any information submitted by respondents during the RFP process. All proposals and supporting documents will remain confidential until a final contract has been executed.

VIII. PROPOSAL CONTENTS AND FORMAT

The proposal must consist of the following sections, SUBMITTED IN SEQUENCE following the proposal cover sheet. All data required must be included in order for the proposal to be considered for award. The respondent is cautioned that it is the respondent's sole responsibility to submit the required information and that MARC is under no obligation to request such material if it is **not** included in the proposal. Failure to submit such material may cause the proposal to be evaluated in an adverse manner. ***(IN ADDRESSING THE FOLLOWING ITEMS, JOINT VENTURE RESPONDENTS MUST ADDRESS ISSUES RAISED IN PART A, SECTION X OF THIS RFP.***

The Proposal must be prepared and submitted as an original document, and must be clearly marked “ORIGINAL”. The narrative and budget portions of the proposal must also be submitted in three more sets. Any form requiring a signature must be submitted in the original set and **must** contain an original signature, **not** a photocopy.

A proposal may consist of one or more transportation services, but each type of service will be considered individually. The exception to this is a combined proposal for Site Transportation-Persons and Site Transportation-Meals.

- A. Proposal Cover Sheet (Part C, Proposal Forms) must be signed by an executive officer who is legally authorized to sign for respondent. Specify the service(s)

being proposed. There are six service lines provided to allow a respondent to propose all five basic transportation services, as well as a proposal for providing Site Transportation-Persons and Site Transportation-Meals at a combined rate. A contact person and telephone number must be included.

- B.** Budget (Unit Cost Determination and Service Budget found in Part C, Proposal Forms and Part D for coordinated non-urban transportation services) - Properly completed proposals for all services must be submitted to MARC on the provided forms. Computer generated facsimiles are acceptable. **(Respondents proposing to use vehicles that were acquired with federal funds from the Department of Transportation or the Department of Health and Human Services in the delivery of MARC-funded services, must fully allocate their costs in determining the total cost of the service.)**

- C.** Scope of Services - A proposal narrative is required and must include the following twelve subject categories. Proposals will be evaluated based upon **SPECIFIC AND DETAILED** descriptions of how the respondent will perform the scope of work. Simple paraphrasing of the RFP will **not** be sufficient. The narratives for some of the following categories will apply to each type of service being proposed. Other categories may require narratives **SPECIFIC TO EACH TYPE** of service being proposed.

1. A description of respondent's organizational structure (This narrative will **APPLY TO ALL** services):

Define your corporate status, i.e. date of incorporation, current senior officers, board of directors, number of employees categorized by job function and/or classification; Disadvantaged Business Enterprise "DBE" status; identify if a foreign corporation; identify if responding entity's name is required to be registered as a fictitious name; identify instances where respondent is a DBA acknowledged as "doing business as" and/or where respondent is an AKA acknowledged as "also known as" business entity.

First time respondents must additionally give organizational experience in providing services to MARC's target population. Where appropriate, also provide contractual experience.

2. A full description of respondent's facilities and equipment in terms of location, vehicle types (vans, lifts, station wagons, etc.,-owned, leased, contracted), dispatch operation, bookkeeping offices, accessibility to the disabled, etc., as applicable to service proposal.

Identify and describe the locations, size, capability, and functions of respondent's central and field administrative offices, operating stations, maintenance facilities and/or arrangements. This narrative should apply to **ALL** services being proposed.

3. A description of respondent's staff, staff qualifications, and organization of personnel, both paid and voluntary, involved in service provision. Regarding for profit taxi, and all for-profit and non-for-profit livery operators, additionally describe the licensing and permit regulations for participating drivers and participating vehicles.

Identify the total number of employees, volunteers, contracted laborers, independent contractors, associated owners, and other personnel respondent proposes to involve in the delivery of MARC funded services. Discuss liability issues regarding worker's compensation if utilizing contracted laborers, independent contractors and associated owners and any other type of personnel not considered to be employees. This narrative must be **SPECIFIC FOR EACH TYPE** of service being proposed.

4. Describe in detail the services the respondent is proposing to deliver for MARC and the way that the respondent plans to deliver them. Include: when, where, and how service will be available; how clients will be identified; and methods of reviewing and evaluating the quality of service delivered. Describe how the respondent intends to meet the estimated delivery requirements shown in Section II and Section III above for each type of service at each site and or service area, and include anticipated vehicle requirements and assignments. **All respondents proposing to use vehicles in the provision of MARC-funded services that were acquired with federal funds from the Department of Transportation or the Department of Health and Human Services must identify these vehicles.** This narrative must be **SPECIFIC FOR EACH TYPE** of service being proposed. Respondents are required to describe their proposed ADA compliance methods to transport the disabled.

5. An explanation of respondent's plans to incorporate other funding sources in serving MARC's client population.

Describe how the respondent proposes to access other funds and from what sources, and how the respondent proposes to implement service benefits to the client population using non-MARC funds. Identify the specific benefits that MARC clients will receive from the respondent using non-MARC funds. This narrative **MAY APPLY TO ALL** services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

6. A description of how the respondent intends to comply with the requirement for 25% contractor match since federal funds will pay for no more than 75% of the cost of delivering services. Respondent must include the sources of funds, and/or the types of expenses logged as local match and/or in-kind contributions. This narrative **MAY APPLY TO ALL** services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

7. A description of respondent's plan for coordinating services with other providers of similar services and/or providers serving the same clients. For Site Transportation - Meals, respondents must include emergency provisions for delivering meals as discussed in Part III of the MARC/Commission on Aging Policies and Procedures Manual, , Section 3, Performance Standards.

Identify community-based focal points such as senior centers, social service agencies, transportation systems that provide funds, medical and health care facilities, and other service agencies and/or organizations that serve MARC clients regardless of funding sources, and with which the respondent plans to coordinate. This narrative **MAY APPLY TO ALL**

services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

8. A Training Plan:

Describe the respondent's plans to comply with Program Standards issued by the Missouri Division of Senior and Disability Services that require training of paid personnel and volunteers who provide and are connected with the delivery of transportation services.

Each respondent awarded a contract will be required to implement a training plan that meets all Missouri Division of Senior and Disability Services and/or MARC standards. The training plan should include plans for providing staff training on the types and signs/indicators of elder abuse, as well as methods and procedures for reporting to the Elder Abuse and Neglect Hotline. A log of training activities and persons attending must be maintained for inspection at all times. Training regarding the handling of documentation regarding records of 18-59 disabled participants should also be included.

An outline/summary of the respondent's training program is to be included. The plan must include pre-service and in-service training. This narrative **MAY APPLY TO ALL** services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

9. A description of procedures to be used to obtain client feedback and a grievance-handling plan.

Describe how the respondent proposes to inform MARC clients that they have an opportunity to comment to the respondent's directors, and to MARC on the quality of services the respondent is proposing to deliver. This narrative **MAY APPLY TO ALL** services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

10. A description of respondent's plan and method for accepting and handling contributions which must include a proposed copy of a letter from the respondent to be provided to clients explaining the voluntary contributions mechanism. This narrative **MAY APPLY TO ALL** services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

11. A description of the respondent's proposed procedures to be used for **outreach** to inform residents they are eligible to receive MARC funded services. Respondents proposing to provide Special Transportation-Reserved must include an outreach plan to insure that members of the target population are aware of the availability of the services, methods to access the service, contributions policy, grievance procedures and client responsibilities. Special effort should be made to insure that outreach efforts reach the low-income minority population within the service area. This narrative **MAY APPLY TO ALL** services being proposed, **BUT MAY BE SPECIFIC** to certain individual services.

12. Regarding confidentiality of health records of 18-59 year old disabled participants, a description of how this documentation will be received,

handled and filed. This narrative must be **SPECIFIC FOR SPECIAL TRANSPORTATION-RESERVED AND LIFT/RAMP.**

- D.** Supportive Documentation - The respondent must submit the following supportive documentation regarding all proposed services. Each of the following documentation requirements apply to each type of transportation services.
- 1. The respondent is required** to provide a complete listing of the members of the Board of Directors for the years 2010, 2011 and 2012. Municipalities that administer transportation systems are exempted from this requirement.
 - 2. The respondent is required to, if a tax-exempt organization, submit its most recent Form 990.** Generally speaking, any tax-exempt organization must file Form 990 or Form 990-EZ based on its gross receipts for the tax year. Beginning in tax year 2008, (returns filed in 2010) all organizations with gross receipts over \$1.0 million or total assets over \$2.5 million will be required to file the new Form 990. For the tax year 2010, organizations with gross receipts over \$500,000 or total assets over \$1.25 million will be required to file the Form 990. The filing thresholds will be set permanently at \$200,000 gross receipts and \$500,000 total assets beginning with the 2011 tax year. Also, starting with the 2011 tax year, the filing threshold for organizations required to file Form 990-N (the e-postcard) will increase from \$25,000 to \$50,000. Municipalities that administer transportation systems are exempted from this requirement.
 - 3. Annual Registration Report and Fictitious Name Registration** - Each respondent, except a governmental entity, must submit with the proposal a copy of its most recent Annual Registration Report filed with the Secretary of State, and each respondent must submit with the proposal evidence of any and all Fictitious Name Registration(s) that the respondent currently has on file with Secretary of State. **A Certificate of Good Standing will not suffice.**
 - 4. Civil Rights Compliance** - All respondents are required to provide assurance of compliance with the Civil Rights Act of 1964, as amended.
 - 5. Suspension and Debarment Certification** - All respondents are required to certify that their organizations and its principals are not suspended, debarred or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
 - 6. Single Audit Certification** - All governmental and non-profit respondents are required to certify to MARC the total federal awards expended from all funding sources during the respondent's most recently completed fiscal year (Part C, Proposal Forms).
 - 7. ADA Assurance** - All respondents are required to provide assurance of compliance with the Americans with Disabilities Act of 1990.
 - 8. Assurance of Compliance Regarding Criminal Background Checks for Drivers** – All respondents are required to provide assurance of compliance with regulations regarding criminal background checks for all drivers (Part C, Proposal Forms).

9. **Drug-Free Policy Statement and Program** - Each respondent must submit a copy of its Drug-Free Workplace Statement and documentation of a Drug-Free Workplace Program for all employees in compliance with the Drug-Free Workplace Act of 1988.
 10. **Insurance and Licenses** - All respondents awarded contracts will be required to forward to MARC copies of all insurance certificates and appropriate licenses prior to the beginning of the program year.
 11. **Intent to Perform as a MBE/WBE Firm** – To confirm the intent to perform as a primary contractor, subcontractor, in a joint venture or any other specified situation, this form must be completed and submitted in the proposal. A copy of the organization’s current certification certificate must be included as well (if applicable, Part C Forms)
 12. **Proposals containing sub-contractual arrangements** must include certification forms of compliance, completed by the proposed sub-contractor, found in Part C, Proposals. These forms include the “Assurance of Civil Rights Compliance”, “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions”, “Single Audit Certification”, “Assurance of ADA Compliance”, and “Assurance of Compliance Regarding Criminal Background Checks for Drivers”.
 13. **Equal Employment Opportunity and Affirmative Action Plans** - Each contractor, with 50 or more employees that is awarded contracts for \$50,000 or more, must submit documentation of an approved Affirmative Action Plan for the implementation of the goals of Title VII of the Civil Rights Act of 1964, as amended. Recipients of federal funds are prohibited from employment discrimination on the basis of race, sex, color, national origin, age or handicap.
- E. Request for Waivers (Part C, Proposal Forms) - If, in the respondent's opinion, some requirements contained in this proposal packet are impossible, impractical, or uneconomical to uphold, a request for waiver may be included with the proposal. **Only one waiver request should be contained on a page. There is no limit to the number of waiver requests that may be submitted.**

Each waiver request will be reviewed on its own merits. No waiver will be granted for state mandated requirements. Each request must include the alternative procedure that the respondent will implement to meet the intent of the procedure, process or compliance requirement.

PART C

Proposal Forms

PROPOSAL COVER SHEET

DATE: _____

TO: **Mr. Bob Hogan**
Aging Department
Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, Missouri 64105-1659

SERVICES:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

PERIOD: **July 1, 2012, through June 30, 2013**

A. The undersigned, in compliance with your invitation for proposals, having examined the proposal instructions and specifications, hereby proposes to perform the service in accordance with the MARC requirements, specifications and standards at the price stated on the attached proposal form.

B. The undersigned further agrees as follows:

1. Upon receiving official MARC notification of approval respondent shall within thirty (30) days, but no later than July 1st, begin work and carry on regularly and expeditiously thereafter (unless MARC shall in writing specifically direct otherwise) with such force as to insure the full completion within the time specified in the Agreement guaranteeing the faithful performance of the services.
2. That MARC has the right to reject any and all proposals.

_____ (Signature of Authorized Individual)	_____ (Date)
_____ (Typed Name and Title)	_____ (Telephone Number)
_____ (Agency)	_____ (Address)
_____ (City, State)	_____ (Zip Code)
_____ (Contact Person)	_____ (Telephone Number)
_____ (Email Address or Web Page)	

SERVICE PROPOSAL FORM

Include one form for each type of service proposed. This form need not be completed for coordinated non-urban transportation services.

Service: _____

SERVICE AREA/NUTRITION SITE	PROPOSED UNITS OF SERVICE	PROPOSED UNIT RATE	MAXIMUM DOLLAR AMOUNT
TOTAL UNITS OF SERVICE:		TOTAL COST:	

UNIT COST DETERMINATION

- A. Mid-America Regional Council will contract for the purchase of service up to a maximum dollar amount. The contractor will be reimbursed per unit of service delivered unless MARC has determined that reimbursement will be otherwise, or based on actual expenses. All contractors must provide services during the entire contract period (July 1, 2012 - June 30, 2013).
- B. Unit Cost Determination and Service Budget must be completed for one service only. If different services are proposed, a Unit Cost Determination and Service Budget must be completed for each different service. If different areas for the same service have different unit costs, a Unit Cost Determination and Service Budget must be completed for each different unit cost. If the respondent proposes to provide site transportation-persons and site transportation-meals combined, a Unit Cost Determination and Service Budget should be completed reflecting the combined rate.
- C. MARC will reimburse a maximum of 75% of the total cost of any service. Therefore, each respondent must show contributed costs of at least 25% of the total cost.
- D. The first step in proposal preparation is for respondent to consult pages 13 through 18 in order to determine which areas are desired. Next, a budget should be developed based upon the estimated service levels found on page 11 and inserted in the "Total Service Costs" column of the Unit Cost Determination and Service Budget by line item. A reasonable portion of administrative expenses may be included in the budget.
- E. After getting a sum of estimated costs, insert the number of units to be provided at the same unit cost in the space labeled "Service Units Proposed." Next, divide the "Total Cost" in the "Total Service Costs" column by the "Service Units Proposed" to find the total per unit cost of the service. Insert the product into the space labeled "Total Unit Cost." Multiply the "Total Unit Cost" by .75 to find the maximum MARC reimbursement rate and insert into the space labeled "Proposed Unit Cost." No more than two decimal places are to be shown.
- F. After the "Proposed Unit Cost" is determined, multiply it by the "Service Units Proposed" to calculate the total amount of MARC reimbursable costs and enter in the appropriate column and row of the budget. Determine what the specific line items should be in order to sum to this total.
- G. Next, take each line of the budget and subtract the "MARC Reimbursable Costs" column from the "Total Cost" column. Enter the difference of each line in the "Contributed Costs" column and sum.
- H. Units billed to MARC shall not be double-billed to other funding sources.
- I. Within the service areas/nutrition sites being proposed, please estimate and insert at the bottom of the budget page the number of unduplicated minorities to be served, the estimated number of all other unduplicated clients to be served, and the total estimated number of unduplicated persons (the sum total of unduplicated minorities and other unduplicated clients).

UNIT COST DETERMINATION AND SERVICE BUDGET

Service: _____

Service Area(s)/Senior Center(s): _____

COST CATEGORY	MARC REIMBURSED COSTS	RESPONDENT CONTRIBUTED COSTS	TOTAL SERVICE COSTS
PERSONNEL/FRINGE			
RENT/UTILITIES/PHONE			
SUPPLIES:			
a. Administrative (paper, pencils, etc.)			
b. Operating (gas, oil, tires, depreciation, etc.)			
EQUIPMENT (over \$500)			
INSURANCE/LICENSES/PERMITS			
OTHER: (identify potential leases, subcontracts, joint ventures, etc.)			

TOTAL COSTS:			
SERVICE UNITS PROPOSED:			
TOTAL UNIT COST:			
PROPOSED UNIT COST:			
Estimated Number of Low-Income Minorities to be Served			
Estimated Number of All Others to be Served			
Total Number of Unduplicated Persons to be Served			

SCOPE OF SERVICES - PROPOSAL NARRATIVE: For entities choosing to submit proposals for more than one transportation services, MARC requires only one proposal that will consolidate responses. To that end, the following narrative categories may require only one response, but it will depend on the topic.

1. Organizational Structure (VIII C-1):

The narrative description of the proposed entity should at minimum address the following points:

Corporate Status -

Senior Officers -

Board of Directors -

Work Force -

Other -

2. Facilities and Equipment, including vehicles (VIII C-2):

Offices -

Communication systems -

Vehicles -

Bookkeeping -

ADA Compliance -

Other -

SCOPE - Cont'd

3. Staff and Personnel (VIII C-3):

The qualifications of and the proposed use of each category of staff to meet the requirements for service delivery. Indicate by whom each required function or activity will be provided.

SITE TRANSPORTATION - PERSONS

Employees -

Volunteers -

Contract Labor(ers) -

Independent Contractors -

Associate Owners -

Licenses & Permits -

Other -

SITE TRANSPORTATION - MEALS

Employees -

Volunteers -

Contract Labor(ers) -

Independent Contractors -

Associate Owners -

Licenses & Permits -

Other -

SCOPE - Cont'd

SPECIAL TRANSPORTATION - RESERVED

Employees -

Volunteers -

Contract Labor(ers) -

Independent Contractors -

Associate Owners -

Licenses & Permits -

Other -

SPECIAL TRANSPORTATION - LIFT/RAMP

Employees -

Volunteers -

Contract Labor(ers) -

Independent Contractors -

Associate Owners -

Licenses & Permits -

Other -

SCOPE - Cont'd

COORDINATED NON-URBAN TRANSPORTATION

Employees -

Volunteers -

Contract Labor(ers) -

Independent Contractors -

Associate Owners -

Licenses & Permits -

Other -

4. Service Delivery Plan (VIII C-4) and Administrative Requirements (VI):

A full description of how the respondent will provide services and fulfill the administrative and programmatic requirements contained in the RFP document and MDA standards. At a minimum the response will include the following:

SITE TRANSPORTATION - PERSONS

Who (joint ventures?) -

What (emergency/disaster assistance?) -

Where -

When -

How (insurance?, vehicle assignments: must identify vehicles acquired with federal funds from the Department of Transportation and the Department of Health and Human Services) -

Service to ADA clients -

Other (waivers?) -

Related prior or concurrent experience -

SCOPE - Cont'd

SITE TRANSPORTATION - MEALS

Who (joint ventures?) -

What (emergency/disaster assistance?) -

Where -

When -

How (insurance?, vehicle assignments: must identify vehicles acquired with federal funds from the Department of Transportation and the Department of Health and Human Services) -

Other (waivers?) -

Related prior or concurrent experience -

SPECIAL TRANSPORTATION - RESERVED

Who (joint ventures?) -

What (emergency/disaster assistance?) -

Where -

When -

How (insurance?, vehicle assignments: must identify vehicles acquired with federal funds from the Department of Transportation and the Department of Health and Human Services) -

Service to ADA clients -

Other (waivers?) -

Related prior or concurrent experience -

SCOPE - Cont'd

SPECIAL TRANSPORTATION - LIFT/RAMP

Who (joint ventures?) -

What (emergency/disaster assistance?) -

Where -

When -

How (insurance?, vehicle assignments: must identify vehicles acquired with federal funds from the Department of Transportation and the Department of Health and Human Services) -

Service to ADA clients -

Other (waivers?) -

Related prior or concurrent experience -

COORDINATED NON-URBAN TRANSPORTATION

Who (joint ventures?) -

What (emergency/disaster assistance?) -

Where -

When -

How (insurance?, vehicle assignments: must identify vehicles acquired with federal funds from the Department of Transportation and the Department of Health and Human Services) -

Service to ADA clients -

Other (waivers?) -

Related prior or concurrent experience -

SCOPE - Cont'd

5. Plan to Incorporate Other Funding Sources to Serve MARC Clients (VIII C-5):

SITE TRANSPORTATION - PERSONS

Federal Funds -

State Funds -

Local (city) Funds -

Donated and Other Funds -

Other -

SITE TRANSPORTATION - MEALS

Federal Funds -

State Funds -

Local (city) Funds -

Donated and Other Funds -

Other -

SPECIAL TRANSPORTATION - RESERVED

Federal Funds -

State Funds -

Local (city) Funds -

Donated and Other Funds -

Other -

SCOPE - Cont'd

SPECIAL TRANSPORTATION - LIFT/RAMP

Federal Funds -

State Funds -

Local (city) Funds -

Donated and Other Funds -

Other -

COORDINATED NON-URBAN TRANSPORTATION

Federal Funds -

State Funds -

Local (city) Funds -

Donated and Other Funds -

Other -

6. Required 25% Contractor Match (VIII C-6):

SITE TRANSPORTATION - PERSONS

Sources of Funds -

Types of Expenses Logged as Match -

Types of Services Logged as Match -

In-Kind Contributions Logged as Match -

Other -

SCOPE - Cont'd

SITE TRANSPORTATION - MEALS

Sources of Funds -

Types of Expenses Logged as Match -

Types of Services Logged as Match -

In-Kind Contributions Logged as Match -

Other -

SPECIAL TRANSPORTATION - RESERVED

Sources of Funds -

Types of Expenses Logged as Match -

Types of Services Logged as Match -

In-Kind Contributions Logged as Match -

Other -

SPECIAL TRANSPORTATION - LIFT/RAMP

Sources of Funds -

Types of Expenses Logged as Match -

Types of Services Logged as Match -

In-Kind Contributions Logged as Match -

Other -

SCOPE - Cont'd

COORDINATED NON-URBAN TRANSPORTATION

Sources of Funds -

Types of Expenses Logged as Match -

Types of Services Logged as Match -

In-Kind Contributions Logged as Match -

Other -

7. Plans for Coordinating MARC Funded Services with other Providers of Similar Services, and/or Providers Servicing the Same Clients (VIII C-7):

SITE TRANSPORTATION - PERSONS

Municipal Transportation Programs -

Human Service Programs -

Dialysis Treatment Centers -

Medical Facilities -

Social Service Programs -

Senior center activities-

Other -

SITE TRANSPORTATION - MEALS

Emergency Services -

Senior center activities-

Other -

SCOPE - Cont'd

SPECIAL TRANSPORTATION - RESERVED

Municipal Transportation Programs -

Human Service Programs -

Dialysis Treatment Centers -

Medical Facilities -

Social Service Programs -

Senior center activities -

Other -

SPECIAL TRANSPORTATION - LIFT/RAMP

Municipal Transportation Programs -

Human Service Programs -

Dialysis Treatment Centers -

Medical Facilities -

Social Service Programs -

Senior center activities -

Other -

SCOPE - Cont'd

COORDINATED NON-URBAN TRANSPORTATION

Municipal Transportation Programs -

Human Service Programs -

Dialysis Treatment Centers -

Medical Facilities -

Social Service Programs -

Senior center activities -

Other -

8. Training Plan (XIII C-8):

Paid Employees/operators -

Volunteers -

Pre-service -

In-Service -

Elder Abuse -

Hotline Use -

MARC Requirements -

Drug-Free Workplace -

Client Signatures -

CPR or First Aid -

Log Book -

Sensitivity to Disabled -

Confidential Participant Disability Forms –

Other -

9. Client Feedback and Grievance Procedure (VIII C-9):

Client Letter -

Grievance Procedure -

Complaint processing (internal process) -

Access Phone Numbers -

Advisory Role -

Affirmative Action -

Other -

10. Description of Respondent's Plan and Method for Accepting and Handling Contributions (VIII C-10):

Client Letter -

Donation Procedure -

Confidentiality Assurances -

Other -

11. Outreach Plan (VIII C-11):

Availability of Services -

How to Access Services -

Contributions Policy -

Grievance Policy -

Target Populations -

Client Responsibility -

Other –

12. Regarding confidentiality of health records of 18-59 year old disabled participants (VIII C-12)

How this documentation will be received -

How this documentation will be handled and filed -

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES REGULATIONS UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

_____ (hereinafter called the "Subgrantee")
(Name of Subgrantee or Secondary Recipient "Subgrantee")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (HHS) (45 CFR, Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no persons in the United States shall, on the ground of race, color, creed, national origin, age, ancestry, political or religious affiliation, sex, handicap or veteran status be excluded from participation in, be denied by benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal financial assistance from Mid-America Regional Council (hereinafter called "Grantor"), a recipient of Federal financial assistance from the Department of Health and Senior Services through the Department of HHS and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Subgrantee for the period during which the federal financial assistance is extended to it by the Grantor.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Subgrantee recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the Grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person(s) whose signatures appear below are authorized to sign this assurance on behalf of the Subgrantee.

Date: _____

By: _____

(President, Chairman of Board, or
comparable authorized official)

Title: _____

(Recipient's Mailing Address)

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The respondent to this RFP certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department agency;
- B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph B of this certification; and
- D. Have not within a three-year period preceding this proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the respondent is unable to certify to any of the statements in this certification, he/she shall attach an explanation this proposal.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

SINGLE AUDIT CERTIFICATION

(Organization's Mailing Address)

Organization's Fiscal Year:

_____ to _____

I, _____ (Authorized Representative), hereby certify that the total expended from all federal awards from all funding sources during this agency's preceding fiscal year was \$_____. Amounts exceeding \$500,000 require a single audit.

THEREFORE,

_____ We are required to have a single audit.

_____ We are not required to have a single audit.

We understand that if we are required to have a single audit in accordance with the Single Audit Act of 1996 and OMB Circular A-133, we must submit the following information to MARC:

- (1) A copy of the reporting package as defined in OMB A-133;
- (2) Any management letter issued by the auditor; and
- (3) Our corrective action plan addressing all findings and questioned costs pertaining to funding received from MARC.

We further understand this information must be submitted to MARC within thirty (30) days of receiving the audit report or nine months after the end of the audit period, whichever occurs earlier.

(Signature of Authorized Representative)

(Title of Authorized Representative)

(Typed or Printed Name of Authorized Representative)

(Date)

ASSURANCE OF ADA COMPLIANCE

**ASSURANCE OF COMPLIANCE WITH THE REQUIREMENTS OF
THE AMERICANS WITH DISABILITIES ACT OF 1990**

_____ (hereinafter called the "contractor" or
(name of contractor or subcontractor)
"sub-contractor") HEREBY AGREES THAT it will comply with the provisions of the Americans with
Disabilities Act (ADA) of 1990. The ADA makes it unlawful to discriminate in employment against a
qualified individual with a disability. The ADA also outlaws discrimination against individuals with
disabilities in state and local government services, public accommodations, transportation and
communications.

The contractor assures that a self-assessment will be/has been made of employment/personnel procedures,
facilities, and services to determine ADA compliance and, if needed, corrective actions will be/has been
taken.

Date: _____

By: _____
(Chief executive officer, President, Chairman of the Board, or comparable authorized official)

ASSURANCE OF COMPLIANCE REGARDING CRIMINAL BACKGROUND CHECKS FOR DRIVERS

Contractor shall maintain documentation in its files that verifies the adoption, implementation and enforcement of the following policies in recruiting, hiring and employing in-home direct care staff and volunteers, and to require the same of all subcontractors with respect to the provision of in-home services:

1. All service providers who contract with MARC to provide homemaker/personal care, adult day health care, site transportation-meals, health-related services to residents of congregate housing, and/or family caregiver programs shall require a completed employment application prior to direct client contact.
2. The application shall contain a question requiring disclosure of all criminal convictions, findings of guilt, pleas of guilty, and pleas of nolo contendere. Minor traffic offenses will be viewed as an exception to this rule.
3. Documentation, including copies of all screening information conducted in compliance with sections 120.900 – 210.936 (Family Care Safety Registry), 660.315 (Elder Abuse, Neglect and Exploitation) and 660.317 (Criminal Background Checks of Employees), RSMo, shall be maintained by the contractor or their subcontractor.
4. Contractor, or its subcontractor, shall require disclosure of all aliases and social security numbers used by any person who provides or applies to provide direct in-home care. Family Care Safety Registry and Employee Disqualification List (EDL) checks shall be performed for all drivers and shall include all aliases and social security numbers utilized by each person. If the contractor, or its subcontractor, utilizes a private investigatory agency to conduct background screenings, the contractor, or its subcontractor, will utilize only those private investigatory agencies that are able to comply with the provisions of this Assurance and the requirements set forth in sections 210.900 – 210.936 (Family Care Safety Act), 660.317 (Criminal Background Checks of Employees), and 43.530 – 43.540 (Missouri Highway Patrol and Criminal Background Checks), RSMo. Contractor will maintain in its files copies of all documents provided to the private investigatory agency, all documents evidencing the screening that was conducted, including a copy of the request and search made by the private investigatory agency, and all documents received from the private investigatory agency.
5. In the event the contractor, or its subcontractor, decides to employ any direct in-home care worker whose criminal record violates this provision, Contractor promises, agrees, and understands that such a worker may not provide any services to a client funded by any MARC funding, program income, or funds used to satisfy any MARC matching requirements. In the event such a worker does provide services funded by any of the aforementioned sources, it shall constitute a material breach of the contract between MARC and Contractor. Payment for any services provided in breach of this provision, from any of the aforementioned sources, shall be considered an unallowable cost and shall be repaid to MARC.
6. No person shall be employed by Contractor, or its subcontractor, in any capacity related to the provision of driving for transportation services that are funded by MARC, who is, at the time of his/her employment, listed on the EDL maintained by the Missouri Department of Health and Senior Services pursuant to Chapter 660, RSMo, and Contractor agrees to verify, and ensure all subcontractors verify, that all staff are not so listed at any time during their employment. The contractor, or its subcontractor, will maintain in its files verification of the EDL checks. Employment of an individual, or retaining a driver, who is listed on the EDL shall constitute a material breach of the contract between MARC and Contractor. Any direct care services provided in breach of this provision shall be considered an unallowable cost, and any payment for such services, from any of the sources listed in paragraph 5, shall be repaid to MARC.
7. The term “person” as used in the paragraphs above includes employees, volunteers, interns, contract personnel and any other individual who may have contact with clients.

(Authorized Representative)

(Date)

INTENT TO PERFORM AS A WOMEN AND/OR MINORITY OWNED BUSINESS (WBE/MBE)

Project Title and Description:

The undersigned intends to perform work in connection with the above project as (check one):

_____ Prime Contractor

_____ Subcontractor

_____ Joint Venture

_____ Other (please specify)_____

If applicable name of prime contractor or joint venture partner:

The WBE/MBE status of the undersigned is confirmed by a Certification from one or all of the following (please provide copy of current certification certificate):

_____ MRCC (Missouri Regional Certification Committee)*

***MARC will accept certified Disadvantage Business Enterprise (DBE) firms as certified WBE/MBE.**

_____ KDOT

_____ MoDOT

_____ City of Kansas City Missouri

_____ Kansas City Area Transportation Agency (KCATA)

_____ Other (please specify) _____
(MARC may require additional certification documentation)

Date

Name of WBE/MBE Firm

By: _____

Signature of Firm's Authorized Representative

Print Name and Title

REQUEST FOR WAIVER

1. State precisely the requirement for which a waiver is needed and cite the proposal packet page and section.
2. Provide a narrative justification in support of the waiver request.
3. Provide the alternative procedures that will be used to meet the intent of the requirement and insure compliance.

PART D

COORDINATED NON-URBAN TRANSPORTATION SERVICES

COORDINATED NON-URBAN TRANSPORTATION SERVICES - (Cass, Ray Counties, northern Clay and northern Platte Counties only)

- A.** Coordinated non-urban transportation services combines site transportation - persons, site transportation - meals, special transportation - reserved, and special transportation - lift/ramp services as defined in Part B, Section I, into a centralized and consolidated operating system supported by the Missouri Division of Senior and Disability Services and the Missouri Highway and Transportation Department (MHTD) funding sources. As such, regulations specific to the Title III, Social Services Block Grant (SSBG), Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP), and Section 18 funds will be imposed on the successful respondents to Part D of this RFP.
- B.** In addition to the elderly and disabled, transportation services under the coordinated non-urban transportation program are extended to non-elderly and non-disabled residents of the service areas on a "seat available" basis.
- C.** Respondents to Part D will submit a single proposal per service area detailing vehicle usage and costs, and how and when services will be provided (CPSV and Time Block forms). The CPSV (Cost per Service Vehicle) and time block forms displace the "Service Proposal Form" and the "Cost Determination/Service Budget" form. All other requirements of the RFP are maintained.
- D.** The proposals submitted in response to Part D will be evaluated individually by staff, and final agreements (contracts) will be negotiated with the successful respondents regarding the methods and frequencies of service delivery. Reimbursements to the successful respondent will be based on a negotiated "cost per single vehicle".
- E.** The successful respondents to Part D will be required to comply with all record keeping, bookkeeping, and reporting requirements detailed in the full RFP in addition to the CPSV documentation required for contract reimbursement.
- F.** The Mid-America Regional Council, for the duration of the contract, reserves the right to alter, modify, instruct, and otherwise direct the successful respondent to Part D of this RFP regarding the manner and method used to deliver service with the contracted vehicles.

NOTE: The forms on the following pages are to be completed for each vehicle (exclusive of back-ups) proposed to be used in the service delivery program. If at the time of submission the respondent cannot identify a specific vehicle, a form should be completed for each proposed but unidentified vehicle.

COST DETERMINATION - COST PER SINGLE VEHICLE (CPSV) - Planning

Assumptions - In addition to information contained in Part A of this RFP, the following service information is provided **for planning purposes only** to assist respondents in identifying vehicle requirements and costs; 10 hours/day (8am-6pm.), 5 days/week, 48 weeks/year, 250 days/year, 45 average single one-way passenger trips/vehicle/day ambulatory and non-ambulatory, plus Home-Delivered Meals, cost of back-up vehicles to be included in CPSV.

Area A - Current level of service activity (approximate)

Vehicles: 5 vans in daily operation (2 with lifts)
1 backup van
1- 20 passenger bus (with lift)
7 total vehicles

Rotation: (One Vehicle) Cities to nutrition site

Monday - Henrietta, Orrick, Camden (others to Richmond for medical, shopping, social, recreation, etc.)

Tuesday - Hardin (others to Richmond for medical, shopping, social, recreation, etc.)

Wednesday - Orrick, Camden (others to Richmond for medical, shopping, social, recreation, etc.)

Thursday - Lawson, Rayville (others to Richmond for medical, shopping, social, recreation, etc.)

Friday - Rayville (others to Richmond for medical, shopping, social, recreation, etc.)

In addition to the Rotating Vehicle, the other 4 vans are providing demand-response type services and delivering meals from the nutrition center to the homebound in and around the town of Richmond. There are 4 times a month when one vehicle goes from Richmond to Kansas City (3 for medicals, 1 for shopping). The larger bus is used to provide Headstart services daily. The lift-equipped vehicles are used daily especially in supporting the transportation needs of the local sheltered workshop.

Area D - Current level of service activity (approximate)

Vehicles: 5 vans in daily operation
1 spare (backup)
6 total vehicles (3 with ramps, 1 with lift)

Rotation: (Four Vehicles) Cities to nutrition sites, countywide Workshop support, and Dialysis, chemotherapy, etc. One vehicle rotates throughout the county to provide 12 cities each with 2-3 days per month for all-purpose transportation to destinations in-county, in Kansas City, and in surrounding areas. One vehicle provides Belton (and limited Booth Manor) transportation.

- Monday - Freeman, West Line, Cleveland to Harrisonville Nutrition Center (others to Harrisonville for medical, shopping, social, recreation, etc.) - HDM's in Harrisonville, Workshop Support - Separate vehicle for Belton Site Persons and Meals
- Tuesday - Garden City, Gunn City, Creighton to Harrisonville Nutrition Center (others to Harrisonville for medical, shopping, social, recreation, etc.) workshop support, etc. - Separate vehicle for Belton Site Persons and Meals
- Wednesday - Harrisonville HDM's, Locals to site (others in Harrisonville for medical, shopping, social, recreation, etc.) Workshop support, Division of Family Services support - Separate vehicle for Belton Site Persons and Meals
- Thursday - Raymore, Peculiar, Pleasant Hill to Harrisonville (others to Harrisonville for medical, shopping, social, recreation, etc.) workshop support - Separate vehicle for Belton Site Persons and Meals
- Friday - Archie, Drexel, Harrisonville (others to Harrisonville for medical, shopping, social, recreation, etc.) workshop support - Separate vehicle for Belton Site Persons and Meals

The lift-equipped (accessible) vehicle is used daily, especially in supporting the dialysis/radiation transportation needs and the local sheltered workshop.

Area N - Sample level of service activity (hypothetical)

- Vehicles: 4 vans in daily operation
1 spare (backup)
5 total vehicles (2 with lifts)
- Rotation: (Four Vehicles) There is only one nutrition site in the entire area requiring one dedicated vehicle and occasional assistance from the other three. Two vehicles are anticipated for use in providing regular service to eligible area residents. These two vehicles may be used to support area-wide Sheltered Workshop activities if funding capacity exists, along with scheduled and recurring trips for dialysis, chemotherapy, etc. One vehicle may rotate throughout the area to provide individual cities each with 3-4 days per month for all-purpose transportation to destinations in-county, in Kansas City, and in surrounding areas.
- Monday - Kearney, Smithville to Platte City for nutrition (others to KC destinations for medical, shopping, social, recreation, etc.) - Workshop Support.
- Tuesday - Weston, Tracy, Platte City, to Platte City nutrition center (others to KC destinations for medical, shopping, social, recreation, etc.) - Dialysis and chemotherapy Support.
- Wednesday - Dearborn, Edgerton, Camden Point to Platte City nutrition center (others to KC destinations for medical, shopping, social, recreation, etc.) - Dialysis and chemotherapy Support.

Thursday - New Market, Bean Lake, Iatan to Platte City nutrition center (others to KC destinations for medical, shopping, social, recreation, etc.) - Dialysis, chemotherapy Support.

Friday - Missouri City, Prathersville, Mosby to Kansas City Englewood Center for nutrition (others to KC destinations for medical, shopping, social, recreation, etc.)
- Workshop Support.

The lift-equipped (accessible) vehicles are to be used as required to provide equitable services to persons that have disabilities.

TIME BLOCK EXAMPLE

Service Area: XYZ - All County
Senior Center(s) location: Generic Nutrition Center
999 North Fiction Street
Mineral Pill, Ill. 64000

Estimated number of elderly in service area: _____

Estimated number of disabled in service area: _____

Estimated number of one-way passenger trips per year to and from the nutrition center(s)

Estimated number of wheelchair accessible one-way passenger trips per year to be provided in the service area _____

Estimated number of non-elderly and non-disabled one-way passenger trips per year to be provided in the service area _____

Estimated number of one-way passenger medical, shopping, etc., trips for elderly and for disabled

VEHICLE SCHEDULE:

Vehicle Identification Number: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
7am-8am	<u>Employment trips, workshop, daycare</u>		<u>M-T-W-T-F</u>		
8am-9am	<u>Nutrition Center, medicals, shopping</u>		<u>M-T-W-T-F</u>		
9am-10am	<u>Nutrition Center, medicals, shopping</u>		<u>M-W-F: South</u>	<u>T-T: North</u>	
10am-11am	<u>Medicals, shopping, social, recreational</u>		<u>East: M-W-F</u>		
11am-12n	<u>Home delivered meals - 1st run</u>		<u>M-T-W-T-F</u>		
12n-1pm	<u>Home delivered meals - 2nd run</u>		<u>M-T-W-T-F</u>		
1pm-2pm	<u>Will-call return trips</u>				
2pm-3pm	<u>Will-call return trips</u>				
3pm-4pm	<u>Scheduled return trips from Nutrition Center</u>				
4pm-5pm	<u>Scheduled return trips from Day Care, Workshop, Employment</u>				
5pm-6pm	<u>Scheduled return trips from Employment</u>				

TIME BLOCK FORM

Service Area: _____

Senior Center(s) location: _____

Estimated number of elderly in service area: _____

Estimated number of disabled in service area: _____

Estimated number of one-way passenger trips per year to and from the nutrition center(s)

Estimated number of wheelchair accessible one-way passenger trips per year to be provided in the service area _____

Estimated number of non-elderly and non-disabled one-way passenger trips per year to be provided in the service area _____

Estimated number of one-way passenger medical, shopping, etc., trips for elderly and for disabled

VEHICLE SCHEDULE:

Vehicle Identification Number: _____

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
7am-8am	_____	_____	_____	_____	_____
8am-9am	_____	_____	_____	_____	_____
9am-10am	_____	_____	_____	_____	_____
10am-11-am	_____	_____	_____	_____	_____
11am-12n	_____	_____	_____	_____	_____
12n-1pm	_____	_____	_____	_____	_____
1pm-2pm	_____	_____	_____	_____	_____
2pm-3pm	_____	_____	_____	_____	_____
3pm-4pm	_____	_____	_____	_____	_____
4pm-5pm	_____	_____	_____	_____	_____
5pm-6pm	_____	_____	_____	_____	_____

CPSV FORM (COST PER SINGLE VEHICLE) - Note: A "Time Block" form is required and must accompany every CPSV form.

VEHICLE DESCRIPTION:

Vehicle Identification Number: _____

Year -	Make -	Model -	Mileage -	Type -	# of Seats -	# of Tiedowns (lift/ramp)					
							CPSV @ Year	CPSV @ Month	CPSV @ Week	CPSV @ Day	CPSV @ Hour
501.00 Operating Salaries:											
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
502.00 Fringe Benefits:											
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
503.00 Services:											
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
504.00 Materials and Supplies:											
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____
							_____	_____	_____	_____	_____

506.00 Insurance:					
Vehicle Liability	_____	_____	_____	_____	_____
Vehicle Collision/Comp.	_____	_____	_____	_____	_____
Bonding	_____	_____	_____	_____	_____
General Liability	_____	_____	_____	_____	_____
Workers Compensation	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
507.00 Taxes:					
Vehicle Licensing	_____	_____	_____	_____	_____
Fuel & Lubricants	_____	_____	_____	_____	_____
Federal Income Tax	_____	_____	_____	_____	_____
State Income Tax	_____	_____	_____	_____	_____
Property Tax	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
508.00 Purchase of Service:					
Subcontracts	_____	_____	_____	_____	_____
Dispatch	_____	_____	_____	_____	_____
Bookkeeping	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
509.00 Miscellaneous					
Vehicle Depreciation	_____	_____	_____	_____	_____
Computer Depreciation	_____	_____	_____	_____	_____
Two-Way Radio	_____	_____	_____	_____	_____
Travel-Meetings	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
512.00 Leases and Rentals:					
Vehicle	_____	_____	_____	_____	_____
Computer(s)	_____	_____	_____	_____	_____
Radios/Communications	_____	_____	_____	_____	_____
=====					
TOTAL CPSV					
CPSV to be Negotiated:	_____	_____	_____	_____	_____
MARC CPSV @ 75%	_____	_____	_____	_____	_____
Other CPSV @ 25%	_____	_____	_____	_____	_____

ESTIMATED SERVICE NUMBERS

Regarding the overall Coordinated Non-Urban Transportation Services program, please estimate the numbers below for each component: Site Transportation-Persons, Site Transportation-Meals, Special Transportation-Reserved and Special Transportation-Lift/Ramp.

	ST-P	ST-M	ST-R	ST-L/R
SERVICE UNITS PROPOSED				
Estimated Number of Low-Income Minorities to be Served				
Estimated Number of All Others to be Served				
Total Number of Unduplicated Persons to be Served				