

# Alachua/Bradford Regional Workforce Development Board

c/o BCN Association, Inc.  
408 West University Avenue, Suite 604  
Gainesville, FL 32601

## REQUEST FOR PROPOSALS INNOVATIVE TRANSPORTATION SOLUTIONS

Issue Date:	February 14, 2000
Respondent's Conference	February 23, 2000:
Proposals Due:	March 16, 2000
Board Action Regarding Funding:	April 2000
Period of Performance:	Commencing from execution of contract through Program Year 2000 - 2001

### **Board Vision Statement**

To create a customer focused workforce development system, which restores the dignity of the individual by providing opportunities to become self-supporting. Restoration of individual dignity will be achieved through coordinated efforts of community partners to assure opportunities for employment, training, support and counseling services, career development, job creation and job development. Customers will enjoy an improved quality of life and more fully participate as productive citizens of Alachua and Bradford counties. The whole community will benefit by enhanced productivity and participation of a majority of its citizens.

### **Background**

The Alachua/Bradford Regional Workforce Development Board offers a variety of workforce development programs that help individuals and families move from unemployment and welfare dependence to self-sufficiency. The Board provides these services in Alachua and Bradford counties, which are located in a primarily rural area of North Central Florida.

While some public transportation is available in Alachua County, this is not available all day, every day. Available public transit does not enable rural residents of Alachua or Bradford County to commute to major employment centers. City residents cannot commute for shift work during public transit's off-hours or off days

The Board recognizes that lack of convenient, affordable transportation is a major barrier to success for many of its customers. The Board is particularly concerned that individuals striving to move from welfare to work, as well as other low-income customers must overcome this obstacle before they can find and sustain gainful employment. The purchase or down payment prices for cars are frequently more than many of the Board's customers can afford. Public transportation is not available in most of the region, and

where it is available (City of Gainesville, Alachua County) many customers either live some distance from bus routes or find those routes inadequate for their particular transportation needs. The successful transition from welfare to work, from poverty to economic self-sufficiency is greatly impeded by the lack of reliable, affordable transportation.

To solve these problems, Alachua and Bradford counties need flexible transportation systems that provide its customers with access to One-stop Career Centers, social service organizations, job training programs, job referral centers, child care and medical facilities, and locations that offer full-time employment.

### **Description of Services Sought**

Through this Request for Proposals (RFP), the Board is soliciting innovative solutions to the transportation problems experienced by its customers. The Board hopes that by addressing this problem through the development of a variety of targeted, county wide and inter-county approaches to providing transportation assistance, individual customers will be more successful in their efforts to achieve self-sufficiency. It is desired that through these efforts a more responsive transportation infrastructure will be built that will adequately serve the local workforce needs.

The Board encourages innovative proposals, proposals that expand or enhance existing services, and /or proposals that involve the cooperative or collaborative delivery of transportation services. The Board is particularly concerned that the proposed services be affordable and convenient for the majority of its customers who are not served by existing public transit systems.

Services solicited under this Request for Proposals may include but are not limited to fixed route bus services, small van pool services, car purchase/ownership programs, rural access transportation programs, targeted customer and/or area transportation services, organization of ride sharing programs, other traditional or innovative approaches to service.

### **Deadline for Receipt of Proposals**

Responses to this RFP must be **received by 5 PM Thursday, March 16, 2000**. Proposals received after that date and time would not be considered; electronically transmitted documents will not be accepted. Respondents are responsible for ensuring that proposals meet all the requirements set forth in this RFP, and for ensuring that proposals are received on time.

### **Where to Mail Proposals & Number of Copies Needed**

Submit one original (marked "Original") and eight (8) copies to:

Alachua/Bradford Regional Workforce Development Board  
c/o BCN Associates, Inc.  
408 West University Avenue, Suite 604  
Gainesville, FL 32601

### **Contract Period**

Services funded as a result of this RFP are to be provided for one year from the date a contract with the Board is fully executed. Continued funding is contingent upon successful performance.

### **Location of Services to Be Provided**

Respondents must be able to provide services to the Boards customers in Alachua and/or Bradford counties.

### **Coordination With One-Stop Career Center Program Operator and Partners**

The selected Service Provider(s) will be required to coordinate the provision of transportation services with the Boards One-Stop Career Center program operator and partners in Alachua and/or Bradford counties. Santa Fe Community College is the current One Stop Career Center operator for the Board.

### **Funding Available**

The Board estimates that a total of five hundred thousand dollars (\$500,000) in innovation funds will be available for projects funded as a result of this RFP. This estimate is given for planning purposes only, and does not commit the Board to contracting for that estimated amount.

### **Pre-Bid Conference**

A pre-bid conference will be at 11:00 a.m.-noon; Wednesday, February 23, 2000, in

Conference Room  
BCN Associates, Inc.  
408 West University Avenue, Suite 604  
Gainesville, FL 32601

All potential respondents are strongly encouraged to attend, since this conference will be the only opportunity to have technical and other concerns addressed in person.

If a respondent is unable to attend but has questions, those questions may be faxed **prior to the date and time of the conference to BCN Associates, Inc. 352-337-5242.**

All questions, including those received by fax, will be addressed at the conference. Minutes of the conference will be provided to all that attend and to anyone who requests a copy.

### **Non-Duplication of Services**

The Board does not intend to fund any project that duplicates any other transportation service currently available in Alachua and/or Bradford counties. The Board may however elect to fund projects that enhance or expand existing transportation service systems.

### Who May Submit a Proposal

Any governmental and non-governmental entity, whether operated as a for-profit or not-profit, may submit a proposal under this solicitation. Each respondent must be legally recognized entity that has received appropriate licenses prior to submittal of the proposal.

### Organizational Certifications and Mandatory Attachments

The proposal must be signed by the individual who is legally authorized to submit the proposal for the respondent.

A *Project Summary Sheet* is attached that requires: (1) the name, title, address, and telephone number of the person who has the authority to negotiate on behalf of the organization and to bind the organization to a contract; and (2) the name, title, address, and telephone number of a contact person who is usually available to answer questions about the proposed project.

If a single proposal is submitted on behalf of more than one organization, a lead agency should be designated to provide all the information requested in appropriate sections of the Project Summary Sheet.

The *Organizational Certifications Form* attached request additional organization information that must be submitted with the respondent's proposal. Proposal respondents' must attest to their legal organizational status and submit as an attachment to their proposal documentation that supports their claims.

No proposal will be accepted from an entity if:

- ◆ the entity has been debarred, suspended, or otherwise determined to be ineligible to receive funds by an action of any governmental agency; or
- ◆ the entity has not complied with an official order of any agency of the State of Florida or the United States Department of Labor to repay disallowed cost incurred during its conduct of projects or services; or
- ◆ the entity's previous contract(s) with the Board have been terminated for cause; or
- ◆ the entity's name appears on the Board's convicted vendor list; or
- ◆ for any other goods and just causes.

***Profit charges by private for-profit entities must be fair and reasonable and clearly identified in the line item budget submitted in response to this RFP.***

### Cost Reimbursement Requirement

Each organization that submits a proposal must be capable of supporting its own operation. Payment is made on a cost reimbursement basis after the Service Provider submits an invoice. Cash advance of program funds may be considered, but is subject to successful negotiation of a contract and repayment of the advance is subject to the terms outlined by the contract.

## **Proposal Evaluation**

The attached review and rating form will be used by the Board's One-Stop Committee to quantify its evaluation of each proposal. Decisions regarding funding are strongly influenced by but are not solely based on numerical review scores. The full membership of the Alachua/Bradford Regional Workforce Development Board will have final approval authority on all funding decisions. The review and rating will be conducted by the Board's One-Stop Committee composed of members of the Board and staff members of the Board's administrative agent, using the evaluation criteria contained on the attached Proposal Review Form. At that meeting, respondents will be invited to make short technical presentations of their proposals and to answer any questions that committee members might have. This meeting will be scheduled at the earliest possible time following the deadline for receipt of proposals

Upon completion of the review and rating process the One-Stop Committee will make its ratings and recommendations to the Board at its next scheduled meeting. At that time, the Board will make the final selection of a Service Provider or Providers and approve any funding recommendations. The Board may accept, reject, or accept with changes the recommendations of the One-Stop Committee.

The Board reserves the right to request additional information in support of the proposal and/or to ask the respondent to present additional information about the proposal. In particular, the Board may ask to examine an organization's personnel policies and grievance procedures.

## **Award Process and Limitations**

Prior to the award of any contract, a full determination will be made about the demonstrated ability of the organization to perform successfully under the terms and conditions of the proposed program. That determination will take into consideration such matters as whether the organization has:

- ◆ Adequate financial resources or the ability to obtain them;
- ◆ The ability to implement the proposed program at a reasonable cost;
- ◆ A satisfactory record of past performance in related areas, including demonstrated quality of services and the ability to provide for or arrange for the services proposed;
- ◆ A satisfactory record of business ethics, integrity, and fiscal accountability;
- ◆ The necessary organizational experience; accounting, and operational controls; and
- ◆ The technical skills to perform the work

The respondent is responsible for including in the proposal information that will allow the Board to evaluate these matters.

The Board may act to award a contract under this solicitation based solely on the proposal as submitted. Competitive proposals will therefore describe all aspects of the proposed services, including price, in the most favorable terms.

The successful respondent will participate in negotiations and, prior to the final award of a contract, will submit any budget, technical and/or other revisions to the proposal.

The Board reserves the right to reject any and all proposals submitted and/or to negotiate with all qualified sources. Receipt of a proposal does not commit the Board to award a contract, pay any costs associated with preparation of the proposal, or reimburse a contractor for any costs incurred prior to the signing of a contract agreement unless a Letter of Intent to Contract has been executed.

The final amount of the contract will be determined during contract negotiations. Final award of a contract is contingent upon:

- ◆ Successful negotiations of an agreement;
- ◆ Acceptance by the respondent of the contract terms and conditions;
- ◆ Satisfactory verification of past performance, where applicable; and
- ◆ Acceptance by the respondent of responsibility for achieving contract goals and objectives.
- ◆ Availability of funding.

Working in cooperation with the Board and its One-Stop Service Center operator and partners in Alachua and Bradford counties, the selected Service Provider(s) will be solely responsible for the conduct of all activities and services described in the contract.

### **Contracting Process**

The Board intends to award a performance-based/cost reimbursement contract for the services solicited by this RFP. The final contract will contain provisions for contract cancellations or re-negotiation based on the achievement of specific, measurable performance outcomes to be developed during contract negotiations.

The development of specific contract provisions describing how and if funds will be tied to performance standards may be a significant part of the negotiation process. All respondents must submit a line item budget showing *all* expected costs associated with delivering the proposed services.

### **Method of Solicitation**

This RFP is being used as the method of solicitation to assure the greatest degree of open competition to achieve the best technical proposals and services at the most reasonable cost.

Public notice of this RFP has appeared in local newspapers of general circulation. All known organizations recognized as being involved in the provision of services solicited will be sent a notification of this RFP. All requests for copies of this RFP will be honored.

The method of proposal solicitation represented herein, as well as the selection process detailed, are in accordance with the laws governing the fund sources expected to be used in contracting for the services solicited. After the published deadline for receipt of proposals, all proposals become public information and are available to any interested party.

No changes, modifications, or additions can be made to the proposals after the submittal deadline unless requested by the Board of all respondents. The Board reserves the right to waive any minor technical irregularity.

### **Expanded Timetable**

Comprehensive RFP available	February 14, 2000
Request for proposals Technical Assistance conference	February 23, 2000
Proposals due by 5 PM	March 16, 2000
One-Stop Committee Review	TBA
Final Approval of Selected Vendor/s by Board	TBA
Execution of Contract Project Start-up	April /May 2000
	From successful execution of contract

### **PROPOSAL SUBMISSION CRITERIA**

Please adhere to the following proposal formatting:

- ◆ Use the same topic heading, in the same order, as described in the outline\_ below
- ◆ Answer all requests for data or information, or mark the information "Not applicable."
- ◆ Type or word process all responses, including budgets
- ◆ Use 12-point type or larger for text.
- ◆ If you wish, you may copy *only the narrative text* of your proposal on two sides of the page.
- ◆ Provide all *budget details* in single sided copy
- ◆ Provide all *required certifications* in single sided copy.
- ◆ Attach all requested documentation to the back of the proposal, and label it clearly.
- ◆ No unsolicited attachments. No faxed proposals will be accepted.
- ◆ Number all pages of the proposal, including the attachments
- ◆ Submit an original, marked "Original," and eight (8) copies of the complete proposal.
- ◆ Make sure that the budget supports the written narrative and vice versa, and that all calculations are correct.

All proposal must follow the outline below. The Proposal Content section following this outline provides specific guidelines about the content of each section.

1. Project Summary Sheet (attached form)
2. Table of Contents
3. Description of Proposed Transportation Service
4. Plan of Work - including an implementation timetable
5. Description of Organizational Capacity
6. Staffing Qualifications and Experience
7. Detailed Line-item Budget
8. Letters of Reference (may be attached)
9. Mandatory Attachments: Attach to original copy of proposal only)

- i) Signed Drug-Free Workplace Certification
- ii) Signed Debarment & Suspension Certification
- iii) Signed Certification Regarding Lobbying Activities
- iv) Signed Sworn Statement on Public Entity Crimes
- v) Copy of most recent audit
- vi) Organizational Certifications

**REQUIRED PROPOSAL ELEMENTS**

**Proposal Content**

**1. Project Summary Sheet**

A completed project summary sheet signed by the person who has the legal authority to apply for funding. (If project involves multiple agencies, a lead entity must be selected for contracting purposes).

**2. Table of Contents**

Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection of the proposal, including each attachment.

**3. Description of Proposed Transportation Service:**

- a) Describe the Service Design and Method of Delivery

Describe the types of services that will be provided. A few examples of the types of services are: additional trips to meet unmet needs or priorities (paratransit and/or fixed route), enhancement or development of new routes, expanded hours, added capacity with the addition of capital equipment, ride-sharing opportunities and commuter vanpools, car ownership programs. Types of trips could include employment, job readiness, vocational training and education, education services related to employment, childcare and other support services

Describe whom the service or enhancement is going to serve. Demographic information should be included that identifies the population that will be served. Data from the local Board can be included to provide support in the area of demographics. Project submissions should include information about local efforts to communicate and cooperate with the local Board's One Stop Career system. An explanation should be provided, if these efforts have been unsuccessful

Maps or lists can be used to provide detail on where the project will be delivered and what customers needs will be served.

- b) Describe in detail the new services proposed in response to this RFP, including:

- ◆ Innovations in services provision;

- ◆ Improvements, expansions, or enhancements in service from the systems currently in place;
- ◆ Advantages and disadvantages of the proposed transportation solution
- ◆ Number of customers to be served by the proposed system;
- ◆ Costs required to operate the proposed system;
- ◆ Cost of the proposed system to the customer, including any sliding scale or special cost for the disadvantaged, low income, or welfare recipient;
- ◆ Availability/frequency of proposed transportation service, any proposed schedule information, including maps if applicable;
- ◆ Availability of proposed service to customer and description of access points;

If the respondent is currently providing transportation services, the section must include:

- ◆ Advantages and disadvantages of your current system;
  - ◆ Number of customers served by your current system;
  - ◆ Cost required to operate your current system;
  - ◆ Cost of your current system to the customer, including any sliding scale or special costs for the disadvantaged;
  - ◆ Availability of your current service and your current schedule information, including maps if applicable; and
  - ◆ For disabled customers, the availability your current service and your current cost of service.
- c) Describe the expected Goals, Objectives and Benefits of Proposed Services
- A statement of the major goals of the project in clear concise terms addressing the short-term and long-term outcomes expected to result from the project.
  - A description of the activities, strategies and services, including type and frequency, that the project will implement to meet its goals.
  - A description of the benefits for customers of realized by the proposed project implementation, and how these benefits will be measured and documented.
  - A description of the long-term and sustained effect on customers as a result of proposed transportation project.
  - Describe how outcomes will be tracked.
- d) Describe how the proposed service will meet the unique need of the Board's customers (describe any unique advantages for individual who are low income or recipients of welfare).
- e) Summarize the proposal, including any unique or innovative aspects that may set your organization and/or your proposal apart from others.

- f) Develop a flow diagram or describe clearly how customers will be informed about the proposed transportation service and begin to use it. The flow diagram and /or description should show the relationship between transportation services and the Board's One Stop Career Centers operator and other program partners.

#### **4. *Plan of Work***

This section should explain in detail how the project will be implemented. Information provided should identify any existing barriers and problems for providing services for Board customers and the solutions that will be achieved by funding this project. Respondents must identify any other funding sources accessed for providing this project to ensure there is no duplication of effort.

- a) Describe how you will implement the proposed transportation services in Alachua and/or Bradford counties
- b) Prepare a time line for provision of services showing the specific activities required to deliver the proposed service. At a minimum, include the following if appropriate to the proposal:
  - ◆ acquisition of vehicles;
  - ◆ hiring of staff;
  - ◆ training of staff
  - ◆ marketing of services; and
  - ◆ Fully functional services and all necessary agreements in place.

#### **5. *Organizational Capacity***

- a) Describe the organization's mission, history, and major funding sources. How does the organizations fit into the community?
- b) Describe the specific strengths and assets that the respondent brings to the proposed project.
- c) Describe the respondent's experience conducting similar project services in this or like communities, including statistical information about number of customers served and customer satisfaction rates.
- d) Describe the organization's administrative structure. If the proposal is from two or more organizations, explain how those organizations achieved the coordination necessary to submit the proposal and how that collaborative effort will be maintained throughout service delivery.
- e) Describe how the organization will financially support the cost of the program until a reimbursement can be requested for actual program expenditures.
- f) Describe the administrative and financial management capabilities of the organization. How will contract funds are kept separated from other funds? How will financial information be made available for monitoring and auditing purposes?

#### **6. *Staffing Qualifications and Experience***

- a) Descriptions of the staffing pattern that will be used to deliver service and manage the project.
- b) For each position title listed in the table, provide a job description that includes a list task to be performed, the percentage of time assigned to each task, and either the qualifications of the individual currently holding that position or of the individual who will be recruited to fill that position.
- c) Provide an organizational chart, showing where this project falls within the overall organizational structure and the lines of responsibility and authority for the people who will perform the work.
- d) What are the qualifications of the organization's key program management and financial staff, and to what extent will they be involved with this project.

**7. Detailed Line-Item Budget**

- a) Provide a detailed line-item budget for the proposed transportation service. Identify all funding sources. Show all costs and all income associated with the project. If profit is anticipated, show it.
- b) Provide cost-to-customer calculations detailing the financial impact of the proposed system on customers.
- c) Describe how the budget minimizes administration and management costs while providing a maximum amount of dollars to direct customer services.
- d) Make sure that your budget supports your proposed work plan and vice versa, and that all the calculations are correct. A budget narrative must be included.

**8. Letters of Reference**

*References should be included which support the project concept and/or demonstrate the organizational capacity to deliver the proposed service.*

- a) Provide a list of reference that includes agencies and individuals with first-hand knowledge about the organization's performance in providing transportation or comparable community services. Each reference should include a current address and telephone number.
- b) Attach up to five letters of support from past customers and clients of the organization.
- c) Attach up to five summaries of the results of past customers surveys and/or reports of the organization's performance on similar projects, as applicable

**9. Mandatory Attachments (Attached to the original copy of the proposals only)**

1. Signed Drug-Free Workplace Certification
2. Signed Debarment & Suspension Certification
3. Signed Certification Regarding Lobbying Activities
4. Signed Sworn Statement on Public Entity Crimes
5. Copy of most recent audit
6. Organizational Certifications