

A REQUEST FOR PROPOSALS

DATE: June 7, 2021
TO: Interested Parties
FROM: Dulles Area Transportation Association
SUBJECT: Request for Proposals: To Provide Taxi Services to Senior and Disabled Veterans for Rides to COVID-19 Vaccination Appointments

The Dulles Area Transportation Association (DATA) is soliciting proposals from qualified taxi service providers to provide taxi rides to senior and disabled veterans for transportation to and from COVID-19 vaccination appointments. DATA has received funding under the Federal Transit Administration's allocation in the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), by the National Capitol Region Transportation Planning Board. **The maximum value of this contract is \$30,000.**

Number and type of documents: DATA prefers proposals to be submitted via email. Subject line should read: **Veteran Taxi Voucher Program Proposal**, and should be addressed to: dpickford@datatrans.org. Should an offeror prefer to submit a proposal by postal mail, please refer to the details and directions below.

Process for review of qualifications: The qualifications and proposals will be reviewed by DATA's staff. The proposal narrative should not exceed three (3) pages (single-spaced, 11-point font).

Criteria for Review: DATA staff will, at a minimum, use the following criteria in selecting a taxi service provider:

- Understanding of the project based upon the attached Scope of Work
- Clarity of proposal and adherence to three-page maximum length for proposal narrative
- Ability to provide taxi service throughout the entire geographic service area as described in this RFP
- Ease of use of the taxi service for both DATA and the client passenger being serviced
- Ability to provide transportation for wheelchair bound clients
- Flexibility of approach and ability to provide services under a single purchase order
- Feasibility of approach
- Ability to provide services on a monthly reimbursement basis
- Demonstrated ability to meet projected budget targets
- Experience of the firm in similar endeavors
- Credentials and roles of chief personnel assigned to the project
- Disadvantaged Business Enterprise (DBE) or Minority Business Enterprise (MBE) certification, if applicable

The timeframe for completing this project is within eighteen (18) months after the notice to proceed is issued.

Evaluation of Proposals

The following criteria will be used in the initial ranking of proposals.

<i>Evaluation Criteria</i>	<i>Factors</i>	<i>Weight</i>
Responsiveness	The offeror's proposal conforms in all material respects to the requirements of the RFP.	15 points
Expertise	<p>The offeror possesses current and appropriate knowledge of taxi service industry in Northern Virginia and is licensed to provide ride services.</p> <p>Has the capability to provide ride services in the following localities – Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park as well as the Counties of Arlington, Fairfax, Eastern Loudoun and Prince William.</p> <p>The offeror provides evidence that staff who will be assigned to perform the proposed work are otherwise qualified to do so.</p> <p>The offeror can provide round trip ride services including wait time.</p> <p>Provide all services under a single purchase order.</p>	25 points
Experience	<p>The offeror provides evidence that it (the company and assigned staff) has recent experience directly relevant providing ride services under a voucher program.</p> <p>The offeror (company and assigned staff) has multiple years of experience providing directly relevant services.</p> <p>The offeror (company and assigned staff) has experience providing similar services for businesses or local governments in Northern Virginia, or for any other governmental body, commission or authority in Virginia.</p> <p>The offeror has the ability to serve wheelchair bound clients.</p> <p>The service arrangement between the provider, DATA, and the client is simple and easy to use.</p>	25 points
Reputation and Quality of Work	<p>The offeror supplies references that can provide information about the company or assigned staff in terms of character, integrity, reliability, reputation, judgment, experience and efficiency, as well as the quality of performance on previous contracts for similar services.</p> <p>The offeror (company or assigned staff) provides evidence of exceptional achievement in the area of professional expertise that is applicable to the proposed work, such as awards or commendations.</p>	10 points
Approach	The proposed approach to performing the desired services is sound and responsive to this solicitation.	25 points

	<p>The offeror can perform the work within the time frame specified, without delay or interference.</p> <p>The offer can provide ride services to clients on a monthly reimbursement/voucher basis.</p>	
		100 points

DATA assures compliance with Title VI requirements of nondiscrimination in all activities pursuant to this advertisement.

Submittal Date, time, and place due: DATA prefers proposals to be submitted via email to dpickford@datatrans.org. In the event email transmission is not possible or preferable, hardcopy proposals will be accepted and should be addressed to Dulles Area Transportation Association’s address listed below. All applications submitted, either by email or postal mail, **must be received by DATA no later than 12 p.m. (noon) eastern time on Wednesday, June 23, 2021** at:

Dulles Area Transportation Association
12110 Sunset Hills Road, Suite 600
Reston, Virginia 20190

All proposals must be received at the email listed (dpickford@datatrans.org), or at the address on or before the date and hour stipulated. Offerors should pay particular attention to ensure that the proposal is properly addressed and delivered on time or emailed. DATA is not responsible if the proposal does not reach the specific destination by the appointed time. All emailed proposals will have confirmation emails returned. Proposals received after the date and hour designated, for any reason, are automatically disqualified and will not be considered. The official time used in the receipt of responses is the time clock of DATA’s reception console.

Hardcopy responses to this RFQ may be sent via US Mail or any a commercial delivery service to the address listed above, provided that it is submitted in adequate time to allow for delivery to the specified office location. Offerors are responsible for assuring timely receipt of the proposal at the specified office location and should make allowance for the possibility of an untoward event. If submitting a hardcopy proposal by postal mail, please include 3 copies of the proposal.

Clarification of specifications and contact information: If any prospective offeror has questions about the specifications or other documents, contact Luke Frazza, Project Director, at 703.819.3459, or via email at: lfrazza@datatrans.org, no later than Friday, June 18, 2021. A record of all inquiries resulting in substantive clarifications, if any, will be prepared in writing and updated on Monday, June 21, 2021. This record will be available by email to all prospective offerors, upon request, and will be posted with the RFP on DATA’s web site: www.datatrans.org.

DATA's Equal Employment Opportunity (EEO) Program

Compliance with federal laws, including Title VII of the Civil Rights Act of 1964, requires employers to inform employees of their right to a workplace free of discrimination and retaliation. This requirement pertains to all conditions of employment, including recruitment, hiring, promotion, termination, compensation and training.

In addition, recipients of public transportation funding from the Federal Transit Administration (FTA) and COG/TPB are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory.

The Dulles Area Transportation Association (DATA) ADA policies and procedures are documented in this program and its attachments. This program will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

It is DATA policy to be an equal opportunity employer. As such, no employee, applicant for employment, customer, vendor, independent contractor or other individual will be discriminated against based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability, veteran status or other protected class or characteristic established under applicable federal, state, or local statute or ordinance.

It is DATA policy to provide a work environment free from harassment and retaliation. DATA will not tolerate any conduct that violates this policy and will promptly investigate and resolve all alleged complaints and take appropriate disciplinary action against employees who violate this policy. DATA will not tolerate harassment of any employee by any other employee, supervisor, vendor or customer. Harassment for any discriminatory reason, such as sex, race, color, national origin, disability, age, religion, marital status, sexual orientation, or any other protected category, violates DATA policy.

DATA will not condone, permit or tolerate discrimination as described above. Persons who engage in such discrimination will be subject to appropriate discipline up to and including termination of his/her employment.

Attachment A Scope of Work

The Contractor assigned to this contract agrees to provide the following services and required reporting information and documentation.

1. The Contractor must provide evidence that the business is licensed to provide ride services in Northern Virginia.
2. Contractor agrees that it is capable to provide ride services in the following localities – Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park as well as the Counties of Arlington, Fairfax, Eastern Loudoun and Prince William.
3. The Contractor will provide round trip ride services including wait time.
4. The Contractor will provide all services under a single purchase order.
5. The Contractor will provide DATA with a monthly invoice by the first Wednesday of each month for all rides provided during the previous month along with a ride-by-ride summary of the origin, destination and cost of each trip and type of trip (regular or wheelchair compatible).
6. The Contractor must be prompt in responding to a request for a ride.
7. The Contractor must have the ability to respond to wheelchair bound client requests.