

Date: October 25, 2017

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 17-10-70 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH MEDICAL TRANSPORTATION MANAGEMENT, INC. FOR PARATRANSIT FUNCTIONAL ABILITIES ASSESSMENT SERVICES

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize the General Manager to execute a contract with Medical Transportation Management, Inc. (MTM) for paratransit functional abilities assessment services (Services).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board approval is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

4. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

As a part of determining eligibility for LIFT service, TriMet’s Accessible Transportation Program (ATP) department conducts functional ability assessments of the skills needed to use fixed route services to determine if applicants are eligible for LIFT under the standards of the Americans with Disabilities Act. Approximately one-half of transit agencies nationwide use an in-person assessment process to determine eligibility for paratransit services. Transit agencies handle these assessments in one of three ways: in-house (which TriMet has determined to be cost prohibitive); through the use of hospitals and other medical facilities (which TriMet has determined places too great of a burden on our customers, as it requires multiple trips); and finally, through the use of third party contractors, which TriMet feels best balances the needs of the agency and the needs of our customers. Market research, as well as

the expertise of ATP staff, has shown that the number of firms providing these services nationwide is very small, which limits competition. This is evidenced by the fact that, in the two previous solicitations conducted by TriMet, only a single proposal was received each time.

Prior to the release of the solicitation, TriMet staff conducted outreach to the two known firms, apart from the incumbent, that offer third party assessment services. Efforts were made to determine why these two firms had not responded to previous solicitations and whether any changes could be made to the scope of work to maximize participation. One firm stated that their approach was fundamentally different than TriMet's. It was made clear to the firm that we would hope that they would consider submitting a proposal and that our Request for Proposal (RFP) process allows for deviations from the technical requirements of the RFP to be considered. The second firm provided no feedback regarding their reasons for not responding to the previous RFP.

6. Procurement Process

TriMet conducted a RFP process to select a contractor to perform the Services, which was issued on August 4, 2017, with a due date of August 25, 2017. The firms previously contacted by TriMet were notified that the RFP was forthcoming and encouraged to participate. A total of 1,379 firms were notified of the RFP on eBideXchange, of which 43 downloaded the documents. TriMet received two proposals in response to the RFP from ADA Paratransit, Inc. (A.D.A.P.T.) and MTM.

An Evaluation Committee (EC) comprised of staff from TriMet's Transportation Division was appointed to review, evaluate, and score the proposals. The evaluation criteria in the RFP included qualifications of firm, staff, and diversity; a work plan; and price.

After initial evaluation of the technical proposals, the EC determined that MTM was the highest ranked firm. The EC elected to only open MTM's price proposal. The table below shows the scoring for the two firms:

Criterion (points)	Proposers	
	A.D.A.P.T.	MTM
Qualifications of Firm, Staff, and Diversity (40)	15	38
Work Plan (30)	12	27
Price (30)	-	30
Total	27	95

The EC elected to request a Best and Final Offer (BAFO) from MTM. The BAFO requested revised pricing and clarified TriMet's intention regarding trip-by-trip eligibility determinations. MTM reduced their hourly rates by 5% from the initial price proposal. TriMet staff performed a price analysis on MTM's BAFO rates and determined that they are fair and reasonable.

This Resolution authorizes TriMet to contract with MTM for the Services in the amount of \$366,995.20 for a base term of one year with four one-year options at TriMet's sole discretion. The not-to-exceed amount of the contract over five years is \$1,834,976. Price adjustments will be permitted on an annual basis, but will be capped at the difference of the Consumer Price Index for the Portland-Salem area from the previous year. The actual contract amount will be based on the number of applicants, which will vary annually.

7. Diversity

MTM is not certified and they will be self-performing all work. Their workforce is 76% female and 41% minority employees.

8. Financial/Budget Impact

The Services are budgeted for in ATP's FY2018 budget.

9. Impact if Not Approved

TriMet could re-procure the contract, however, this option is not recommended because MTM is a well-qualified firm and has offered fair and reasonable pricing. Re-procurement would not result in more or better competition.

RESOLUTION 17-10-70

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH MEDICAL TRANSPORTATION MANAGEMENT, INC. FOR PARATRANSIT FUNCTIONAL ABILITIES ASSESSMENT SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Medical Transportation Management, Inc. for paratransit functional abilities assessment services (Services); and

WHEREAS, the total amount of the Contracts shall exceed \$150,000; and

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contract in an amount not to exceed \$1,834,976.

Dated: October 25, 2017

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department