

TO: O & S Committee

DATE: November 27, 2012

FROM: Rick Ramacier
General Manager

SUBJECT: Paratransit Request for Proposal
(RFP) Timeline and Scope of
Work

Background

Staff has drafted a timeline for processing the paratransit RFP for paratransit operations and maintenance. The timeline is driven to allow enough time for an iterative RFP design process involving staff, the Board of Directors and stakeholders on the front end. It is also driven by leaving County Connection with enough transition time on the back end should the incumbent Contractor not be fully retained.

Staff will review and seek your comment on the draft timeline and project outline with you at your meeting on December 3, 2012. The draft timeline and outline is attached for your reference.

Action Requested

Staff wishes to review the timeline and outline with you to help us prepare the first draft of an RFP for your January meeting. To that end, we wish to discuss the timing of your meetings in January through May of 2013 to coincide with the draft timeline.

DRAFT

County Connection Paratransit Request for Proposal (RFP) Project Timeline and Basic Outline

DECEMBER

- December O&S Committee meeting: present and review draft timeline and outline. Committee to give any additional feedback on the scope of work.
- Committee to set meeting dates for January, February, March, April, and May.
- Staff to produce first draft of RFP scope of work based on Board discussion at the November Board meeting.

JANUARY

- Staff to present first draft of RFP to the O&S Committee for review and comment including discussion on service approach options. Meeting to be held on January 7th, 8th, 9th, or 10th.
- County Connection Advisory Committee to review draft RFP on January 11, 2013.
- Conceptual RFP presented to the Board of Directors at their January 17th meeting. This will include service approach options and other broad concepts within the scope of work.
- Staff to revised first draft RFP in response to comments and direction from the Board of Directors.

FEBRUARY

- Staff to present 2nd draft RFP to the Committee at the February meeting. The discussion to facilitate the development of an RFP to be considered by the full Board in February.
- Staff responds to the Committee discussion for an updated draft RFP to be presented to the Board at its February 21, 2013 meeting.
- Board approves draft RFP to form after providing discussion and feedback. Direct the O&S Committee to review final assembled RFP at its March meeting prior to public release of RFP.

MARCH

- O&S Committee direct staff to release RFP at its meeting on March 1st.
- Staff releases and advertises RFP on March 4, 2013.
- Staff holds bidder conference on March 8, 2013.
- Staff puts together review panel.

APRIL

- Written proposals due on April 5, 2013 at 5:00 pm PT.
- Selection Panel reviews and scores proposals week of April 8, 2013.
- Finalists interviewed by panel week of April 15, 2013.
- Panel makes recommendation decision on April 19, 2013.
- Final proposer and other proposers notified of recommendation going to the O&S Committee.

- Staff prepares detailed analysis of proposals and justification for recommendation.

MAY

- Staff formally presents recommendation at O&S Committee meeting on May 1st, 2nd, or 3rd.
- Staff responds to any concerns of the O&S Committee.
- Recommendation brought forward to the Board of Directors for action at meeting of May 16, 2013.
- If Board defers action on recommendation, staff responds in kind by working to prepare actions to address Board concerns.

JUNE

- If Board acts on recommendation, staff will prepare and execute any transition* to a new contractor – should one be part of the final selection. If the incumbent is solely selected, no transition will take place other than to write the new contract.
- If Board does not act on recommendation in May, staff will present new recommendation while incorporating Board direction given in May to the O&S Committee at its June 2013 meeting.
- If Board does not act on recommendation in May, the Board of Directors will take final action at its meeting on June 20, 2013 to award paratransit contract. Any required transition will then commence.

JULY

- New or incumbent contractor assumes new contract with County Connection on July 1, 2013. Any remaining transition items continued to be processed to completion.

* The transition refers to a change in providers. For example, if the incumbent provider First Transit is not awarded the full bid or does not submit a bid, there will be a transition to a new provider. Transitions most often require a lot of prep work and coordination that County Connection will need to oversee. Transitions are time consuming for up to six weeks in some cases. If First Transit is fully retained, no transition would occur.