

# FY2020 Transportation Services

---

## *Buncombe County*

### *Introduction*

---

#### **Scope of Work**

Provide transportation services for children in the custody of Buncombe County Health and Human Services, primarily to and from school, with other transportation in and out of county as needed. Assess the client's eligibility for services and deliver as allowable.

Transportation Services provide transportation to children in the custody of Buncombe County HHS to school, visits, camps, etc. Organizations must provide all vehicles and ensure that they are properly equipped to meet the special needs of passengers. Drivers must be 18 years of age and properly licensed to operate the specific vehicle used in providing transportation. The organization must ensure that the driving records of each driver are reviewed on a regular basis and provide driving records of each driver on a semi-annual basis to the County. The organization must maintain a criminal history report on each driver transporting children and update every 6 months to include checking the Sexual Offender Registry.

The organization will pay a competitive rate to those staff delivering services and coordinate with HHS staff providing case management for those clients receiving services.

#### **Fiscal Provisions**

Payment to the Contractor will be under the terms of an established contract through 6/30/2020.

Applicants will need to complete a budget form, including proposed expenses for salary, administration, and client assistance.

#### **Application Information**

Complete applications must be submitted online no later than midnight, Thursday, March 14, 2019 in order to be considered. The online application can be accessed at this link: <https://www.buncombecounty.org/apply>.

Proposals will be evaluated by a review panel assigned by the Director of Buncombe County Health and Human Services, who will make final award decision. The County will choose the applicant that best fits its needs and the needs of the target population.

Collaborative applications are welcome. One organization must be the lead entity with whom the County will contract for services if applicant is selected. Funds would be dispersed to collaborating organization(s) by the lead entity via sub-contract. The County would require a signed written agreement for the sub-contract. The lead entity would be responsible for ensuring all County contract requirements are met.

## Questions

---

### **Project Name\***

Name of Project.

*Character Limit: 100*

### **Organizational Capacity\***

1. Organizational Capacity: What is the capacity of the organization to provide transportation services, especially for multiple children on a daily basis to and from schools across and within a 10 mile radius outside of Buncombe County? Please include past and current relevant experience, challenges encountered and how you intend to address those challenges, and clear evidence that the applicant has the organizational capacity to successfully carry out the programmatic scope of a contract resulting from this RFP.

*Character Limit: 1000*

### **Staffing\***

Staffing: What is the proposed staffing plan? Include the level of training and professional credentials of the staff working directly with the proposed client population as well as linguistic and cultural competency of the staff. Indicate how these positions fit into the applicant's organizational chart.

*Character Limit: 1000*

### **Client Services\***

Client Services: What is your proposed service delivery plan for Transportation services?

*Character Limit: 1000*

### **Documentation & Data Collection\***

Documentation & Data Collection: Describe the data collection and quality assurance measures that you use and how you will assure ongoing and effective tracking of contract requirements and outcomes. Include a description of databases and other technology utilized.

*Character Limit: 1000*

**Community Collaboration\***

Community Collaboration: Describe your current collaborative activities among private and public entities, including coordination, referral, and/or other linkages maintained, and briefly describe how these relationships will be continued and how new relationships will be established.

*Character Limit: 1000*

**Assessing Effectiveness\***

Assessing Effectiveness: Providing these services regularly may be challenging. How will the applicant know that they are providing effective services to the population?

*Character Limit: 1000*

**Proposed Budget\***

Proposed Budget: Describe your organization's financial capacity to perform the services as described in the application. Please attach a detailed 1-year budget indicating specific expenditures that link with the described scope of work and fiscal provisions.

*Character Limit: 1000 | File Size Limit: 3 MB*