

**LACKAWANNA SUSQUEHANNA OFFICE OF DRUG AND ALCOHOL PROGRAMS
REQUEST FOR PROPOSAL
FOR SAFE RIDE TRANSPORTATION SERVICE PROVIDERS**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed proposals will be received and reviewed by The Lackawanna-Susquehanna Office of Drug and Alcohol Programs, the Single County Authority for Drug and Alcohol services [“SCA”], at its offices at 507 Linden Street, 5th Floor, Scranton, Pennsylvania 18503 for provision of transportation services to the organization, in particular to eligible individuals served by the SCA’ Safe Ride Program.

Respondents must submit their written proposal by **1:00 p.m.** prevailing time on **Thursday November 1, 2012.**

SCA management personnel will be available to answer the questions of potential respondents. Respondents should contact to the Project Officer c/o Pat Cushner, SCA Administrative Assistant, at cushnerp@lackawannacounty.org.

PURPOSE:

The purpose of this Request for Proposal is to solicit proposals from qualified providers to provide transportation services for a community effort by the Lackawanna/Susquehanna Office of Drug and Alcohol Programs to reduce the number of alcohol-related drinking and driving crashes, injuries and deaths in Lackawanna County during a season of increased partying and celebrating. The program offers safe rides in a non-threatening anonymous manner. In order to accomplish this, the following guidelines have been established and must be met by the prospective transportation service provider:

1. The Safe Ride Program will provide taxi rides from November 21, 2012 through January 1, 2013.
2. Riders picked up will only be transported to their residence from a bar/social club/restaurant or private party.
3. The program will not provide services for passengers requesting transport from one bar/social club/restaurant/party to another bar/social club/restaurant/party.
4. Reimbursement to the will be provided up to and including a 15 mile radius. Any mileage over 15 miles will be the responsibility of the rider/passenger.
5. Reimbursement will not include tips/gratuities paid to the driver. Only the cost of the taxi fare will be reimbursed.
6. Riders must have and submit a Safe Ride voucher form
7. This program is designated for Lackawanna County only. Destinations and rides originating outside of Lackawanna County will not be reimbursed.
8. The total capped amount for reimbursement for transportation services for the period specified above is \$ 5,000. Any costs beyond that are incurred by the provider without reimbursement

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL:

1. RFP submissions will include four [4] copies and contain all information required.
2. Proposals must be submitted to the Project Officer, c/o Pat Cushner, Administrative Assistant at 507 Linden Street, 5th Floor, Scranton, Pennsylvania 18503 by the close of business on Thursday November 1, 2012.
3. Submissions will be tendered in a sealed envelope with the name of the agency or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each submission package be hand-delivered.
4. The SCA assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted.

SUBMISSION FORMAT:

Submissions should adhere to the following outline and order:

1. Cover Letter.
2. Organization Summary - Include overview, office locations, and hours of availability where appropriate for the services being provided.
3. Name and address of the organization and the corporate officer authorized to execute agreements.
4. A brief description of the organization's history, ownership, and structure.
5. The names, experience, qualifications, and applicable licenses held by the individual(s) primarily responsible for providing transportation services.
6. A listing of all like or similar service contracts with other county programs. Include the name, address and telephone number of the contact person.
7. A statement of the organization's coverage. Organizations need not provide an insurance certificate specific to the SCA in responding to this RFP.
8. A statement of assurance that the organization is not currently in violation of any regulatory rules and regulations that may have any impact on its operations.
9. A statement that the firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.
10. A certified copy of a current financial report of the company.
11. A list of five (5) references, including name of institution, address, and contact person and phone number.
12. Any Additional Supporting Documents

CRITERIA FOR EVALUATION OF PROPOSAL:

The SCA will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation with respect to representation of governmental entities.
2. Knowledge of the subject matter of the services to be provided to the SCA.
3. Ability to meet timelines and schedules for completion on an expedited basis as set forth by the SCA; Availability to accommodate any required meetings of the SCA.
4. Other factors determined to be in best interest of the County in the SCA's sole discretion.

All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

CONFIDENTIALITY:

This Request for Proposal, and all submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the SCA. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document.

RESERVATION OF RIGHTS:

1. Submissions received will be reviewed and evaluated by the SCA, based upon such criteria as the SCA, in its sole discretion, deems appropriate.
2. The SCA reserves the right to request clarification or additional information from any respondent.
3. The SCA, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the SCA will enter into negotiations, or may reject all proposals.
4. The SCA reserves the opportunity to modify this Request for Proposals at its own discretion and without prior notice as may be permitted by law.