



December 7, 2015

To: Fox Cities Transit Commission

From: Amy Erickson, Paratransit Coordinator/Operations Supervisor

Subject: Authorization to award a Three-year Contract with two one-year options to Affinity Occupational Health for ADA Paratransit Certification Services

The ADA Paratransit Certification RFP was issued on October 26th, 2015. An advertisement of the RFP was run in the Appleton Post Crescent, Green Bay Press Gazette and the Oshkosh Northwestern on October 28th, and November 1st, 2015. Copies of the RFP were emailed to local contractors who in the past have indicated interest in bidding on the contract. They included Affinity Health System and ThedaCare. The RFP was listed on the Valley Transit website and on the City of Appleton website. The bids were due on November 30th, 2015 at 1 P.M.

Affinity Occupational Health was the only bidder.

Mr. Robert Verkins for Affinity has been providing Valley Transit's ADA Paratransit Certification's since 1998, and has performed over 29,000 ADA Paratransit certifications over the past 18 years. Mr. Verkins has a master's degree in Vocational Rehabilitation with an emphasis in vocational evaluation, and an understanding of ADA regulations on Paratransit eligibility giving him the necessary qualifications to perform functional assessments of an individual's ability to use the fixed route bus service.

Assessments are performed at the St. Elizabeth Hospital Rehabilitation Center, located at N496 Milky Way, in Appleton. Appointments can be made Monday through Friday between 8 A.M. and 4:30 P.M. Affinity will also perform outreach efforts to nursing homes, senior center, and schools when there are groups of six or more individuals seeking certification. Individuals who have been denied certification or who wish to dispute the certification they received may request an appeal. Mr. Verkins has attended these appeal hearings at no additional cost. Mr. Verkins has provided excellent service to Valley Transit since 1998.

Affinity's proposed price per certification is \$20, an increase of \$1 per certification. It is the first increase since 2007.

Recommendation: Award a Three-year contract with two one-year options for ADA Paratransit Certification Services to Affinity Occupational Health for \$20 per certification