



Memorandum

TO: Fox Cities Transit Commission

FROM: Ron McDonald, General Manager

DATE: October 12th, 2021

RE: Award Recommendation for Outagamie County Rural Service Contract

In addition to fixed-route bus service, Valley Transit offers a rural transportation service for elderly and disabled passengers in the non-urbanized areas of Outagamie County. The service is called Outagamie County Rural Service (OC Rural) and is currently provided by contract with Kobussen Buses LTD. The current agreement expires on December 31st, 2021.

In preparation for this procurement, Valley Transit staff developed a request for proposal (RFP) to select a contractor to provide this service. Staff considered lessons learned, competencies required by the next contractor, and incorporated these areas into the RFP.

The Outagamie County Rural RFP listed the contract length at eighteen months commencing on January 1st, 2022, with options to extend for two additional one-year periods. An 18-month contract was used to end the subsequent agreement on June 30th. This was done to ensure that future contracts begin in the summer, which is a better season to transition to a new contractor versus January 1st.

The RFP document was sent directly to known paratransit vendors; posted on the State of Wisconsin's VendorNet system; and advertised online with the *Post-Crescent*, *Oshkosh Northwestern*, and *Green Bay Press-Gazette*. Proposals were due on July 13th, 2021.

ANALYSIS

An evaluation team was assembled to review the proposals. The team included Valley Transit staff and an Outagamie County representative. Each proposal was evaluated based on experience, professional competence, technical approach, understanding and completeness of proposal, capacity & price. The team discussed perceived benefits of both proposals. After considering the written proposals and pricing, the evaluation team unanimously concluded that Running Inc (Viroqua, WI) had proposed the best value for Valley Transit.

Running Inc. was considered responsible based on previous contract performance and references. Running Inc.'s proposal was also deemed responsive by meeting all mandatory requirements listed in the RFP.

In summary, the evaluation committee agreed that Running Inc. proposed adequate staffing to provide the service at all service hours required; a compliant maintenance program; a compliant drug & alcohol testing program; a good understanding of customer service and safety; proper staff training; and sufficient vehicles to operate the service. Running Inc. also has access to Valley Transit's scheduling and reporting software that provides for improved oversight of the contract.

Running Inc.'s rate per ride was lower than Kobussen's. The evaluation team considered it the best value based on each proposal's costs and benefits, including current experience with both contractors. See table below showing per ride rates.

Service	Kobussen	Running
January 2022 – June 2023	\$39.84	\$38.55
1 st Year Extension	\$41.04	\$39.71
2 nd year Extension	\$42.27	\$40.90

FISCAL IMPACT

Valley Transit's 2022 proposed operating budget includes \$275,007 for the Outagamie County Rural service contract. The estimated local share of \$126,868 will be paid by Outagamie County.

RECOMMENDATION

Staff recommends authorization for Valley Transit to enter into an 18-month contract with two 1-year optional extensions with Running Inc to provide Outagamie County Rural Transportation service.