



June 15, 2016

To: Fox Cities Transit Commission

From: Amy Erickson, Paratransit Coordinator/Operations Supervisor

**Subject: Outagamie County Specialized Transportation RFP Rejection and new process**

In May, Valley Transit issued a Request for Proposal to provide Specialized Transportation Service in Outagamie County. While reviewing submitted proposals on June 11, 2016, Valley Transit discovered that the three million dollars of increased umbrella insurance coverage recommended by the City of Appleton imposed unreasonable business requirements for bidders which is a violation of Federal Procurement Regulations. Therefore, Valley Transit is proposing to reject all proposals, revise RFP language, and restart the RFP process.

The Outagamie County Specialized Transportation Service Temporary Contract with Kobussen Buses, Ltd. expires on June 30, 2016. The original contract was for three years beginning in 2011 thru 2013, with two one-year options. Valley Transit exercised the second option year in 2015, and the Fox Cities Transit Commission approved the request for a Temporary 6 month Extension to complete the RFP process. That contract expires on June 30, 2016, and Valley Transit is working with the current provider to negotiate a cost to continue to provide coverage of the Specialized Transportation Service for a temporary six month period beginning July 1, 2016 through December 31, 2016.

**Recommendation: That the Fox Cities Transit Commission authorize Valley Transit to reject June 11, 2016 Specialized Transportation Services RFP proposals and begin a new RFP process.**