



December 4, 2013

To: Fox Cities Transit Commission

From: Deborah Wetter
General Manager

Subject: Exercising First Option Year for Affinity Occupational Health contract for ADA Certification Services

On January 9, 2013, the Transit Commission approved a one year contract with two one year options for Affinity Occupational Health to provide ADA certification services for Valley Transit from January 2013 through December 2013 for \$19 per certification.

Affinity has been providing Valley Transit with certification services since 1998. They were the successful bidder in 1997, 2002, 2007 and 2012. Mr. Robert Verkins, the person who has been providing the services with Affinity, has a master's degree in Vocational Rehabilitation with an emphasis on vocational evaluation. He has the qualifications to perform functional assessments of an individual's ability to use the fixed route bus service.

Assessments are performed at the Occupational Health office at N496 Milky Way in Appleton, Monday through Friday between 7:00 a.m. and 5:00 p.m. (served by VT II and Route 11). Affinity also performs outreach efforts to nursing homes, senior centers 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 with Valley Transit. Valley Transit has had between 1700 and 2100 certifications each year.

The advantage of having an occupational health provider handle the certifications is that the assessment is based on specific criteria set forth in the ADA regulations. The individual is evaluated by a professional who has the qualifications to perform functional assessments. It is done by an outside professional and therefore does not require Valley Transit staff time. And because Valley Transit staff are not involved in the initial assessment, we can serve as the appeal board should an individual feel the assessment is incorrect.

Affinity has agreed to continue to provide the ADA certification services in 2014 for the same price of \$19.00 per certification. We have exercised the first option year with Affinity and asked them to continue providing ADA certifications for 2014.