



**Request for Qualifications
Living Independence Network Corporation
Transportation Voucher Program**

The Living Independence Network Corporation (LINC) is seeking qualified and experienced Vendors/Contractors (individuals or firms) to submit qualifications and interest for taxi services to provide transportation for persons who have a disability or are adults 60 years of age or older in the Idaho Department of Transportation’s District 4 service area.

Date Issued: January 5, 2023
Requested: Qualifications and interest for subsidized on-demand transportation service

Statement of Objective: See below
Contact: Lori Benfiet, Director of Finance
lbenfiet@lincidaho.org

Responses can be emailed to:

Living Independence Network Corporation
Attention: Lori Benfiet, Director of Finance
Email: lbenfiet@lincidaho.org
By: Ongoing

Term: Contractor shall provide professional services on an as-needed basis as described herein for a term of one year commencing on the date a contract is signed.

Submission Requirements: All Responses must include the following items:

- Description of vendor and qualifications
- Attachment 1 – Application
- Identification of point of contact and all current drivers
- Background check of drivers
- All responses must be signed by duly authorized representative of the firm
- The company fee schedule for riders

- Certificate of company and vehicle insurance
- Organization is in good standing with the Secretary of State
- All incomplete application will be automatically rejected

LINC will review and evaluate responses. A recommendation to enter into an agreement with the successful vendor(s) will be made based upon respondent's most advantageous to meet LINC's objectives.

Vendors will be notified by email with a Notice of Intend to Award.

We appreciate your interest in LINC and look forward to your response.

SCOPE OF OBJECTIVE:

Background: LINC's Transportation Program is a subsidized transportation voucher program funded in part by the Idaho Department of Transportation's 5310 grant for persons with disabilities and seniors (age 60 and older). Eligible program participants receive a set subsidy per ride for transportation service as determined by LINC and based on available funding and number of program participants.

Purpose: The purpose of the LINC Transportation Program is to establish a transportation service (as defined herein) that enables program participants to access on-demand, door-to-door transportation using the Service Provider's transportation services (i.e., taxis)

Scope of Work (State of Objective): LINC shall be responsible for informing eligible residents of the LINC's Transportation Program, its requirements, and information they must present to the Service Provider each time they use the voucher card to subsidize the Service Provider's meter rate fare. LINC is responsible for providing the cards that enrolled participants of the program can use. The cards do not expire and can be managed by LINC remotely. LINC shall be responsible for the preparation and distribution of LINC cards and all costs associated therewith.

LINC's Transportation Voucher Program Collection Responsibilities and Procedures:

- A. The Service Provider shall accept the ride subsidy through the LINC Voucher Cards.
- B. The Service Provider will use the LINC Voucher Card system, which includes the ability to use an "app." F4 or other technology.

- C. The Service Provider shall not accept LINC Voucher cards for payment of gratuity or any other service which is not included as part of the meter rate fare.
- D. The Service Providers' current meter rate fare shall be consistent with any applicable local agency regulations or authorizations and with the published rates of the Service Provider. The Service Provider is not prohibited from giving discounts or fare reductions to riders using the LINC Voucher Card.
- E. Payment is processed through the information gathered from app (F4) and will be processed monthly.
- F. The Service Provider shall keep LINC updated of any changes in their fee schedule.

Service Coverage Area: The transportation voucher service area includes communities in Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls counties. The Service Provider is not required to provide service to all communities in the service area covered.

Taxes and Licenses: The Service Provider shall maintain and be liable for all taxes, fees, licenses, insurance requirements, and costs as may be required by the local agency and State of Idaho laws and regulations for the conduct of business by the Service Provider. Service Provider shall secure and maintain such license and permits as may be required in order to provide Program services.

Drivers and Equipment: The Service Provider agrees to use safe and clean equipment. Drivers will be properly licensed and trained for the Program. Service Provider must maintain the minimal state required amount of insurance appropriate for commercial operation, and provide proof of such insurance to LINC. The Program may require special assistance and the Service Provider will use its best efforts to assign drivers and equipment which can provide such assistance. The Service Provider, at its own expense, shall conduct appropriate and applicable background and reference checks on all drivers for the purpose of determining if they have any disqualifying circumstances. Item such background and reference check shall be provided to LINC upon request.

(a) Drivers

- a. Have a satisfactory driving record.
- b. Have a clean criminal record.

(b) Vehicles

- a. Are owned or leased by Service Provider.
- b. Meets or exceeds the interior and exterior standards and requirements, including, but not limited to, the necessary safety equipment and signage required by applicable federal and state laws, rules, and regulations.

- c. Satisfies the vehicle requirements for the vehicle type (e.g., vehicles used to transport wheelchair passengers must be compliant with the Americans with Disabilities Act.) Promptly provide to LINC maintenance reports for any vehicle utilized in the fulfillment of the Services upon LINC's request.

Shall Act as an Independent Service Provider: Service Provider shall be deemed to be and shall act as an independent Service Provider and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of the contract. LINC is not responsible for withholding, and shall not withhold FICA or other employment taxes of any kind from any payments which it owes Service Provider. LINC shall issue Service Provider a 1099 rather than a W-2 form. Service Provider is not entitled to receive any benefit which employees of LINC are entitled to receive, if any, and Service Provider shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pension, profit sharing, or Social Security on account of Service Provider's work for LINC. Service Provider shall maintain Service Provider's own occupational licenses in all cities and counties as may be required by applicable law.

The contract does not create an employer-employee relationship between LINC and Service Provider, and the contract is not a contract for future employment or future engagement.

Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.

LINC assumes no liability or responsibility for any agent, Service Provider, subcontractor, or employee of Service Provider ("Service Provider Personnel"). Service Provider will: (1) ensure that Service Provider and Service Provider personnel follow all laws, regulations, ordinances, and licensing requirements; (2) be responsible for the supervision, control, compensation, withholdings, health, and safety of Service Provider personnel and (3) to the best of Service Provider's knowledge, inform LINC if a former or current employee of LINC will be assigned work under this contract, such assignment subject to LINC's approval.

Attachment 1 – Application

The contractor will provide transportation services within boundaries of the program boundary per Statement of Objective.

Legal Name: _____

Address: _____

Contact Person: _____

Title: _____

Telephone: _____

Email: _____

Communities Served: _____

Do you operate a wheelchair accessible vehicle(s)? Yes _____ No _____

The undersigned certifies the following:

1. That they have read and understand the objectives and requirements of the request for quote; and
2. That they agree to all requirements, specifications, terms, and conditions of the request for quote referenced above; and
3. That they will furnish the designated item(s) and/or service(s) as quoted in the request for quote; and
4. That they certify under penalty of perjury that the respondent is, to the best of their knowledge, not in violation of any Idaho tax law; and
5. That their company has been certified as one of the following registered business classifications:

Respondent's Signature: _____ Date: _____

Attachment 2 – Checklist

- Insurance Certificate
- Signed Vendor and Qualifications Document
- Background check of drivers
- Fee Schedule
- Attachment 1 – Application