



Appendix A

Oswego Industries, Inc. / Arc of Oswego County Request for Proposal: Transportation Services to and from Day Programming

Scope of Work

Provide daily round trip transportation services for individuals residing in area homes and other residences to our locations at 7 Morrill Place, 314 Park Street, and 66 Pierce Drive, Fulton NY. The individuals to receive transportation services may exhibit various disabilities that impact decision making skills, vision, hearing, speech, ambulation, general health and physical abilities, as well as emotional needs. These characteristics may require special attention from transportation staff, including mobility and behavioral supports.

This is a full-service ridership-based contract. For the purpose of this contract, full service shall mean that the Contractor's bid price includes, but is not necessarily limited to: all labor, all materials and supplies, all emergency work and special requests; all administrative reporting requirements, any monetary charges occurring from required medical tests and background clearances for drivers and monitors/aides and all overhead costs and profit. It shall also include all travel costs, parking fees and any other ancillary fees and costs including permits, licenses, insurance, etc.

The Transportation vendor must comply with all DOT, OPWDD, DOH and any other applicable laws and regulations to ensure the health and safety of people served. The vendor must provide adequate training to all employees. See Appendix B.

All transporters must be aware that some individuals being transported will be in wheelchairs and special care must be taken in the transport of these individuals as follows:

All activities will support the safe transportation of people supported by OI/Arc. The Vendor will ensure the human rights, well-being, independence, and uniqueness of people supported is respected by all employees and agents of the vendor. Refer to the National Alliance for Direct Support Professionals Code of Ethics (<https://nadsp.org/resources/the-nadsp-code-of-ethics/>).

All wheelchair and occupant securement systems must be used in conformance with the manufacturer's instructions. In any instance where an occupant's wheelchair size or configuration, or the individual's physical/medical condition would preclude the transporter's ability to comply with the manufacturer's equipment use instructions, the transporter must immediately consult with the appropriate Oswego Industries/ Arc of Oswego County staff to reach a safe resolution.

All transportation staff assisting individuals in wheelchairs must demonstrate competency in the use of wheelchair lifts and securement systems. Curriculum for competency-based training and proof of training must be submitted to Oswego Industries/ Arc of Oswego County staff if requested.

Oswego Industries/ Arc of Oswego County staff must be given access to all vehicles upon request, for the

purpose of ensuring the proper use of wheelchair and occupant securement systems to assure the safety of individuals being transported.

Transportation is required Monday through Friday, excluding Oswego Industries/ Arc of Oswego County recognized holidays (Attachment C) and snow or other unscheduled emergency days. Services will be provided each day programs are in operation. Some program participants do not attend a full five-day week. These schedules are subject to change based upon the needs of the individual being served by the program (Attachment D). Pick up location information is listed (Attachment D) Attachment D & E will be provided to accepted bidding parties by contacting Oswego Industries via email at RFP@oswegoind.org.

Routes shall be established so that no rider is required to be on the vehicle for an extended period; not to exceed 60 minutes each way. Deviations from this standard require advance approval from Oswego Industries/ Arc of Oswego County staff. Arrival times for Programs are no earlier than 8:30 a.m. and preferably no later than by 9:00 a.m. Pick up for departure will begin at 2:00 – 2:30 p.m. The Contractor is responsible for the health and safety of Oswego Industries/ Arc of Oswego County riders while they are on the Contractor's vehicles.

Oswego Industries/ Arc of Oswego County reserves the right to add and delete residential/program sites as programs develop in response to recipient needs and regulatory requirements. Oswego Industries/ Arc of Oswego County will provide the Contractor with advance notice of such changes, inclusive of route adjustments, as they become known. The Contractor will be expected to work cooperatively with Oswego Industries/ Arc of Oswego County to adjust routes accordingly in a timely fashion.