

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2008-46**

**Ratify Sole Source Agreement with Catholic Community Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	5/1/08	Discussion/Possible Action to Recommend Board Approval	Bonnie Todd, Director, Transportation Services	(206) 398-5367
Board	5/8/08	Action	<b>Michael Miller, Accessibility Manager</b>	(206) 689-4927

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	✓
Sole Source	✓	Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Volunteer Programs – Pierce County

**PROPOSED ACTION**

Ratify a sole source agreement with Catholic Community Services to provide administrative and management services for the Regional Special Needs Transportation Coordination Plan Volunteer Programs project for a total authorized amount not to exceed \$107,837.

**KEY FEATURES of PROPOSED ACTION**

- The \$107,837 covers a scope of work for Pierce County that fulfills the terms of a Federal Transit Administration New Freedom Grant awarded to Sound Transit and the Regional Special Needs Transportation Coordination Plan in December 2007. It includes the following:
  - Funding for a volunteer coordinator position that will coordinate recruitment and training of Bus Buddies and Travel Ambassador volunteers, manage driver incentive programs, and provide support for the operation of FindARide.org
  - Reimburse mileage for volunteer drivers
  - Pay for materials and supplies
  - Cover fiscal agent administrative fees
  - The requested contract amount is for a two-year term
  
- This action was not determined to be of a sole source nature until after the letter of agreement was signed by Sound Transit and Catholic Community Services. As a non-sole source contract it was within the Chief Executive Officer’s approval range. As soon as the determination was made that the agreement needed to be handled as a sole source, the board approval process was initiated.

## **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

## **BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action will ratify a sole source agreement with Catholic Community Services to provide administrative and management services for volunteer programs in Pierce County. This action will be funded through a combination of Accessible Services Program Operations budgets, including communication/information programs, accessibility training, facility/equipment improvement and accessibility service research. The total budget is \$236,650 and is sufficient to fund the program. The estimated spending for this contract in 2008 is \$51,934. The remaining balance of the contract will be funded by Accessible Service Program Operations budget in 2009.

## **BUDGET TABLE**

### **Summary for Board Action (X \$1,000)**

Action Item: Execute a contract with Catholic Community Services to provide administrative and management services for Volunteer Program project in Pierce County.

Current Year Budget	Adopted 2008 Budget (1)	Spent & Committed to Date in 2008	Contract Expenditures 2008	Remaining 2008 Budget
Combined budgets to fund Regional Special Needs Transportation Coordination Plan	235	3	52	180
Other Services	536	-	-	-
<b>Total MIP Services</b>	<b>771</b>	<b>3</b>	<b>52</b>	<b>180</b>

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
Hopelink	-	52	56	108
<b>Total</b>	<b>-</b>	<b>52</b>	<b>56</b>	<b>108</b>

Contract Budget	Current Approved Contract Value	Committed to Date	Proposed Action	Proposed Total Contract Value
Hopelink	-	-	108	108
Contingency	-	-	-	-
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>108</b>	<b>108</b>
Percent Contingency	-	-	0%	0%

### Notes

<sup>1</sup> The RSNTCP is funded by four areas in MIP Service budgets: Communications and Information, Accessibility Training, Facility/Equipment improvement and Accessible Research. This information can be found on page 62 of Adopted 2008 budget book.

## **SMALL BUSINESS PARTICIPATION**

Not applicable.

## EEO Commitment

Catholic Community Services' workforce demographics are 75% women and 25% minorities. They comply with all applicable federal, state and local EEO laws and regulations

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

In 2007, Sound Transit was awarded a New Freedom Grant by the Federal Transit Administration to implement and administer volunteer programs. New Freedom Grants require that programs and projects provide services to persons with disabilities, low-income and seniors that are over and above those required by the Americans with Disabilities Act and other federal regulations. The Volunteer Programs project was rated the second most important to the region in the Sound Transit Regional Special Needs Transportation Coordination Plan developed and approved by the Board in 2006.

In order to allow maximum flexibility and to have the greatest local impact, Sound Transit requested that special-needs coalitions of King, Pierce and Snohomish Counties submit a project plan for their portion of the Volunteer Programs grant funds. They were also requested to identify a lead/fiscal agency who would manage the grant funds and programs.

The Pierce County coalition is comprised of Pierce Transit, Pierce County Human Services, Pierce County Community Services, Paratransit Services, Transpro, Inc., Puget Sound Educational Service District, Local Motion, Helping Hands, Tacoma Area Center for Individuals with Disabilities, Boys & Girls Clubs of South Puget Sound and other agencies. The coalition submitted a project plan and Catholic Community Services was designated as the lead/fiscal agent. Catholic Community Services is a private non-profit which provides a wide array of services (including job placement) for residents of Pierce County who are seniors, disabled, or low income.

Programs of this type are being funded by Sound Transit in King, Pierce and Snohomish Counties through agencies which currently have operating programs. For Sound Transit to operate these programs, a minimum of 1.5 FTEs would be required. The salary, benefits and related expenses would be considerably more than the amount of this agreement.

## Sole Source Justification

Pierce County special-needs coalition members worked with Catholic Community Services in developing a unique plan and scope of work for the Volunteers Program. No other private or public firm does this kind of work; a competitive RFP would not garner any proposals.

Catholic Community Services has long supported efforts to increase mobility options for transportation disadvantaged people in King County. They also participate in and support both Sound Transit and Puget Sound Regional Council special needs coordination plans. Additionally, they have long established programs to assist disadvantaged people in Pierce County, including those with transportation needs.

Catholic Community Services has volunteer programs already in place to provide transportation. Building on these existing programs represents a savings of both time and money. An agreement for services with another agency would require a lengthy start-up phase.

## Prior Board/Committee Actions

Motion/Resolution Number and Date	Summary of Action
M2006-71 10/12/06	Adopting the Regional Special Needs Transportation Coordination Plan and authorizing submittal to the Puget Sound Regional Council for incorporation into a regional plan.

### **CONSEQUENCES of DELAY**

- A delay in the approval of this action will delay the implementation of the Volunteer Program in Pierce County.
- Sound Transit must submit an interim progress report to the FTA by the end of the second quarter of 2008.

### **PUBLIC INVOLVEMENT**

Not applicable to this action.

### **ENVIRONMENTAL COMPLIANCE**

SSK 4-09-08

### **LEGAL REVIEW**

JW 4/21/08

## **SOUND TRANSIT**

### **MOTION NO. M2008-46**

A motion of the Board of the Central Puget Sound Regional Transit Authority ratifying a sole source agreement with Catholic Community Services to provide administrative and management services for the Regional Special Needs Transportation Coordination Plan Volunteer Programs project for a total authorized amount not to exceed \$107,837.

#### **Background:**

In 2007, Sound Transit was awarded a New Freedom Grant by the Federal Transit Administration to implement and administer volunteer programs. New Freedom Grants require that programs and projects provide services to persons with disabilities, low-income and seniors that are over and above those required by the Americans with Disabilities Act and other federal regulations. The Volunteer Programs project was rated the second most important to the region in the Sound Transit Regional Special Needs Transportation Coordination Plan developed and approved by the Board in 2006.

In order to allow maximum flexibility and to have the greatest local impact, Sound Transit requested that special-needs coalitions of King, Pierce and Snohomish Counties submit a project plan for their portion of the Volunteer Programs grant funds. They were also requested to identify a lead/fiscal agency who would manage the grant funds and programs.

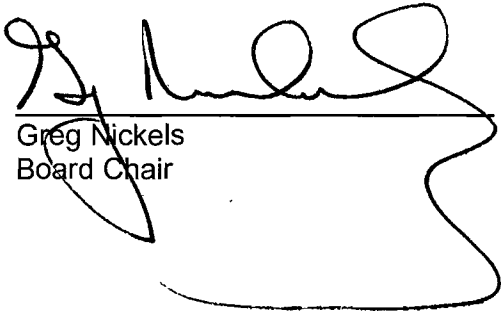
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Programs of this type are being funded by Sound Transit in King, Pierce and Snohomish Counties through agencies which currently have operating programs. For Sound Transit to operate these programs, a minimum of 1.5 FTEs would be required. The salary, benefits and related expenses would be considerably more than the amount of this agreement.

#### **Motion:**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the sole source agreement with Catholic Community Services to provide administrative and management services for the Regional Special Needs Transportation Coordination Plan Volunteer Programs project is ratified for a total authorized amount not to exceed \$107,837.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 8, 2008.



Greg Nickels  
Board Chair

ATTEST:



Marcia Walker  
Board Administrator