

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2008-47

Ratify Sole Source Agreement with Hopelink

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
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	Michael Miller, Accessibility Manager	(206) 689-4927

Contract/Agreement Type:	✓	Requested Action:	✓
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 – King County

PROPOSED ACTION

Ratify a sole source agreement with Hopelink 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 \$163,246.

KEY FEATURES of PROPOSED ACTION

- The \$163,246 covers a scope of work for King 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 Hopelink. 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 Hopelink to provide administrative and management services for the Volunteer Programs project in King 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 \$81,623. The remaining balance of the contract will be funded through the Accessible Service Program Operations budget in 2009.

BUDGET TABLE

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

Action Item: Execute a contract with Hopelink to provide administrative and management services for Volunteer Program project in King 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	55	82	98
Other Services	536	-	-	
Total MIP Services	771	55	82	98

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
Hopelink	-	82	81	163
Total	-	82	81	163

Contract Budget	Current Approved Contract Value	Committed to Date	Proposed Action	Proposed Total Contract Value
Hopelink	-	-	163	163
Contingency	-	-	-	-
Total Contract	-	-	163	163
Percent Contingency	-	-	0%	0%

Notes

¹ 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

Hopelink's workforce demographics are 71% women and 27% 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 people 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 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 King County coalition is comprised of King County Metro, King County Community Services Aging Division, Seattle-King County Aging and Disability Service, Seattle DOT, Senior Services of Seattle/King County, Eastside Human Services Council, Eastside Transportation Coalition, South County Human Services Coalition, South County Transportation Coalition, the City of Bellevue and Sound Transit. The coalition submitted a project plan, and Hopelink was designated as the lead/fiscal agent.

Hopelink is a private non-profit which provides a wide array of services (including job placement) for residents of King County who are senior, disabled or low income. They will subcontract a portion of this work to Senior Services of Seattle/King County, a non-profit organization.

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

King County special-needs coalition members worked with Hopelink 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.

Hopelink 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.

As the coordinator for the Department of Social and Health Services Medicaid transportation program for King County, Hopelink has a unique knowledge of the needs of transportation disadvantaged in the county.

Both Hopelink and Senior Services of Seattle/King County have 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 King 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. M2008-47

A motion of the Board of the Central Puget Sound Regional Transit Authority ratifying a sole source agreement with Hopelink 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 \$163,246.

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 people 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.

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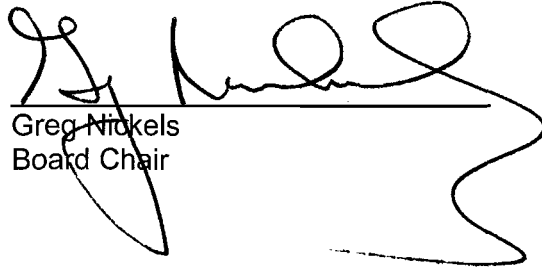
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Motion:


It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the sole source agreement with Hopelink 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 \$163,246.

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