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TO: MTU Board

FROM: Adam Lorentz, Director

SUBJECT: Specialized Transportation RFP Review Committee Recommendation

DATE: 11/8/2021

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On October 8, 2021 the MTU received a proposal for specialized transportation services for 2022 – 2026 in response to the RFP. For the Part I – Urban portion we received only one (1) proposal; Abby Vans. For the Part II – Rural portion we received only one (1) proposal; Abby Vans. This letter is to communicate to you the recommendation of the Specialized Transportation Review Committee.

The Specialized Transportation Review Committee was compromised of the four (4) people: Chris Sander La Crosse County Fiscal Services Contract Coordinator, Carissa Pagel-Smith Manager/Director Aging and Disability Resource Center of La Crosse County, Jason Schmitz Care Management Support Manager Inclusa and Tim Koterwski La Crosse MTU ADA Coordinator.

The committee met on October 11, 2021 for an initial review of the proposal. The Committee reviewed the proposal utilizing their expertise in the field of transportation and issues affecting persons with disabilities. Members of the committee then scored the proposal based on the following categories:

EXPERIENCE AND BACKGROUND – 35pts  
VEHICLE & FLEET MANAGEMENT CAPABILITIES – 20pts  
RECORD KEEPING – 20pts  
SERVICE DELIVERY – 20pts  
COORDINATION, EVALUATION AND CUSTOMER SERVICE – 20pts  
EXPENSE SUMMARY - 35pts

No site visit was performed as the only proposal is from Abby Vans and Abby Vans is the current provider. Site visits have been performed previously and there is no change. There we only 2 interview questions and they were completed by email.

The cumulative scores for the proposals for Zone 1 and Zone 2 from Abby Vans are the same. 143.5 out of a possible 150 points. Based on the scoring above, the committee recommends to its respective boards that Part I – Urban and Part II – Rural for the 2022-2026 Specialized Transportation be awarded to Abby Vans of Neillsville.

If you have any questions, please feel free to contact me.

Thank you.