

**ATTACHMENT A
Requirements Matrix**

FIRM: _____

Bidder should provide a narrative response for each of the following requirements, detailing how the bidder's firm will meet each of the requirements.

Description and Bidder Response

1	Transportation Services between Grand Island NE and Kearney NE at established designated sites; Overall Approach
a	Provide Transportation Services between Kearney, NE and Grand Island, NE at established Designated Sites. Bidder's Response:
b	Work with DHHS to determine and establish optimal trip schedule to meet the needs of DHHS Passengers. Bidder's Response:
c	Determine and establish optimal Designated Site locations, at minimum one in Grand Island, NE and one in Kearney. Bidder's Response:
d	Establish arrival and departure times to optimally serve DHHS Passengers. Vehicles shall be onsite within (15) minutes of agreed arrival times and available for loading and unloading within (15) minutes of agreed departure times. Bidder's Response:
e	Must maintain an accurate manifest of Passengers. Bidder's Response:
f	Contractor must maintain availability of drivers and vehicles for transportation services Bidder's Response:
g	Contractor must be able to respond to changing needs (quantity of passengers, frequency of trips or alternant routes). Bidder's Response:
h	Contractor must maintain regular communication with DHHS Bidder's Response:
2	Vehicles
a.	Transportation services must be provided in suitable vehicles that meet all applicable State and Federal requirements. Bidder's Response:

b.	Bidder must provide with their bid response the current list of vehicles proposed, including, quantity, type (make model), condition (including mileage on vehicles and tires), vehicle amenities (seating, heat, air conditioning, wireless internet, etc.) Contractor will report any changes to the list for the duration of the contract.
	Bidder's Response:
c.	Vehicle inspection and maintenance logs must be kept and will be made available to DHHS upon request.
	Bidder's Response:
d.	GPS Tracking included, on board camera(s) optional.
	Bidder's Response:
e.	Contractor must have availability of handicap accessible vehicle(s).
	Bidder's Response:
f.	Contractor must be able to provide vehicle(s) to meet changing passenger/trip volume, in accordance with the schedule and manifest provided by DHHS.
	Bidder's Response:
g.	Vehicles must be kept clean and neat, inside and out.
	Bidder's Response:
h.	Contractor must have a lost and found policy.
	Bidder's Response:
i.	Vehicles must be No-Smoking.
	Bidder's Response:
3	Drivers
a.	Contractor must verify that all Drivers provided by the Contractor:
	i. Maintain proper licensure to operate vehicle provided in capacity of this contract
	ii. Drivers must be trained
	iii. Meet all Department of Transportation ("DOT") requirements
	Bidder's Response:
b.	Contractor must conduct the following screenings and provide results to DHHS prior starting:
	i. Background check
	ii. Sex Offender
	iii. Child Welfare, Juvenile and Adult Protective Services
	iv. Drug Screen
	Bidder's Response:

c.	Contractor must furnish and require name badges to be worn above the waist by contractor staff at all times while providing services for DHHS and while working in the DHHS Facility. Name badge shall include individual's first and last name and Contractor name.
	Bidder's Response:
d.	Drivers must observe No-Smoking policies at each location and during transport.
	Bidder's Response:
4 DHHS Regulations	
a.	Contractor must adhere to and inform contractor staff of DHHS regulations prior to visiting DHHS facilities and designated Sites.
	Bidder's Response:
b.	DHHS regulations can be found at http://dhhs.ne.gov/Pages/reg_regs.aspx
	Bidder's Response:
c.	Prohibit Contractor staff that does not adhere to DHHS guidelines from providing services to DHHS.
	Bidder's Response:
5 Changes and Delays including Weather and Staffing	
a.	Contractor shall make every effort to maintain timely schedule.
	Bidder's Response:
b.	Contractor must immediately report to DHHS, any delays or problems in route.
	Bidder's Response:
c.	Changes and delays may be necessary and unavoidable due to circumstances such as traffic, inclement weather, or DHHS staffing circumstances (including call-ins, and Mandatory/Voluntary Overtime).
	Bidder's Response:
d.	Staffing changes and delays will be as minimal as possible. Notifications regarding changes and delays shall be communicated promptly to the contractor.
	Bidder's Response:
6 Safety and Security	
a.	Contractor is responsible for the safety and security of the passengers.
	Bidder's Response:
b.	Contractor must have a safety program including policies and practices.
	Bidder's Response:

c.	Contractor must have and maintain a favorable safety record.
	Bidder's Response:
d.	Safety incidents must be reported immediately.
	Bidder's Response:
e.	Contractor must have a inclement/severe weather policy.
	Bidder's Response: