

**5983 Z1 ATTACHMENT A
Bidder Requirements Matrix**

Bidder Name: _____

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. Describe your process. Bidder's Response:
b	Work with NDVA to determine and establish optimal trip schedule to meet the needs of NDVA Passengers. Describe your schedule process. Bidder's Response:
c	Determine and establish optimal Designated Site locations, at minimum one in Kearney, NE and one in Grand Island. Provide suggested site locations. Bidder's Response:
d	Establish arrival and departure times to optimally serve NDVA 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. Provide arrival time preparation procedures, loading and unloading processes to meet schedule times. Bidder's Response:
e	Must maintain an accurate manifest of Passengers. Describe process for logging information. Bidder's Response:
f	Contractor must maintain availability of drivers and vehicles for transportation services. Describe driver roster process. Bidder's Response:
g	Contractor must be able to respond to changing needs (quantity of passengers, frequency of trips or alternate routes). Describe your process for when a change is requested and how much lead time needed to complete the request. Bidder's Response:
h	Contractor must maintain regular communication with NDVA on a daily basis, Monday through Friday. Describe communication process with clients. Bidder's Response:
2	Vehicles
a.	Transportation services must be provided in suitable vehicles that meet all applicable State and Federal requirements; such as, but not limited to NDOT, DOT, OSHA, ADA and CSA. Provide copies of inspection safety certificates.

	Bidder's Response:				
b.	Bidder must provide with their bid response the current list of vehicles proposed, including, quantity, type (make and model), condition (including mileage on vehicles and tires), vehicle amenities (seating, heat, air conditioning, wireless internet, etc.) Provide your current fleet listing. Contractor will report any changes to the list for the duration of the contract.				
	Bidder's Response:				
	Vehicles Bid	Model	Year	Quantity Available	Handicapped Accessible
	Up To 6 Passenger Vehicle				
	Up To 15 Passenger Vehicle				
	Up To 25 Passenger Vehicle				
	26+ Passenger Vehicle				
c.	Vehicle inspection and maintenance logs must be kept and will be made available to NDVA upon request. Provide a copy of your vehicle inspection and maintenance logs.				
	Bidder's Response:				
d.	GPS Tracking included, on board camera(s) optional. If not, provide reasoning why no GPS Tracking is available.				
	Bidder's Response:				
e.	Contractor must have availability of handicap accessible vehicle(s). Specify specific vehicles that is in your fleet that offer this capability.				
	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 NDVA. Please provide the minimum time frame needed to change the capacity or type of vehicle.				
	Bidder's Response:				
g.	Vehicles must be kept clean and neat, inside and out. Provide your policy.				
	Bidder's Response:				
h.	Contractor must have a lost and found policy. Provide policy.				
	Bidder's Response:				
i.	Vehicles must be Non-Smoking. Provide your policy.				

	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. Provide copies of licensures.
	ii. Drivers must be trained. Provide list of training given to drivers.
	iii. Meet all Department of Transportation ("DOT") requirements: https://dot.nebraska.gov/
	Bidder's Response:
b.	Contractor must conduct the following screenings and provide results to NDVA prior to starting. Provide policy regarding:
	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 NDVA and while working in the NDVA Facility. Name badge shall include individual's first and last name and Contractor name. Provide an image example.
	Bidder's Response:
d.	Drivers must observe No-Smoking policies at each location and during transport. Provide a plan on how to accommodate drivers that smoke without breaking the No-Smoking policies.
	Bidder's Response:
4	NDVA Regulations
a.	Contractor must adhere to and inform contractor staff of NDVA regulations prior to visiting NDVA facilities and designated Sites. Describe communication policy on how to share NDVA regulations with your staff.
	Bidder's Response:
b.	NDVA regulations are located at the DHHS regulations webpage: http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-400/Chapter-1.pdf Describe regulation review and tracking plan.
	Bidder's Response:
c.	Prohibit Contractor staff that do not adhere to NDVA guidelines, link provided above in 4.b., from providing services to NDVA. Provide your HR process for handling staff that do not adhere to NDVA guidelines.
	Bidder's Response:
5	Changes and Delays including Weather and Staffing
a.	Contractor shall make every effort to maintain timely schedule. Provide your inclement weather policy and circumstances that would stop the transportation schedule from starting or being completed.

	Bidder's Response:
b.	Contractor must immediately report to NDVA, any delays or problems in route. Describe communication policy to update NDVA on any problems mid-route.
	Bidder's Response:
c.	Changes and delays may be necessary and unavoidable due to circumstances such as traffic, inclement weather, or NDVA staffing circumstances (including call-ins, and Mandatory/Voluntary Overtime). Provide policy and procedures in dealing with changes and delays.
	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. Describe procedure in accommodating staffing changes and delays.
	Bidder's Response:
6	Safety and Security
a.	Contractor is responsible for the safety and security of the passengers. Provide safety and security policy and programs.
	Bidder's Response:
b.	Contractor must have a safety program including policies and practices. Provide a listing.
	Bidder's Response:
c.	Contractor must have and maintain a favorable safety record. Provide a listing of any safety issues in the last 3 years.
	Bidder's Response:
d.	Safety incidents must be reported immediately. Provide your policy.
	Bidder's Response:
e.	Contractor must have an inclement/severe weather policy. Provide your policy.
	Bidder's Response: