



Travis County Commissioners Court Agenda Request

Meeting Date: March 27, 2012

Prepared By/Phone Number: Shannon Pleasant, CTPM / 854-1181;
Marvin Brice, CPPB / 854-9765

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification No. 5 to Interlocal No. IL000065EF, Capital Area Rural Transportation System (CARTS) for community transit services.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- The Capital Area Rural Transportation System (CARTS) provides transportation services to individuals throughout the rural areas of Travis and Williamson Counties. Modification No. 5 will change the contract period from twelve to fifteen months. The current term dates from October 1, 2011 thru September 30, 2012 will change to October 1, 2011 thru December 31, 2012. The modification will align the contract terms with the other Social Services Contracts.

In addition, Modification No. 5 will increase the by \$107,689.00, for the on-going funding of the "Job Access and Reverse Commute" (JARC) Program, and the additional three month contract extension. The original contract amount will increase from Not-to-Exceed (NTE) \$130,755.00 to NTE \$238,444.00.

Modification No. 4 renewed the Interlocal agreement for an additional 12-month period, October 1, 2003 thru September 30, 2004. Interlocal amount was \$130,755 for fiscal year 2004.

Modification No. 3 renewed the Interlocal for an additional 12-month period, October 1, 2002 thru September 30, 2003. Contract

ID# 6120

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Expenditures: Within the last 12 months \$130,755 was spent against this contract.

Modification No. 2 renewed the Interlocal for an additional 12-month period, October 1, 2001 - September 30, 2002.

Modification No. 1 renewed the Interlocal for an additional year, October 1, 2000 - September 30, 2001.

➤ **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this contract.

➤ **Contract-Related Information:**

Award Amount: \$130,755 Not to exceed

Contract Type: Interlocal Agreement

Contract Period: 10/1/1999 – 9/30/2000

➤ **Contract Modification Information:**

Modification Amount: \$107,689.00

Modification Type: Interlocal Agreement

Modification Period: 10/1/2011 – 12/31/2012

➤ **Solicitation-Related Information: N/A**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: 554830 and 554832

Funding Account(s): 001-5854-611-6251

ID# 6120

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Comments:

ID# 6120

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us **by Tuesdays at 5:00 p.m.** for the next week's meeting.

ISSUED BY: PURCHASING OFFICE 700 Lavaca, Suite 800 AUSTIN, TX 78701	PURCHASING AGENT ASST: Shannon Pleasant, CTPM TEL. NO: (512) 854-1181 FAX NO: (512) 854.9185	DATE PREPARED: December 12, 2011
ISSUED TO: Capital Area Rural Transportation 2010 E. 6 th St. Austin, TX 78745	MODIFICATION NO.: 5	EXECUTED DATE OF ORIGINAL CONTRACT: October 1, 1999
ORIGINAL CONTRACT TERM DATES: <u>October 1, 1999 – September 30, 2000</u> CURRENT CONTRACT TERM DATES: <u>October 1, 2011 – September 30, 2012</u>		

FOR TRAVIS COUNTY INTERNAL USE ONLY:
Original Contract Amount: \$130,755.00 Current Modified Amount: \$238,444.00

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

1. Approval of this modification will revise the term dates as referenced in Section **2.0 AGREEMENT TERM**. Modify the contract term from October 1, 2011 thru September 30, 2012 (12 months) to October 1, 2011 thru December 31, 2012 (15 months).
2. The not to exceed contract amount will increase \$107,689.00 for the on-going funding of the “Job Access and Reverse Commute” (JARC) Program and the additional three month contract extension. The contract amount will increase from \$130,755.00 to 238,444.00

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The Contract is amended according to the terms of the attached Modification, all of which is hereby made a part of the Contract and constitutes promises and performances by the Contractor in accordance with all terms of the Contract, as amended.

Note to Vendor/City:
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: _____ SIGNATURE	DATE: _____
BY: _____ PRINT NAME	
TITLE: _____ ITS DULY AUTHORIZED AGENT	

TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ CYD V. GRIMES, C.P.M., CPPO TRAVIS COUNTY PURCHASING AGENT	

TRAVIS COUNTY, TEXAS	DATE: _____
BY: _____ SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	

**AMENDMENT OF INTERLOCAL COOPERATION AGREEMENT
BETWEEN TRAVIS COUNTY AND THE CAPITAL AREA RURAL
TRANSPORTATION SYSTEM FOR TRANSPORTATION SERVICES
TO RURAL TRAVIS COUNTY**

This Amendment of written instrument ("Amendment") is entered into by the following parties: Travis County, a political subdivision of the state of Texas ("County"), and the Capital Area Rural Transportation System ("CARTS"), collectively referred to in this Amendment as the "Parties".

RECITALS

County entered into a contract with CARTS to provide transportation service to rural Travis County for indigents and other qualified recipients, the Initial Term of which commenced on October 1, 1999, and terminated September 30, 2000 ("Agreement").

Under the terms of the Agreement, the term has previously been renewed through the current Agreement Term beginning October 1, 2011, and ending September 30, 2012 ("2012 Renewal Term").

The Agreement allows the Parties to make changes to the Agreement when such change is in writing and signed by both parties.

The Parties desire to amend the Agreement pursuant to the applicable Agreement terms to include mutually agreed-upon changes to the Agreement.

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In consideration of the benefits to be received by both Parties through the following changes, and other good and adequate consideration as specified in this Amendment, County and CARTS agree to change the Agreement as follows:

1.0 DEFINITIONS

1.1 The Parties agree to amend, Section 1.0, "Definitions, by deleting Section 1.7, "Executive Manager," and substitute the following:

1.7 "County Executive" means Sherri Fleming, County Executive, Travis County Health, Human Services and Veterans Services, or her designated representative or successor.

2.0 AGREEMENT TERM

2.1 **2012 Renewal Term.** The Parties agree that the Agreement is currently operating under the terms of the Agreement as set forth for that time period beginning October 1, 2011, and ending September 30, 2012 ("2012 Renewal Term"), said 2012 Renewal Term being the result of the latest automatic renewal of the Agreement.

2.2 **Extended 2012 Renewal Term.** The Parties agree to amend the Agreement to provide for the "Extended 2012 Renewal Term" beginning October 1, 2011, and terminating December 31, 2012.

2.3 **Amendment Term.** The Parties agree that the terms of this Amendment will apply to the provision of services during the Extended 2012 Renewal Term.

2.4 **Renewal Process.** The Parties agree that Section 2.2 of the Agreement ("Renewal Term(s)") is amended by deleting that section and substituting the following:

2.2 Renewal Term(s). Unless sooner terminated pursuant to the terms of this Agreement, and upon approval of funding by the Commissioners Court during the budget process(es) relating to any Renewal Term or any portion of any Renewal Term, this Agreement may be renewed, as evidenced by written approval of the Parties, on January 1, 2013, for a term of one year, and each successive January 1 for an additional five (5) years, as evidenced by written approval of the Parties prior to each renewal, or for any time period agreed to in writing by the Parties. The exercise of any option to renew under this provision shall be with the understanding that all terms and conditions, including the negotiated rates, remain unchanged and in full force and effect, unless this Agreement is specifically amended pursuant to the Agreement to make any change in those terms. Non-competitive renewals shall be based upon CARTS's positive performance and County's continuing need for the services.

3.0 **CARTS PERFORMANCE**

3.1 **Services and Activities.** The Parties acknowledge and agree that CARTS shall perform, either directly or indirectly through Subcontracts, in a satisfactory manner as determined by County, through Department, services and activities in accordance with the terms and conditions stated in this Agreement as previously amended and as amended in this Amendment.

3.2 **Insurance.** The Parties agree that the requirements for insurance for the Extended 2012 Renewal will continue as set forth in the Agreement, as amended. CARTS agrees to provide current 2012 documentation of such insurance as required under the Agreement to Travis County Purchasing.

3.3 **Limitations.** Unless otherwise specifically stated herein, the performances required under this Amendment are performable only during the Extended 2012 Renewal Term, and performances required under any other Agreement Term(s) were performable only during the applicable Term. Performance requirements and payment shall not carry over from one Agreement Term to another.

3.4 **2012 Update.** Within fifteen (15) days of execution of this Amendment, CARTS agrees to provide (if not already provided) Department, with a copy to the Purchasing Agent, current updates of all policies, materials, and other information required under the Agreement, including, but not limited to, the following as described under the Agreement:

- 3.4.1 Proof of Insurance
- 3.4.2 Update of any Policies and Procedures
- 3.4.3 Updated W-9 Taxpayer Identification Form
- 3.4.4 Updated IRS 990 Form
- 3.4.5 Change of Identity Information (Name, Address, etc.)

3.5 **Debarment, Suspension and Other Responsibility Matters.** By signing this Amendment, CARTS certifies that, to the best of its knowledge and belief, it and its principles continue to meet compliance requirements under 15 CFR Part 26, "Government-wide Debarment and Suspension" requirements as set forth in the Agreement.

3.6 **Certification and Warranty.** By signing this Amendment, CARTS certifies and warrants that all certifications and warranties under the Agreement continue to be in full force and effect. CARTS also acknowledges and agrees that it has read all terms and provisions of the Agreement and understands and agrees that, to the extent not specifically changed by this Amendment, those terms and conditions remain in full force and effect for the Extended 2012 Renewal Term.

4.0 **ENTIRE AGREEMENT**

4.1 **Attachments.** The Parties agree to amend Section 4.2, "Attachments," by adding the attachments enumerated and denominated below and attached to this Amendment as Exhibit 1; which attachments are hereby made a part of this Amendment, and constitute promised performances by CARTS in accordance with all terms of the Agreement as amended:

- Form #2 Program Cover Page – CARTS / JARC
- Form #3 Program Work Statement– CARTS / JARC
- Form #4 Program Budget– CARTS / JARC
- Form #6 Total Staff Positions and Time– CARTS / JARC
- Form #7 Program Funding Summary – CARTS / JARC
- Form #2 Program Cover Page – CARTS
- Form #3 Program Work Statement– CARTS
- Form #4 Program Budget– CARTS
- Form #5 Program Budget Narrative– CARTS
- Form #6 Total Staff Positions and Time– CARTS
- Form #7 Program Funding Summary – CARTS
- Form #9 Performance Report Definition Tool – CARTS
- Attachment 1 Ethics Affidavit
- Exhibit 1 List of Key Contracting Persons

The Parties acknowledge and agree that, where an Attachment listed above and included in this Amendment contains specific agreement as to terms which conflict with the general provisions of the Agreement, to the extent that there is such conflict, the terms of the attachment will prevail. At all times, every effort will be made to comply with the terms of both sections.

5.0 FINANCIAL PROVISIONS

5.1 **Maximum Funds.** The Parties agree to amend Section 13.1.1, "Maximum Amount," by adding the following:

13.1.1 – Extended 2012 Renewal Maximum Amount. Subject to the requirements in Sections 13.1.2 and 13.2 and other applicable provisions of this Agreement, in consideration of full and satisfactory performance of the services and activities provided under the terms of this Agreement during the Extended 2012 Renewal Term, as determined by County, County shall provide funds not to exceed the following amount during the Extended 2012 Renewal Term:

General Services (10/1/11 – 12/31/12)	\$163,444.00
JARC Services* (1/1/12 – 12/31/12)	\$ 75,000.00
TOTAL:	\$238,444.00

The Parties understand and agree that, effective January 1, 2012, and continuing through December 31, 2012, CARTS will provide new services as a part of the *"Job Access Reverse Commute" ("JARC") program (as described in the Work Statement attached to this Amendment as 2012 Form #3.

5.2 **Fiscal Year Limitation.** The Parties agree that the terms of Section 13.1.2, "Fiscal Year Limitations," in amendments of the effective date of this Amendment to read as follows

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13.1.2(a) Fiscal Year Division. CARTS expressly agrees that County funding obligations can ONLY be incurred for the portion of any Agreement Term corresponding to a time period included in the approved budget for any one Fiscal Year. As a result, of the total set forth in Section 3.1.1, as amended, CARTS cannot invoice, and will not be paid for expenditures during the following designated periods which are greater than the following amounts:

- (a) General Services (\$ 163,444.00)
 - (i) October 1, 2011 - September 30, 2012 (80% of Total – (a))
\$ 130,756.00
 - (ii) October 1, 2012 - December 31, 2012 (20% of Total – (a))
\$ 32,688.00
- (b) JARC Services (\$ 75,000.00)
 - (i) October 1, 2011 – December 31, 2011
\$ 0.00

- (ii) January 1, 2012 – September 30, 2012 (75% of Total - (b))
\$ 56,250.00
- (iii) October 1, 2012 – December 31, 2012 (25% of Total – (b))
\$ 18,750.00

13.1.2(b) Subsequent Fiscal Year Funding. CARTS agrees that CARTS cannot invoice and will not be paid for services provided during the time period set forth in , and Section 13.2.1(a) from funds provided under Section 13.2.1(b). CARTS agrees that funds set out in Section 13.2.1(b) are contingent upon approval of such funding for the Agreement by the Commissioners Court in the budget process related to the Fiscal Year beginning October 1, 2012; and that the amount set forth under Section 13.2.1(b) may be decreased or eliminated by the Commissioners Court during that budget process without liability of County to CARTS. This section will apply to any future Agreement Term(s) within the Fiscal Year dates applicable to that Agreement Term(s).

13.1.2(c) Budget Period Limits. In no event shall any provision of this Agreement or any agreement subject to this Agreement be interpreted to obligate the County beyond the funds approved by the Commissioners Court for any Fiscal Year/budget period. Payments by County during the Initial Term or any Agreement Term shall be subject to the Fiscal Year limitations applicable to this Agreement.

6.0 INCORPORATION

6.1 County and CARTS hereby incorporate the Agreement into this Amendment. Except for the changes made in this Amendment, County and CARTS hereby ratify all the terms and conditions of the Agreement as amended. The Agreement with the changes made in this Amendment constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

6.2 The Parties agree that all requirements and obligations of the Agreement which have not been specifically changed by this Amendment remain in full force and effect and apply to performance by the Parties during the Extended 2012 Renewal Term of the Agreement as amended.

7.0 EFFECTIVE DATE

7.1 This Amendment is effective October 1, 2011, when it is approved and signed by both Parties. This Agreement, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

Form # 2:

PROGRAM COVER PAGE
for Social Service Contracts funded by Travis County

Date prepared: July 15, 2011

1. Agency Name as provided in <u>Articles of Incorporation</u>: Capital Area Rural Transportation System		2. Tax ID Number: 17420291704	
3. Program Name: CARTS/Travis County JARC			
4. a) Physical Street Address (Street, City, State, Zip): 2010 E. 6 th Street Austin, TX 78702 4. b) Mailing Address (if different from above): P.O. Box 6050 Austin, TX 78762		5. Payee Address (only needed if different from #4, and if so, include explanation):	
6. Agency Executive Director (name): Dave Marsh Phone: 512-505-5678 Fax: 512-478-1110 Email:		7. Name of person authorized to sign contracts for Agency: Dave Marsh, General Manager Phone: 512-505-5678 Fax: 512-478-1110 Email: Dave@ridecarts.com	
8. Program Director (name): Pearl Jackson Phone: 512-505-5605 Fax: 512-478-1110 Email: Pearl@ridecarts.com		Agency Financial Officer (name): Michelle Maronde Phone: 512-505-5606 Fax: 512-478-1110 Email: Michelle@ridecarts.com	
10. Contact person for PROGRAM issues (name): Pearl Jackson Phone: 512-505-5605 Fax: 512-478-1110 Email: Pearl@ridecarts.com		11. Contact person for FINANCIAL issues (name): Michelle Maronde Phone: 512-505-5606 Fax: 512-478-1110 Email: Michelle@ridecarts.com	
12. Primary contact for Quarterly Program Performance Report issues (name): Carol Zachary Phone: 512-505-5607 Email: Carol@ridecarts.com		13. Person responsible for submitting Quarterly Program Performance Reports (name): Carol Zachary Phone: 512-505-5607 Email: Carol@ridecarts.com	
14. Program funding amounts by source: Travis County Social Service Contract \$ 75,000 All OTHER Sources + \$3,466,381 TOTAL Program Funding = \$3,541,381* *For all CARTS service area		15. Primary contact person for this contract packet (name): Edna Johnson Position Title: Assistant GM Communications Phone: 512-505-5660 Fax: 512-478-1110 Email: Edna@ridecarts.com	

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Form #3: **PROGRAM WORK STATEMENT**
for 2012 Social Service Contracts funded by Travis County

Date prepared: 11/01/2011

Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.

Agency: Capital Area Rural Transportation System Program: CARTS/JARC

1. Program goals and objectives:

Briefly describe the goals and objectives of the services purchased by Travis County in this contract.

To provide public transportation services to residents who live in rural Travis County outside of the Capital Metro service area.

2. Program clients served:

Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).

CARTS do not require an age or income level. Transportation is provided to the public in Precinct 4 according to the Capital Metro bus schedule.

3. Program services and delivery:

Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.

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This is a Fixed Route service and is available to all who has not been able to access public transportation. This transportation is a vital link for persons needing employment, medical, social, education and other services.

4. Service coordination and collaboration strategies:

Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?

CARTS and Capital Metro worked cooperatively to provide the regular route service (Route # 271), serving the UT Children's Wellness Center at the Del Valle High School campus and points in Del Valle with direct service to the ACC Riverside Campus, allowing transfer to other Capital Metro routes. CARTS have added route service from Bastrop to connect to this route at the park and ride facility jointly developed by Travis County and Capital Metro at the SE Metropolitan Park. This route is also in the planning process to provide service to Garfield along SH71.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	TOTAL (Travis County + All Other) Annual Goal
Number of Total Trips	45,000		45,000

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	TOTAL (Travis County + All Other) Annual Goal
Total Trips	45,000		45,000

<u>OUTPUT # 3</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	TOTAL (Travis County + All Other) Annual Goal
(Measure name)			

<u>OUTPUT # 4</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal</u>	TOTAL (Travis County + All Other) Annual Goal
(Measure name)			

(If approved for additional Output measures, copy and paste the blocks above and re-name accordingly)

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6. **OUTCOME** Performance Measures. Place the **blue text** in the shaded column below with the actual wording of your measures, numerator, denominator, and outcome rates. Please enter the outcome performance measure to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).**

Total Program Performance – OUTCOME # 1	<u>Total Program Annual Goal</u>	If <u>not reported every Quarter</u> , in which Quarter(s)?
Number of Trips (numerator)	45,000	
Total number of...(description of the measure's denominator) (denominator)		
Percentage of...(description of the outcome percentage) (outcome rate)	%	

Total Program Performance – OUTCOME # 2	<u>Total Program Annual Goal</u>	If <u>not reported every Quarter</u> , in which Quarter(s)?
Number of Total Trips (numerator)	45,000	
Total number of...(description of the measure's denominator) (denominator)		
Percentage of...(description of the outcome percentage) (outcome rate)	%	

Total Program Performance – OUTCOME # 3	<u>Total Program Annual Goal</u>	If <u>not reported every Quarter</u> , in which Quarter(s)?
Number of...(description of the measure's numerator) (numerator)		
Total number of...(description of the measure's denominator) (denominator)		
Percentage of...(description of the outcome percentage) (outcome rate)	%	

Total Program Performance – OUTCOME # 4	Total Program Annual Goal	If not reported every Quarter, in which Quarter(s)?
Number of...(description of the measure's numerator) (numerator)		
Total number of...(description of the measure's denominator) (denominator)		
Percentage of...(description of the outcome percentage) (outcome rate)	%	

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:

Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

Outreach to community organizations is offered and presented. Examples of previous forums include meetings with the Del Valle Senior Center and the UT Children’s Wellness Center in Del Valle. Other presentations are made to Texas Workforce sites, veteran’s organizations and agencies engaged in providing service to the community.

8. Program Evaluation Plan

- Performance evaluation:

Describe how the agency will evaluate the program’s performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).

Analysis of performance indicators is conducted weekly. Adjustments to service delivery are made based on community input, ride-along review.

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- Quality improvement:

Describe the process for identifying problems or other issues to service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.

Comments regarding transportation services are received on an on-going basis in a variety of ways. Customers contact the call center with suggestions, compliments and complaints. These comments are tracked through a database designed to allow management staff to review comments and investigate matters requiring immediate attention, to provide feedback to employees, to design additional training programs to address concerns and to determine areas where changes may be needed.

Date prepared: 7/15/2011

FORM #4: PROGRAM BUDGET

for 2012 Social Service Contracts funded by Travis County

Agency: Capital Area Rural Transportation System

Program: CARTS/JARC

Instructions: Provide whole dollar amounts for each applicable line item. IMPORTANT: DO NOT INCLUDE ANY PROGRAM INCOME.

ON THIS PAGE. Note that the line items with asterisks ** will require prior approval - Refer to your Contract Language.

IMPORTANT: All \$ amounts must be whole dollars only (no cents)			
PERSONNEL	Requested COUNTY Amount	Amount Funded by ALL OTHER Sources	* TOTAL Budget (ALL funding sources)
Administrative Salaries - Regular Time	0	0	0
Direct Service Salaries - Regular Time	75,000	3,466,381	3,541,381
Administrative Salaries Overtime			
Direct Service Salaries - Overtime			0
Benefits			0
A. SUBTOTALS: PERSONNEL	75,000	3,466,381	3,541,381
OPERATING EXPENSES			
General Operating Expenses	0	0	0
Insurance/Bonding			0
Audit Expenses <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Consultants/Contractual <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Staff Travel - within Travis County			0
Conferences/Seminars/Training - within Travis County			0
** Staff Travel - out of County			0
** Conferences/Seminars - out of County			0
B. SUBTOTALS: OPERATING EXPENSES	0	0	0
DIRECT ASSISTANCE			
Food/Beverage for Clients <i>(NOTE: Alcoholic beverage expenditures are not eligible or allowable)</i>	0	0	0
Financial Assistance for Clients (e.g. rent, mortgage, utilities)			0
Other (specify)			0
			0
C. SUBTOTALS: DIRECT ASSISTANCE	0	0	0
EQUIPMENT/CAPITAL OUTLAY			
** (specify equipment)	0	0	0
D. SUBTOTALS: EQUIPMENT/CAPITAL OUTLAY	0	0	0
GRAND TOTAL (A + B + C + D)	75,000	3,466,381	3,541,381
PERCENT SHARE of Total for Funding Sources:	2.1%	97.9%	100.0%

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Form # 6: Total Program STAFF POSITIONS & TIME
for 2012 Social Service Contracts funded by Travis County

Date prepared: 07/15/2011

Agency: Capital Area Rural Transportation System

Program: CARTS/JARC

TOTAL PROGRAM STAFF: INDIVIDUAL POSITIONS & TIME ASSIGNED

AGENCY: List below all program staff individually by their position titles only (do not include their names), indicate whether each is direct service staff or administrative staff and indicate the percentage of their total time which is assigned to this specific program. **IMPORTANT: If two or more staff members with the same position title work on this program, be sure to list each position separately, with their individual percentages of total time for this program.**

List ALL Program Positions Individually by Titles	Percent of Time for this Program
Driver/Del Valle/Metro Connector- Direct Service Staff	100%
Driver/Del Valle/Metro Connector- Direct Service Staff	100%
Driver/Del Valle/Metro Connector- Direct Service Staff	100%
Driver/Del Valle/Metro Connector- Direct Service Staff	100%

Capital Area Rural Transportation System

FORM # 7: PROGRAM FUNDING SUMMARY

Date prepared: 8/3/2011

for 2012 Social Service Contracts funded by Travis County

Agency Name: Capital Area Rural Transportation System	Program Name: JARC Program
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Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	Social Service Contract (Travis County prgm. budget)	1/1/2012 - 12/31/2012	\$75,000
Travis County			
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)		
City of Austin			
City of Austin			
Federal			
Federal			
State			
State			
United Way			
Contributions			
Program Income/ Fees			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)	TXDOT		\$3,466,381
		TOTAL PROGRAM FUNDING:	\$3,541,381

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Form # 2:

PROGRAM COVER PAGE
for Social Service Contracts funded by Travis County

Date prepared: July 15, 2011

1. Agency Name as provided in <u>Articles of Incorporation</u>: Capital Area Rural Transportation System		2. Tax ID Number: 17420291704	
3. Program Name: CARTS/Travis County Transit			
4. a) Physical Street Address (Street, City, State, Zip): 2010 E. 6 th Street Austin, TX 78702 4. b) Mailing Address (if different from above): P.O. Box 6050 Austin, TX 78762		5. Payee Address (only needed if different from #4, and if so, include explanation):	
6. Agency Executive Director (name): Dave Marsh Phone: 512-505-5678 Fax: 512-478-1110 Email:		7. Name of person authorized to sign contracts for Agency: Dave Marsh, General Manager Phone: 512-505-5678 Fax: 512-478-1110 Email: Dave@ridecarts.com	
8. Program Director (name): Pearl Jackson Phone: 512-505-5605 Fax: 512-478-1110 Email: Pearl@ridecarts.com		Agency Financial Officer (name): Michelle Maronde Phone: 512-505-5606 Fax: 512-478-1110 Email: Michelle@ridecarts.com	
10. Contact person for PROGRAM issues (name): Pearl Jackson Phone: 512-505-5605 Fax: 512-478-1110 Email: Pearl@ridecarts.com		11. Contact person for FINANCIAL issues (name): Michelle Maronde Phone: 512-505-5606 Fax: 512-478-1110 Email: Michelle@ridecarts.com	
12. Primary contact for Quarterly Program Performance Report issues (name): Carol Zachary Phone: 512-505-5607 Email: Carol@ridecarts.com		13. Person responsible for submitting Quarterly Program Performance Reports (name): Carol Zachary Phone: 512-505-5607 Email: Carol@ridecarts.com	
14. Program funding amounts by source: Travis County Social Service Contract \$ 163,444 All OTHER Sources + \$3,377,937 TOTAL Program Funding = \$3,541,381* *For all CARTS service area		15. Primary contact person for this contract packet (name): Edna Johnson Position Title: Assistant GM Communications Phone: 512-505-5660 Fax: 512-478-1110 Email: Edna@ridecarts.com	

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Form #3: PROGRAM WORK STATEMENT
for 2012 Social Service Contracts funded by Travis County

Date prepared: 08/03/2011

Agency: Please answer the following questions as they pertain to only those programs and services in which Travis County invests. Note: the information contained in this document will be used in reports to the Travis County Commissioners Court and the community.

Agency: Capital Area Rural Transportation System Program: Public Transportation Rural Travis County

1. Program goals and objectives:

Briefly describe the goals and objectives of the services purchased by Travis County in this contract.

To provide public transportation services to residents who live in rural Travis County outside of the Capital Metro service area.

2. Program clients served:

Describe the eligibility requirements to participate in the program or in each component of the program (for example: Travis County residency, income level, age).

CARTS does not require an age or income level. Transportation is provided to the public according to the Travis County schedule and depending on availability. Persons are encouraged to call in and book their ride at least 24 hours in advance, but same day service can be provided depending on availability.

3. Program services and delivery:

Describe the Travis County funded services and how they are provided by the agency. Provide enough detail so that the contract reviewer is able to have a comprehensive understanding of your services and how they are delivered to clients.

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General Public Dial-A-Ride services: Riders call CARTS and schedule trips as needed according to the published schedule. Reduced fares are available to seniors (over 60 years of age), and to people with disabilities (an application form completed by the applicants medical professional is required). Veterans traveling to any VA clinic or hospital are not charged a fare for the trip. MHMR customers travel to and from MHMR programs. Patients requesting transportation to the health clinics are scheduled as requested.

Senior Nutrition Program: Trips are scheduled in advance to and from nutrition program sites. Seniors traveling to nutrition sites are transported to and from the centers for meals and special programs.

MHMR: Some trips are scheduled in advance for MHMR recipients, and others are scheduled for appointments as needed. Transportation is provided to and from programs and appointments as scheduled. Trips are scheduled through CARTS as needed, and transportation is provided to and from appointments.

4. Service coordination and collaboration strategies:

Describe how the agency coordinates its services with services being provided by other agencies and describe how the agency collaborates with other agencies. If you are not currently collaborating with other agencies, what is your plan for increasing collaboration?

CARTS and Capital Metro worked cooperatively to provide the regular route service (Route # 271), serving the UT Children's Wellness Center at the Del Valle High School campus and points in Del Valle with direct service to the ACC Riverside Campus, allowing transfer to other Capital Metro routes.

CARTS has added route service from Bastrop to connect to this route at the park and ride facility jointly developed by Travis County and Capital Metro at the SE Metropolitan Park. This route is also in the planning process to provide service to Garfield along SH71.

5. **OUTPUT** Performance Measures (replace the blue text and shaded spaces below with the actual wording of your measures and their corresponding 12-month goal amounts):

Please enter the output performance measures to be reported for your program. You must report the number of unduplicated clients served by funding source and at least one other output. Actual total program performance data for these outputs will be reported in the quarterly program performance reports.

<u>OUTPUT # 1</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal*</u>	<u>TOTAL</u> (Travis County + All Other) Annual Goal
Number of unduplicated clients served	553		553

<u>OUTPUT # 2</u>	<u>Travis County Annual Goal</u>	<u>All Other Funding Sources Annual Goal*</u>	<u>TOTAL</u> (Travis County + All Other) Annual Goal
Total Trips	23,000		23,000

*CARTS reports trips to the Texas Department of Transportation for all of its nine rural county District. Since CARTS provides services in nine rural counties and operates on a regional basis moving persons in other communities and throughout central Texas and for the purpose of this contract we are reporting only those trips provided to Travis County residents.

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(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

6. **OUTCOME** Performance Measures (replace the blue text in the left column below with the actual wording of your measures' numerators, denominators, and outcome rates):

Please enter the outcome performance measures to be reported for your program. For any outcome which will not have a percentage rate, use only the first (numerator) row and edit as needed. In the middle column's shaded blocks, include the corresponding 12-month goal amounts and percentages (as applicable) for each line. **If an Outcome will NOT be reported every quarter, in the right column indicate for which quarterly report(s) you WILL be reporting that measure (for example, you might report for Q2 and Q4 only).**

There are no Outcome Measures for this program at this time.

(If approved for additional Outcome measures, copy and paste the blocks above and re-number accordingly)

7. Community planning activities:

Describe your agency's involvement in community planning activities that are specific to the services provided under this contract.

Outreach to community organizations is offered and presented. Examples of previous forums include meetings with the Del Valle Senior Center and the UT Children's Wellness Center in Del Valle. Other presentations are made to Texas Workforce sites, veteran's organizations and agencies engaged in providing service to the community.

8. Program Evaluation Plan

- Performance evaluation:

Describe how the agency will evaluate the program's performance in achieving program goals. Note: if any survey(s) or questionnaire(s) are used in the evaluation of the program or its performance, please provide a brief description of survey procedures (for example: how the survey is distributed and to whom).

Analysis of performance indicators is conducted weekly. Adjustments to service delivery are made based on community input, ridership review.

- Quality improvement:

Describe the process for identifying problems or other issues in service delivery, designing activities to overcome these problems, and following up to ensure corrective actions have been effective.

Comments regarding transportation services are received on an on-going basis in a variety of ways. Customers contact the call center with suggestions, compliments and complaints. These comments are tracked through a database designed to allow management staff to review comments and investigate matters requiring immediate attention, to provide feedback to employees, to design additional training programs to address concerns and to determine areas where changes may be needed.

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Date prepared: 7/15/2011

FORM #4: PROGRAM BUDGET

for 2012 Social Service Contracts funded by Travis County

Agency: Capital Area Rural Transportation System

Program: CARTS/Travis County Transportation

Instructions: Provide whole dollar amounts for each applicable line item. IMPORTANT: DO NOT INCLUDE ANY PROGRAM INCOME.

ON THIS PAGE. Note that the line items with asterisks ** will require prior approval - Refer to your Contract Language.

IMPORTANT: All \$ amounts must be whole dollars only (no cents)			
PERSONNEL	Requested COUNTY Amount	Amount Funded by ALL OTHER Sources	* TOTAL Budget (ALL funding sources)
Administrative Salaries - Regular Time	0	0	0
Direct Service Salaries - Regular Time	163,444	3,377,937	3,541,381
Administrative Salaries Overtime			
Direct Service Salaries - Overtime			0
Benefits			0
A. SUBTOTALS: PERSONNEL	163,444	3,377,937	3,541,381
OPERATING EXPENSES			
General Operating Expenses	0	0	0
Insurance/Bonding			0
Audit Expenses <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Consultants/Contractual <i>(provide details for this line item in the Subcontracted Expenses form)</i>			0
Staff Travel - within Travis County			0
Conferences/Seminars/Training - within Travis County			0
** Staff Travel - out of County			0
** Conferences/Seminars - out of County			0
B. SUBTOTALS: OPERATING EXPENSES	0	0	0
DIRECT ASSISTANCE			
Food/Beverage for Clients <i>(NOTE: Alcoholic beverage expenditures are not eligible or allowable)</i>	0	0	0
Financial Assistance for Clients (e.g. rent, mortgage, utilities)			0
Other (specify)			0
			0
C. SUBTOTALS: DIRECT ASSISTANCE	0	0	0
EQUIPMENT/CAPITAL OUTLAY			
** (specify equipment)	0	0	0
D. SUBTOTALS: EQUIPMENT/CAPITAL OUTLAY	0	0	0
GRAND TOTAL (A + B + C + D)	163,444	3,377,937	3,541,381
PERCENT SHARE of Total for Funding Sources:	4.6%	95.4%	100.0%

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FORM # 5: Program Budget NARRATIVE
for 2012 Social Service Contracts funded by Travis County

Date prepared: 07/15/2011

Agency: Capital Area Rural Transportation

Program: Transportation

Instructions: Add details below (not to exceed 20 words per line item) to justify proposed expenses from your Program Budget form. DO NOT INCLUDE ANY DOLLAR AMOUNTS OR PERCENTAGES ON THIS PAGE. Delete the examples below and replace them with your narrative.

PERSONNEL	NARRATIVE
Salaries - Regular time	<i>Do not provide staff detail here- use Total Program Staff Positions and Time form #5 instead</i>
Salaries – Overtime	
Benefits	<i>(Example: FICA, Retirement, etc., please specify. If rate is greater than 25% please explain.)</i>
OPERATING EXPENSES	
General Operating Expenses	<i>(Examples: Postage; general office supplies; telephone service; rent; utilities, etc.)</i>
Insurance/Bonding	<i>(Example: general commercial liability / employee crime policy)</i>
Audit Expenses	
Consultants/Contractual	<i>Do not provide detail here- use Subcontracted Expenses form #8</i>
Staff Travel	<i>(Example: to conduct outreach for clients)</i>
Conferences/Seminars/Trng	<i>(Example: Case Management Workshop)</i>
** Staff Travel - <u>out of County</u>	<i>(Ex: Travel for Case Management Workshop, San Antonio, TX)</i>
** Conferences/Seminars/Trng. – <u>out of County</u>	<i>(Ex: Case Management Workshop, San Antonio, TX)</i>
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	
Financial Assistance for Clients (e.g. rent, mortgage, utilities)	<i>(Example: One-time utility assistance)</i>
Other (specify)	
EQUIPMENT/CAPITAL OUTLAY	
** (Specify)	Please refer to contract for capital outlay/equipment guidelines.

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** These line items require prior approval – Refer to your Contract Language.

Capital Area Rural Transportation System

FORM # 7: PROGRAM FUNDING SUMMARY

Date prepared: 8/3/2011

for 2012 Social Service Contracts funded by Travis County

Agency Name: Capital Area Rural Transportation System	Program Name: Transportation Program
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Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
Travis County	Social Service Contract (Travis County prgm. budget)	10/1/11-12/31/12	\$163,444
Travis County			
Travis County			
City of Austin	Social Service Contract (City of Austin prgm. budget)		
City of Austin			
City of Austin			
Federal			
Federal			
State			
State			
United Way			
Contributions			
Program Income/ Fees			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)	TXDOT		\$3,377,937
		TOTAL PROGRAM FUNDING:	\$3,541,381

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Form #9: Travis County Health and Human Services & Veterans Service Department

2012 Performance Report Definition Tool

Capital Area Rural Transportation System - Public Transportation Rural Travis County

Date Report was Generated: 8-3-2011

To assist you in completing this form, the red triangles located in the upper right-hand side of some cells provide additional instructions related to the information requested.

Type	Performance Measure	Calculation Method	What is the Data Source for this Measure?	Notes	Who Produces this Measure
OUTPUT MEASURES:					
Output #1	Number of Unduplicated Clients	The data reviewed included service dates, origination addresses and customer names. The service dates must fall within the specified time periods, the origination address must be within Travis County, and client names cannot be counted more than once.	Trapeze Paratransit Dispatching and Scheduling Software, an electronic data system.	The list is created from data in the software, then reviewed manually for accuracy. Only the specified dates are selected to determine the individuals served, and all duplicate names are removed. Customers with at least one trip scheduled in the time period were selected. All addresses were then checked to determine that the origination address was within Travis County.	Katie Hutchins, AGM - Paratransit
Output #2	Number of Trips Performed	The data reviewed included all trips to which the following criteria: The trip dates fell within the specified time period, and the trip originated within Travis County.	Trapeze Paratransit Dispatching and Scheduling Software, an electronic data system.	The list of trips performed is extracted from the software system by specifying dates, and other codes which determine unique trip information.	Katie Hutchins, AGM - Paratransit
DEMOGRAPHIC AND ZIP CODE REPORT					
Gender, Race, and Ethnicity	Number of unduplicated clients by their gender, race, and ethnicity	Customer data is not tracked by these categories.			
Age	Number of unduplicated clients by their age at start of program and grouped into age categories	Customer data is not tracked by this category.			
Income Status	Number of unduplicated clients by their income status at start of program and grouped into income categories	Customer data is not tracked by this category.			
Zip Code	Number of unduplicated clients by their zip code at start of program	Customer zip code is based on pickup location.	Trapeze Paratransit Dispatching and Scheduling Software, an electronic data system.		Katie Hutchins, AGM - Paratransit

ATTACHMENT 1
ETHICS AFFIDAVIT

STATE OF TEXAS
COUNTY OF TRAVIS

ETHICS AFFIDAVIT

Date: _____
Name of Affiant: _____
Title of Affiant: _____
Business Name of Proponent: _____
County of Proponent: _____

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Proponent to make this affidavit for Proponent.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Proponent has received the list of key contracting persons associated with this solicitation which is attached to this affidavit as Exhibit "1".
5. Affiant has personally read Exhibit "1" to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "1" with whom Proponent is doing business or has done business during the 36 month period immediately before the date of this affidavit which was not disclosed in the solicitation.

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Signature of Affiant _____

Address _____

SUBSCRIBED AND SWORN TO before me by _____ on _____, 20__.

Notary Public, State of _____

Typed or printed name of notary

My commission expires: _____

EXHIBIT 1
LIST OF KEY CONTRACTING PERSONS
March 14, 2012

CURRENT

Position Held	Name of Individual Holding Office/Position	Name of Business Individual is Associated
County Judge	Samuel T. Biscoe	
County Judge (Spouse)	Donalyn Thompson-Biscoe	
Executive Assistant	Cheryl Brown	
Executive Assistant	Melissa Velasquez	
Executive Assistant	Josie Z. Zavala	
Executive Assistant	Cheryl Aker	
Commissioner, Precinct 1	Ron Davis	
Commissioner, Precinct 1 (Spouse)	Annie Davis	Seton Hospital
Executive Assistant	Deone Wilhite	
Executive Assistant	Felicitas Chavez	
Commissioner, Precinct 2	Sarah Eckhardt	
Commissioner, Precinct 2 (Spouse)	Kurt Sauer	Daffer McDaniel, LLP
Executive Assistant	Loretta Farb	
Executive Assistant	Joe Hon	
Executive Assistant	Peter Einhorn	
Commissioner, Precinct 3	Karen Huber	
Commissioner, Precinct 3 (Spouse)	Leonard Huber	Retired
Executive Assistant	Garry Brown	
Executive Assistant	Lori Duarte	
Executive Assistant	Jacob Cottingham	
Commissioner, Precinct 4	Margaret Gomez	
Executive Assistant	Edith Moreira	
Executive Assistant	Anna Guerra	
County Treasurer	Douglas Ortega-Castor	
County Auditor	Susan Spicaro, CPA	
County Executive, Administrative	Vacant	
County Executive, Planning & Budget	Leroy Nellis, Interim	
County Executive, Emergency Services	Danny Hobby	
County Executive, Health/Human Services	Sherri E. Fleming	
County Executive, TNR	Steven M. Manilla, P.E.*	
County Executive, Justice & Public Safety	Roger Jefferies	
Director, Facilities Management	Roger El Khoury, M.S., P.E.	
Chief Information Officer	Joe Harlow	
Director, Records Mgmt & Communications	Steven Broberg	
Travis County Attorney	David Escamilla	
First Assistant County Attorney	Steve Capelle	
Executive Assistant, County Attorney	James Collins	
Director, Land Use Division	Tom Nuckols	
Attorney, Land Use Division	Julie Joe	
Attorney, Land Use Division	Christopher Gilmore	
Director, Transactions Division	John Hille	
Attorney, Transactions Division	Tamara Armstrong	
Attorney, Transactions Division	Daniel Bradford	
Attorney, Transactions Division	Mary Etta Gerhardt	
Attorney, Transactions Division	Barbara Wilson	
Attorney, Transactions Division	Jim Connolly	
Attorney, Transactions Division	Tenley Aldredge	
Director, Health Services Division	Vacant	
Attorney, Health Services Division	Prema Gregerson	
Purchasing Agent	Cyd Grimes, C.P.M., CPPO	
Assistant Purchasing Agent	Marvin Brice, CPPB	
Assistant Purchasing Agent	Bonnie Floyd, CPPO, CPPB, CTPM	
Purchasing Agent Assistant IV	Vacant	

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Purchasing Agent Assistant IVLee Perry
Purchasing Agent Assistant IVJason Walker
Purchasing Agent Assistant IVRichard Villareal
Purchasing Agent Assistant IVPatrick Strittmatter*
Purchasing Agent Assistant IVLori Clyde, CPPO, CPPB
Purchasing Agent Assistant IVScott Wilson, CPPB
Purchasing Agent Assistant IVJorge Talavera, CPPO, CPPB
Purchasing Agent Assistant IVGeorge R. Monnat, C.P.M., A.P.P.
Purchasing Agent Assistant IVJohn E. Pena, CTPM
Purchasing Agent Assistant IIIShannon Pleasant, CTPM*
Purchasing Agent Assistant IIIDavid Walch
Purchasing Agent Assistant IIIMichael Long, CPPB
Purchasing Agent Assistant IIIElizabeth Corey, C.P.M.
Purchasing Agent Assistant IIIRosalinda Garcia
Purchasing Agent Assistant IIILoren Breland, CPPB
Purchasing Agent Assistant IIINancy Barchus, CPPB
Purchasing Agent Assistant IIIJesse Herrera, CTP, CTPM, CTCM*
Purchasing Agent Assistant II.....C.W. Bruner, CTP
HUB Coordinator.....Sylvia Lopez
HUB SpecialistBetty Chapa
HUB SpecialistJerome Guerrero
Purchasing Business AnalystScott Worthington
Purchasing Business AnalystJennifer Francis

FORMER EMPLOYEES

Position Held	Name of Individual	Expiration
Purchasing Agent Assistant IV	Oran Jones, P.B.	07/31/12
County Executive, Planning & Budget	Rodney Rhodes	08/19/12
Purchasing Agent Assistant IV	Yolanda Gonzalez	12/16/12
Director, Health Services Division	Ben Dever	03/09/13

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* - Identifies employees who have been in that position less than a year.