

County of El Paso

Task Order No. 9

**El Paso County Best Practices Research, Technical Assistance, and Evaluation for Outsourcing
Fixed Route and Demand Response Service**

Receipt of this Task Order, approved and authorized by the County of El Paso, is your authorization to proceed with the subject work.

1. Issued to: Basic Agreement No. M2100212
Texas A&M Transportation Institute Proposal No. 2402424
Texas A&M University System
400 Harvey Mitchell Parkway South, Suite 300
College Station, Texas 77845-4375
2. TTI's Key Personnel: Will Rodman (PI), Suzie Edrington (co-PI), Michael Walk, David Galicia, Kelly Blume
3. Scope of Services: See Schedule A
4. Place of Performance: Texas A&M Transportation Institute, Austin, Texas
5. Period of Performance: December 1, 2023, to March 31, 2025
6. County of El Paso Technical Representative: Reyna Mayorga
7. Estimated Total Cost: \$217,000 (See Schedule B)
8. Deliverables:

Deliverable	Due Date	Payment
Revised Final Workplan	Dec. 22, 2023	\$21,353
Final Access Committee Policy and Procedures	Jan. 15, 2024	\$11,501
Draft ADA Paratransit Plan	Jan. 31, 2024	\$21,353
Final ADA Paratransit Plan	Apr. 30, 2024	\$56,420
ADA Paratransit Guidebook	Apr. 30, 2024	\$16,709
Develop Scope of Work for Transit Services	Jan. 31, 2024	\$34,720
Develop Procurement Materials & Assist Procurement	Jul. 31, 2024	\$32,984
Support Contract Ramp Up and Implementation	Jan. 31, 2025	\$15,233
Final Technical Memo	Feb. 29, 2025	\$6,727

9. Property to be acquired and disposition of title to such property: N/A
10. All other terms and conditions of the Agreement shall apply to this Task Order.

Accepted by:

County of El Paso

By:

AUTHORIZED SIGNATURE

Name
Title

TYPED OR PRINTED NAME AND TITLE

DATE

Texas A&M Transportation Institute

By:

AUTHORIZED SIGNATURE

Greg Winfree
Agency Director

TYPED OR PRINTED NAME AND TITLE

DATE

SCOPE OF SERVICES

El Paso County Best Practices Research, Technical Assistance, and Evaluation for Outsourcing Fixed Route and Demand Response Service

Services to be Provided by COUNTY

The COUNTY shall furnish the following items to the TTI Research Team:

1. Timely decision making and review of work to permit the TTI Team to maintain the mutually agreed upon project schedule. **TTI will need comments on each deliverable within 10 working days of El Paso County receipt.**
2. Assistance, as deemed necessary by the COUNTY, in order for the TTI Team to obtain required information or data from local, regional, state, federal and tribal agencies/entities, if available.
3. The following documents and files that may support this scope, if available.
 - El Paso County / El Paso Area Transportation Services branding guidelines, logos, and other marketing templates
 - Any other related documents and data that may support this project.

Services to be provided by TTI (Scope of Work)

This project is to provide technical assistance, research, and training to El Paso County for outsourcing its fixed route and demand response service. El Paso County operates and will operate these services under an agreement with El Paso Area Transportation Services, LGC (EPATS). Currently, El Paso County outsources all of its services, including fixed route, commuter bus, and vanpool. However, El Paso County's contract for fixed route is expiring. Also, El Paso County plans to implement Americans with Disabilities Act (ADA) paratransit as well as general public demand response service (potentially including new service types like microtransit) in areas of the county not served by fixed route service. El Paso County requires TTI technical assistance and research to support both its near-term implementation of ADA paratransit in calendar year 2024 and its procurement of a long-term contract for fixed route, ADA paratransit and general public demand response services and to help ensure its procurement and service implementation procedures follow industry best practice and maximize cost-effectiveness and service quality.

Scope of Services

This scope of services describes the tasks that TTI will perform to conduct this scope. If during the course of the assistance, additional questions, or other issues arise, they may be pursued as updates to this contract. In order to save time and budget, all deliverables, other than the final deliverables are to be considered interim deliverables that may contain spelling or formatting errors that will later be corrected.

In order to help distinguish between the work that is mainly supporting the 2024 implementation of ADA paratransit and the work that is mainly supporting the long-term procurement, this scope is divided into three sections:

- Overall.
- 2024 ADA.
- Long-Term Procurement.

Overall

Task 1. Project Management and Oversight

TTI will provide general project management and oversight of its own work to ensure timely completion and quality of its tasks and deliverables.

TTI will hold a project kick-off meeting with El Paso County Transit staff and EPATS staff (likely the RIOCOG representative). During the project kick-off meeting, TTI will present a detailed work plan, facilitate a discussion, and itemize any needed changes to the work plan. TTI will submit the revised work plan to El Paso County Transit and to EPATS staff. (Any modifications that impact the budget will need to be negotiated.)

TTI will hold a second meeting with El Paso County staff (include representatives from the County Transit and Procurement departments) and EPATS staff (likely the RIOCOG representative). TTI will review the procurement tasks, timeline, deliverables, expectations, and roles to ensure that all parties agree to who is responsible for what aspects of the procurement. TTI will also lay out some of the basic expectations for the procurement (e.g., duration of contract, services to be provided, etc.). TTI will submit a revised work plan to all attendees of this second meeting. (Any modifications that impact the budget will need to be negotiated.)

TTI will provide regular, ongoing updates to El Paso County Transit staff and at EPATS board meetings. TTI anticipates attending at least four board EPATS board meetings and giving an update on the project.

Deliverables:

- Revised final work plan after 2nd project kick-off meeting.
- Four presentations at EPATS board meetings to update the board on the project.

2024 ADA

These tasks are focused on preparing COUNTY and EPATS for implementation of ADA paratransit service in early 2024.

Task 2. Access Committee Startup

TTI will assist COUNTY in starting up an Access Committee by preparing documents to support Access Committee implementation. The purpose of the Access Committee will be to provide to EPATS input and feedback on the ADA paratransit plan and guidebook, specific policies, service quality, etc. Documents will include:

- A Policy and Procedures document, containing:
 - Purpose.
 - Responsibilities.
 - Membership makeup, appointment, and application process.
 - Meeting and participation requirements
- Recruitment materials (e.g., ads, postings, etc.).

Activities include:

- Create the draft documents:
 - TTI will work with COUNTY to determine and document the Access Committee parameters.
 - TTI will create the draft Access Committee documents and submit them to COUNTY for comment.

- As requested by COUNTY and EPATS, TTI may present or hold discussions with an EPATS committee regarding this draft.
- Create the final documents:
 - TTI will take any comments from COUNTY and EPATS on the draft documents and incorporate them to create the final documents.
 - TTI will submit the final Access Committee Policy and Procedures documents to COUNTY for final review.
 - TTI will create a list of potential area organizations to reach out to for recruiting Access Committee members and will share this list with the COUNTY.
 - TTI will give an in-person presentation at the January 2024 EPATS Board meeting on the Access Committee Policies and Procedures.

Deliverables:

- Final Access Committee Policy and Procedures.
- Final Access Committee recruitment materials and organization list.

Note: TTI assumes that the COUNTY will handle the recruitment of Access Committee members, using TTI-provided recruitment materials. The COUNTY will publish and publicize that they are recruiting for the committee, will review applications, will select members, and will manage communications with applicants and selected members.

Task 3. ADA Paratransit Service Parameters

ADA paratransit service parameters will be used in the development of the ADA Paratransit Plan and ADA Paratransit Guidebook. The parameters will include:

- Hours and days of operations.
- Service area boundaries (by time of day, day of the week as applicable).
- Transfer locations and process (if applicable).
- Subscription service (qualification thresholds).
- Reservations access (telephone/ online booking).
- Pick-up and Appointment window thresholds.
- Fare policy.
- Rules of conduct.
- Suspension of service policy and process.
- No Show and Late Cancellation policy—progressive actions as applicable.
- Fixed route service (discounts if applicable).
- Travel training (if applicable).
- Contacts and resources by function—reservations, ride status, cancellations, eligibility, customer service, lost and found, other community transportation.

Activities Include:

- TTI will work with the COUNTY to determine and document ADA paratransit service parameters.
- TTI will develop a technical memo, detailing the ADA Paratransit Service Parameters.
- TTI will submit the technical memo to the COUNTY for review and comment.
- TTI will finalize the ADA Paratransit Service Parameters technical memo.

Deliverable: Tech Memo 1: Documentation of ADA Paratransit Service Parameters.

Task 4. Draft ADA Paratransit Plan

TTI will develop a draft of the ADA Paratransit Plan in accordance with 49 CFR §37.135. The elements of the Plan include:

- Description of the fixed-route system.
- Description current paratransit services in the region.
- Description of plan to provide ADA paratransit, including demand estimation, service policies, fares, costs, eligibility, etc.
- Description of the public participation process.
- Description of efforts to coordinate service with other entities.
- Copies of resolutions of adoption by the EPATS board and certification of plan conformity by the MPO.

Activities include:

- TTI will prepare a summary of the proposed ADA Paratransit Service Parameters and will then facilitate a meeting with the Access Committee to obtain their feedback on the service parameters and on other elements of the Paratransit Plan.
- TTI will incorporate feedback from the Access Committee into developing the Draft ADA Paratransit Plan. TTI will submit the Draft ADA Paratransit Plan to the COUNTY for review and comment.
- TTI will develop a draft public participation plan to obtain public comment on the Draft ADA Paratransit Plan and will submit the public participation plan to the COUNTY for review and comment.
- TTI will give an update presentation at the January 2024 EPATS board meeting on the Draft ADA Paratransit Plan and the plans for public participation.

Deliverables:

- Draft ADA Paratransit Plan.
- Draft Public Participation Plan.
- Update Presentation EPATS Board meeting.

Task 5. Public Participation on Draft ADA Paratransit Plan

TTI will obtain public comment on the COUNTY's Draft ADA Paratransit Plan, following the requirements of 49 CFR §37.135. To obtain public comment, TTI will follow its public participation plan outlined in the prior task.

Activities include:

- TTI will develop an accessible and bilingual (English and Spanish) version of the Draft ADA Paratransit Plan for public review.
- TTI will develop accessible and bilingual outreach materials, including a website, ads for traditional and social media, a dedicated email address and phone number for receiving comment, flyers, and a presentation. Materials will also be made available in braille, large print, and another other formats as requested.
- TTI will submit relevant outreach materials to advertising venues as required by law and also as relevant to the desired level of outreach.
- TTI will schedule and facilitate up to three 2-hour accessible and bilingual virtual public meetings. At these meetings, there will be an ASL interpreter available.
- TTI will schedule and facilitate one in-person public hearing at a location in the region with the assistance of the COUNTY. Materials will be provided in accessible formats, an ASL interpreter will be provided, and TTI staff will be on-site to provide assistance.

- TTI will give presentations at up to 5 pre-scheduled public or government body meetings (e.g., special events, city council or county board meetings, etc.) to encourage feedback and solicit feedback on the plan.
- TTI will document the public participation process and will document comments and feedback received as well as responses to comments into the final ADA Paratransit Plan.

Deliverables: Public outreach materials listed above.

Task 6. Final ADA Paratransit Plan

TTI will make any necessary changes to the ADA Paratransit Plan based on public comment. Activities include:

- TTI will finalize the ADA Paratransit Plan and will submit it to the COUNTY.

COUNTY will present the plan to EPATS for final adoption at the April 2024 EPATS Board meeting. COUNTY will also present the plan to the MPO for certification and to TxDOT.

Deliverable: Final ADA Paratransit Plan.

Task 7. ADA Paratransit Guidebook

Using the ADA Paratransit Plan as a base, TTI will develop a draft ADA Paratransit Guidebook envisioned to include the following topics:

- ADA Paratransit what it is and is not—purpose and federal requirements
- ADA Paratransit eligibility/ qualification determination and process to include:
 - Time period
 - Conditional eligibility (if applicable)
 - Eligibility period
 - Recertification
 - Appeals process
 - Appeals decision
- Service Information
 - Hours and days of operations
 - Service area
 - Transfer locations and process (if applicable)
 - Subscription service—application and making changes
 - Driver assistance responsibilities—curb-to-curb and door-to-door assistance
 - How to schedule a trip—reservations and negotiating ride times, pick-up or appointment time reservation, telephone/ online booking
 - Waiting to be picked up—pick-up window and driver wait times, checking on driver status
 - During the trip—travel time, policy on changing locations, securement and mobility aids
 - Bags, carts, strollers and carry-on policy
 - Animal policy
 - Reasonable modification policy
 - How to cancel a trip
- Personal care attendant, companion, and children policies
- Fare policy
- Rules of conduct
- Suspension of service—right to deny service, progressive actions, appeal process
- No Show and Late Cancellation policy—progressive actions
- Visitor service

- Fixed route service (discounts if applicable)
- Travel training (if applicable)
- Commendation, Complaints, and Questions communications
- Contacts and resources by function—reservations, ride status, cancellations, eligibility, customer service, lost and found, other community transportation

Activities include:

- TTI will develop the Draft ADA Paratransit Guidebook.
- TTI will submit the Draft ADA Paratransit Guidebook to COUNTY for review and comment. (Draft will be created during the public participation period for the ADA Paratransit Plan.).
- TTI will create the final ADA Paratransit Guidebook based on any comments from the COUNTY and any necessary changes resulting from alterations to the ADA Paratransit plan. TTI will provide professional and accessible, formatting, edit and graphics for the ADA Paratransit Guidebook. The Guidebook will be both fully accessible and bilingual.

Deliverable: Final ADA Paratransit Guidebook.

Long-Term Procurement

These tasks are focused on the procurement of a long-term contract for fixed-route and demand response service.

Task 8. Develop RFP Scope of Work

El Paso County plans to release a single request for proposals (RFP) that will include two key packages of work: (1) fixed route services and (2) demand response services. The demand response package will include the provision of ADA paratransit and general public demand response (Dial-a-Ride) services. TTI will review the County's most recent RFP for fixed route services and other RFPs for similar types of services, and use industry best practice in drafting a scope of work for the RFP. RFP. (Note that TTI will assume the contractor is providing all required scheduling/dispatch software as needed for fixed route and for both advance-reservation and on-demand demand response services.) The TTI team will develop the scopes of work in coordination with El Paso County's Purchasing and Contracts Officer for procurement solicitation.

Task 8.1 Best Practices Research

Activities include:

- TTI will develop a library of best practices and example RFPs using desktop searching, professional connections, etc. TTI's best practice research will focus on the following example topics for outsourcing fixed route service, ADA paratransit, and general public demand response (GPDR).
 - El Paso County's RFP for Fixed Route Services (2019)
 - Example RFPs
 - Performance standards and reporting requirements
 - Incentives, penalties, and liquidated damages
 - Industry guidebooks, manuals, or other reports focused on outsourcing service
 - Co-mingling ADA and microtransit service
 - Microtransit service planning and procurement
 - Methods for maximizing competition and contractor responsiveness
- TTI will use found articles and documents when creating the scope of work and subsequent materials in this project.

- TTI will document the articles and documents into a technical brief that summarizes the lessons learned and notable practices to be used in El Paso County's procurement.

Deliverable: Best practices research technical brief.

Task 8.2 Determine and Project Service Levels

Several steps are first needed in development of the scope of work to be able to project service levels to include anticipated hours, miles, and vehicle requirements for the proposers to bid accurately.

Task 8.2.1 Demand Response

Demand response service levels will be based on the immediate goal to first provide ADA paratransit to meet Federal Transit Administration (FTA) compliance requirements, with the second goal being to provide GPDR fixed-route replacement service as fixed routes are reconfigured. The third and longer-term goal is to provide GPDR service to fill service gaps countywide with area-by-area expansion of GPDR throughout El Paso County areas outside of the Sun Metro service area. The rollout of GPDR throughout El Paso County will be phased over time as candidate communities and zones for GPDR have been identified and focused planning takes place.

TTI shall conduct the following activities to determine service levels for demand response.

- **Finalize service determinations:**
 - **ADA paratransit service levels** are determined by the ADA-required $\frac{3}{4}$ -mile fixed-route buffer to come into compliance with FTA and the ADA. ADA paratransit service is to be provided when and where fixed route service is provided to persons whose disabilities prevent their ability to use or access those fixed route services. This is a priority for EPATS to meet its ADA paratransit obligation. ADA paratransit will begin on the first day of the contract (as a continuation of—or a transition from—the EPATS ADA paratransit service that is anticipated to be implemented in early 2024). TTI will finalize the expected ridership in the ADA paratransit service area ($\frac{3}{4}$ -mile corridors) as well as service hours, miles, and vehicle needs for coverage.
 - **GPDR to provide coverage for fixed-route reconfiguration.** The intention is to provide GPDR “fixed route replacement service” at the same time as the fixed route reconfiguration occurs to maintain service to the few riders in areas that no longer receive fixed route service and ADA paratransit service. TTI expects that the projected service levels will be minimal because of the low demand little resources are needed.
 - **GPDR transit coverage gap service and/or fixed-route feeder service in more rural areas.** While the long-term goal is to provide GPDR service to fill service gaps countywide (outside of the Sun Metro service area) with GPDR being provided where and/or when fixed route transit is not provided, the area-by-area expansion of GPDR to countywide service will be phased over time. A phased approach will provide time for candidate communities and zones for GPDR to be identified and focused planning to take place. The GPDR gap service delivery strategy shall be dial-a-ride and/or microtransit dependent on appropriate community service, noting that microtransit could be provided with dedicated vehicles and/or with non-dedicated service providers. TTI shall project GPDR service levels for the scope of work based on:
 - GPDR identified zone boundaries
 - Span of service in each zone
 - Projected ridership

- Projected productivity
- Service standard requirements
- **Finalize performance measure goals and contractor performance standards.** TTI will outline, by service type, expected performance measures and contractor standards. These measures and standards will be used in the scope of service for expected service performance requirements, to provide thresholds for incentives and disincentives, and to outline liquidated damages for service not rendered. Performance metrics can also be used to guide EPATS evaluation of how well demand response services are performing according to established standards.
- **Create a matrix of service levels for each service.** TTI will create a matrix for each service type by contract year to include projected hours and miles of service to reflect the projected demand. The matrix will provide potential proposers a basis to estimate cost.

Task 8.2.2 Fixed Route

Fixed route service levels will be based on the EPATS fixed route service plan, including the phasing of planned changes to fixed routes.

TTI shall conduct the following activities to determine service levels for fixed route.

- **Finalize service determinations:**
 - Using prior studies, recommendations, and implementation plans for fixed route service changes in the EPATS area, TTI will develop a year-by-year service plan.
 - TTI will then determine the hours and miles of fixed route service operated each year for each route.
- **Finalize performance measure goals and contractor performance standards.** TTI will develop expected performance measures and contractor standards. These measures and standards will be used in the scope of service for expected service performance requirements, to provide thresholds for incentives and disincentives, and to outline liquated damages for service not rendered. Performance metrics can also be used to guide EPATS evaluation of how well fixed route services are performing according to established standards.
- **Create a matrix of service levels for each route.** TTI will create a matrix of each route by contract year to include projected hours and miles of service to reflect the service plan. The matrix will provide potential proposers a basis to estimate cost.

Task 8.3 Develop Scope of Work for Transit Services

Using the example RFPs and other best practice research, the TTI team will develop the RFP scope of work document to include (but not limited to):

- Background and purpose
- Overview of each service to include service level projections by year
- Technology and communication
- Key and general personnel
- Organization structure
- Training requirements
- Vehicle operator requirements, expectations, conduct, and uniform
- Call and control center operations for ADA and GPDR
 - Reservations operations
 - Scheduling operations
 - Dispatching operations
 - Handling customers' service-day calls

SCHEDULE A

- Window dispatching and road supervision for ADA and GPDR
- Dispatching and control center operations for fixed route
 - Dispatching operations
 - Supervision (both remote and road supervision)
- Call center operations for fixed route
 - General information / questions
 - Handling customer complaints
- Fare collection
- Safety requirements
- Security
- Data and reporting
- Facility, building, and equipment maintenance
- Vehicles
- Vehicle maintenance
- Maintenance oversight
- Policies and procedures
- Complaint procedures
- Emergencies and service disruptions
- Service quality and performance
- Liquidated damages
- National Transit Database reporting
- Drug and alcohol policies
- Marketing and public relations
- Mobilization and start-up schedule
- Service planning development for ADA and GPDR (use of software to estimate future service demand, zone size, run simulation)
- Service planning development for fixed route (providing feedback and recommendations for improvements to EPATS)

Technology Scope Elements

Because transit service is heavily reliant on technology to facilitate the operation of quality transportation, the scope of work elements will include robust technology plans, management, and protocols to ensure consistent and quality function throughout the contract lifecycle.

Technology topics to include in a scope of work include:

- Technology continuity and management plans
- Technology change or upgrade protocol
- Technology integration plan
- Parameter input/tuning
- Stop configurations (as needed for microtransit)
- Tracking of required data to meet ADA requirements
- Customer-facing apps
- Internet technology procedures
- Communication and data sharing technology procedures
- Telephone and recording procedures
- In-vehicle technology procedures

- IT support service
- Safety and security procedures

TTI will submit the draft scope of work to El Paso County for review and comment. TTI will then revise the scope of work and submit a final to El Paso County.

Deliverables:

- Scopes of Work for each determined procurement (i.e., ADA, GPDR, fixed route).

Task 9. Develop Procurement Materials, Develop ICE, Analyze Pricing and Assist in Overall Procurement

The TTI team will develop procurement materials in collaboration and as directed by El Paso County's Purchasing and Contracts Officer. The TTI team will provide for each procurement:

- Proposed format, structure, and process for RFP response
- Evaluation criteria
- Pricing template
- Independent Cost Estimates (ICE)
- Pre-proposal presentation
- Suggested question responses
- Recommended RFP amendments in response to questions
- Price comparison analysis
- Analysis of proposers' project understanding and capabilities
- Reference checks
- Handouts and facilitation of discussion for oral interviews
- Presentation of final recommendation

Activities include:

- For each of the above deliverables, TTI will submit a draft to El Paso County for review and comment. TTI will then revise the document and submit the final to the county.
- The TTI team will plan to have two researchers attend on-site the pre-proposal conference, oral presentations, and final presentation – 3 visits.

Deliverables: Deliverables are listed above.

Task 10. Support Contract Ramp-up and Implementation

The contract implementation period is critical to fostering the contractor agency relationship, to ensure equipment is in proper condition, and that technology systems are fully set up and tested. Engaging contractors and the internal team early and often during the transition to collaborate on critical transition elements (e.g., staffing, key management, vehicle, equipment and facility readiness, scheduling system setup and function, and maintenance system function) and performance expectations will set a long-term foundation base for aligned goals and collaboration.

The ramp-up and implementation time is a projected five-months' time after contract execution or notice-to-proceed to include scheduling and dispatch system setup and deployment. The ramp up time is dependent on if the contractor has readily available vehicles, equipment, and software; and the employment market. The ramp up time includes the time to:

- Recruit and hire employees
- Provide start-up training to vehicle operators, reservation agents, schedulers, dispatchers road supervisors, and mechanics

SCHEDULE A

- Acquire and inspect new assets (as appropriate)—to ensure vehicles and equipment are in place and ready for the first day of service
- Stand-up the GPDR zones to ensure design, tested, and training is working and ready to go
- Implement and localize scheduling system software

As part of the contract scope, start-up and transition requirements and incentives (as appropriate) shall be defined to include several implementation aspects. The TTI team will support the implementation teams to help ensure requirements are met. TTI's support of transition requirements may include coordination, reviewing, and providing guidance for:

- Vehicle list and plan for vehicles inspection in time for training (contractor shall provide additional vehicles during training as needed)
- Facility inspection
- Driver training plan and evaluation—to include technology training specific needs
- Driver drug and alcohol testing plan
- Fueling schedule coordination
- Scheduling and dispatch training and evaluation—to include technology training specific needs
- Insurance required to activate
- Training plan for new mechanics and operations staff by the respective start-up periods—to include technology training specific needs
- Reporting requirements to include data for start-up incentives (if desired) such as drivers hired by date, on-time pull-outs completed, on-time performance

The TTI team will conduct weekly meetings with key staff and document meeting discussions, decisions, and next steps.

Task 11. Final Technical Memo

TTI will develop a final technical memorandum, documenting, in brief, the work performed during the source of this project. The technical memorandum will include:

- Work performed and a list of deliverables / research products prepared during this work
- Next steps and recommended actions for El Paso County and EPATS

Deliverable: Final Technical Memo.

SCHEDULE A

Task Schedule: December 2023 – March 2025

Task #	Task	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
1	Project Management & Oversight	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
2	Access Committee Startup	xxx	xxx													
3	ADA Paratransit Service Parameters	xxx														
4	Draft ADA Paratransit Plan	xxx	xxx													
5	Public Participation on Draft ADA Paratransit Plan	xxx	xxx	xxx	xxx											
6	Final ADA Paratransit Plan					xxx										
7	ADA Paratransit Guidebook				xxx	xxx										
8.1	Best Practices Research	xxx														
8.2	Determine & Project Service Levels	xxx														
8.3	Develop Scope of Work for Transit Services	xxx	xxx													
9	Develop Procurement Materials & Assist Procurement		xxx	xxx	xxx	xxx	xxx	xxx	xxx							
10	Support Contract Ramp Up and Implementation									xxx	xxx	xxx	xxx	xxx	xxx	
11	Final Technical Memo															xxx

Task Budget

Task #	Task	Budget	Hours
1	Project Management & Oversight	\$21,352	141
2	Access Committee Startup	\$11,509	76
3	ADA Paratransit Service Parameters	\$10,903	72
4	Draft ADA Paratransit Plan	\$10,449	69
5	Public Participation on Draft ADA Paratransit Plan	\$44,218	292
6	Final ADA Paratransit Plan	\$12,114	80
7	ADA Paratransit Guidebook	\$16,657	110
8.1	Best Practices Research	\$2,574	17
8.2	Determine & Project Service Levels	\$14,083	93
8.3	Develop Scope of Work for Transit Services	\$18,020	119
9	Develop Procurement Materials & Assist Procurement	\$33,012	218
10	Support Contract Ramp Up and Implementation	\$15,294	101
11	Final Technical Memo	\$6,814	45
Total		\$217,000	1,433

SCHEDULE B

	Estimated Budget	Itemization	Total Costs
DIRECT COSTS			
Salaries and Wages (by category) ¹			
Professional (Combine all Professionals)	\$ 88,836		
Clerical (non-routine, project specific) ²	\$ 8,847		
Subprofessional & Technical	\$ 1,420		
Students (Graduate)	\$ 3,671		
Students (Undergraduate)	\$ -		
Total Salaries and Wages			\$ 102,774
Fringe Benefits ³			
19.7% of Salaries and Wages (Non-Students)	\$ 14,231		
3% of Salaries and Wages (Students)	\$ 110		
10.7% of Salaries and Wages (Wage Employee Only)	\$ 2,874		
Health Insurance @ \$282/month	\$ 460	grad students only	
Health Insurance @ \$1033/month	\$ 5,664	excludes students	
Total Fringe Benefits			\$ 23,339
Operating & Other Expenses			
<u>Included in Modified Total Direct Costs</u>			
Travel ⁴	\$ 7,688		
Reproduction and Specialty Printing (Baille)	\$ 3,000		
Overnight Shipping	\$ -		
Graphic Design Service Center	\$ 1,400		
ASL Interpreter for Public Meetings	\$ 3,000	estimate for ASL interpreter	
IDC item description	\$ -		
<u>Excluded from Modified Total Direct Costs</u>			
Tuition @ \$716/hr	\$ -		
	\$ -		
Computer Operations ⁵	\$ 1,668	computer use and network support	
Other	\$ -		
Total Operating & Other Expenses			\$ 16,756
Subcontracts (list each subcontractor separately, with a brief description of the work)			
Subcontractor 1	\$ -		
Subcontractor 2	\$ -		
Total Subcontracts			\$ -
Equipment (items \$5,000 and over) (list each item separately)			
Total Equipment			\$ -
TOTAL DIRECT COSTS			\$ 142,869

INDIRECT COSTS			
52.5% of Modified Total Direct Costs ⁶	MTDC ** = \$141,201		\$ 74,131
Less Institutional Contribution ****			\$ -
TOTAL INDIRECT COSTS CHARGED TO PROJECT			\$ 74,131

TOTAL PROJECT COST		\$ 217,000
1	Salaries are estimated to include any expected pay increases during the contract period. Except for the Program Manager and Other Experts, salary rates are estimated based on a pool of available personnel. Reimbursement will be based on actual costs per employee in accordance with the Performing Agency's payroll policy and salary rate.	
2	Clerical Staff are directly charged as the support required is significantly greater than the routine level of services provided by academic departments.	
3	Fringe benefit rates are estimates only. Reimbursement will be based on actual cost per employee.	
4	The Performing Agency shall bill the Receiving Agency for travel expenses not to exceed the limits reimbursable under state law. Travel M&IE is calculated at 75% on the first and last days of travel. Trips shown are estimates only.	
5	Includes computer equipment usage fee and network support services.	
6	Per OMB Uniform Guidance 2 CFR 200 and the federal negotiated F&A Agreement, capital equipment purchases, rental costs, computer operations, technical support services, video operations, portion of subcontracts >\$25,000, and participant support costs are excluded from Modified Total Direct Costs.	