

SUMMARY OF CONTRACT REQUEST TO THE HEALTH COMMISSION

Contractor	Capital Transit	Division/Section	ZSFGH, LHH
Address	4617 Carrigan Lane	Deputy Director	Roland Pickens
	Carmichael, CA 95608	DPH Administrator	Natasha Hamilton
Contact	Shiraz Mir	Program Administrator	Sheri Lee/Glen McClintock
	Director	Contract Analyst	Cynthia Wu
		Phone	415-682-5686
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Request for approval of a new contract with Capital Transit to provide secure non-emergency van transportation services in the amount of \$1,092,000. The term of the contract including options is for the period July 1, 2018 to June 30, 2021 (36 months).

☒ Profit ☐ Non-Profit ☐ LBE ☒ RFP– Number: 49-2017 Date: 12/21/2017

☒ New ☐ Renewal ☐ Mod ☐ GPO

Number of years DPH has been doing business with this organization: 0

<u>CONTRACT INFORMATION:</u>	<u>Prior Transaction</u>	<u>Proposed Transaction</u>	<u>Annualized Difference*</u>
	(new)	07/01/18 to 06/30/2021	
<u>Funding Sources:</u>			
General Fund		\$975,000	N/A
TOTAL DPH REVENUES		\$975,000	N/A
12% Contingency Amount		\$117,000	N/A
CONTRACT TOTAL		\$1,092,000	\$1,092,000
ANNUAL AMOUNT OF CONTRACT (estimate)		\$325,000	\$325,000
Agency Funds		-\$0-	-\$0-
Contract FTE		N/A	N/A

PROPOSED:

Mode(s) of Service & Unit of Service Definition	No. Of Clients	No. of Units	Unit Cost (Average)
1 UOS = 1 Trip	N/A Duplicated		
Total contract amount shall not exceed \$1,092,000.	N/A Unduplicated		
Single Trip	N/A	Actual	\$82.00*
<i>*The rate per trip may decreased based on increased volume.</i>			
<i>Service usage is based on the department's need and is variable.</i>			
Wait-time	N/A	Per 15 minutes	\$12.50
Holiday & Night Surcharge (8pm – 4am)	N/A	Actual	10% of base rate
Dry Run (No Show)	N/A	Actual	\$50.00

Explanation of Services Change and Variances:

This is a new contract.

Monitoring Report/Program Review & Follow-up:

The contract services will be monitored by the Department as required. The SFDPH Program Administrator will be responsible for assisting and tracking all information related to the accomplishment of the project.

Nondiscrimination and Cultural Competency:

The Department will work closely with the contractor to ensure that their cultural competency plan is current and in compliance with Departmental procedures.

Other Significant Issues:

Capital Transit was selected as 1 of 3 qualified proposers under RFP 49-2017, to provide non-emergency van transportation services. Capital Transit in partnership with their sister company Laurels Medical Services DBA Chariot has 15 years of experience in providing brokerage transportation for multiple government contracts.

The vendor will provide as-needed, non-emergency, patient transportation (wheelchair accessible passenger van) services when patients are not able to use public transportation. Patients may be transported from medical facility to medical facility, medical facility to home or from home to medical facility.

Listing of Board of Directors, Owners of 10% or More of the Firm, and Executive Director**Owners: of 10% or more:**

Shiraz Mir – 100% ownership

Board of Directors:

Masooma Mir, Director

Capital Transit has 1 Board of Director. Currently, there is no vacancy, and there is no term limit for the member.

Recommendations:

The Department recommends approval of this contract.