



Lumpkin County, Georgia

Senior Center

Agenda Item: Lumpkin County Senior Center
October 4, 2016 **Deanna Specialty Transportation, Inc.** DHS Coordinated Transportation SFY 2017 – Contract for Congregate Meal Transportation

Item Description: For the period October 1, 2016 to June 30, 2017, Lumpkin County Board of Commissioners will enter into a contract with Deanna Specialty Transportation, Inc. for congregate meal transportation.

Facts & Historical Until June 30, 2013 Legacy Link, Inc. provided federal and state funds to Lumpkin County to enable the Senior Center to operate a bus for transporting seniors to and from the center for the congregate nutrition and activity programs. Additionally, these funds allowed for taking congregate participants on off-site trips, to shopping, errands and medical appointments.

Effective July 1, 2013 the Georgia Department of Human Services (GADHS) began funding congregate transportation with funds designated for Coordinated Transportation. GADHS contracted with the Georgia Mountains Regional Commission (GMRC) to provide Coordinated Transportation Services. Deanna Specialty Transportation, Inc. is the winning bidder selected by the GMRC to administer the funds.

For the period October 1, 2016 to June 30, 2017, Lumpkin County Board of Commissioners will enter into a contract with Deanna Specialty Transportation, Inc. for congregate transportation.

Lumpkin County Senior Center is contracting to provide 3,808 Units (Trips) with the total funding being \$24,750.

Potential Courses of Action:

- A. Submit an approved and signed contract.
- B. Do not submit an approved and signed contract.

Comparison:

If Course A is chosen, Lumpkin County congregate transportation service will continue to be provided to senior residents for the period October 1, 2016 through June 30, 2017.

If Course B is chosen, Lumpkin County congregate transportation service will be suspended immediately. (The currently funding cycle began on October 1, 2016.)

Recommendation:

It is recommended that Course A be chosen - Submit an approved and signed contract to Deanna Specialty Transportation, Inc. Funds to provide congregate transportation are necessary for many citizens who would otherwise have no alternative transportation to attend the Senior Center.

Budget Impact:

There will be a positive impact to the budget as there is no required cash match with these funds except for a small local share that will be utilized as in-kind services (meaning Lumpkin County Senior Center will not be reimbursed for some trips with the impact being less than \$1,000).

MEMORANDUM OF UNDERSTANDING
For DHS Coordinated Transportation Services

MEMORANDUM OF UNDERSTANDING BETWEEN:

The Lumpkin County Board of Commissioners, Lumpkin County dba Lumpkin County Transit; hereinafter referred to as Contractor; and the Deanna Specialty Transportation, Inc.; hereinafter referred to as the DST, agree:

This Memorandum of Understanding has an effective beginning date of the 1st day of October, 2016 and shall terminate on the 30th day of June, 2017 unless terminated earlier under other provisions of this Memorandum of Understanding.

WITNESSETH:

WHEREAS, the DST has a need for, and desires to purchase transportation services for eligible DHS consumers as needed.

AND

WHEREAS, the Contractor has represented to the DST it is available to provide transportation services for the described population.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, it is agreed by and between the parties hereto to abide by the conditions set forth in the remainder of this Agreement.

A. BOTH parties agree:

1. The DST will purchase the eligible transportation services.
2. Authorized DHS Human Service Providers will notify the Regional Transportation Office, Region 2, which consumers are eligible. This notification is done via a completed client registration and trip order entered on the TRIP\$ System. Information will be updated on TRIP\$ as needed and reported to the Regional Transportation Office, Region 2, per the GADHS policies.
3. The Contractor will invoice using TRIP\$ on a per client/per trip basis. Invoicing will be completed by the eighth of the month following the activity.
4. The DST agrees to reimburse Contractor for eligible transportation services delivered upon receipt of their reimbursement from the Georgia Department of Human Services.

Service and Payment

1. Purpose:

The purpose of this Agreement is to provide transportation services to eligible DHS consumers.

2. Agreement Term:

The term of this agreement shall be from October 1, 2016 through June 30, 2017 unless terminated earlier in accordance with this agreement.

3. Services to Be Provided:

Contractor shall deliver transportation services to individuals registered with the Regional Transportation Office, TRIP\$ in accordance to regulations administered by the Georgia Department of Human Services. Contractor agrees to provide sufficient personnel and vehicles, as necessary, to meet needs and render said services the hours required by the site(s) served and per the GADHS policies and procedures.

Contractor shall be solely responsible for the maintenance of the vehicles and shall maintain said vehicles in accordance with the vehicle standards established by the Georgia Department of Human Services to ensure safe operation and to comply with all federal, state and local laws and codes and/or required inspections. Contractor will be responsible for providing vehicle insurance on those vehicles owned by the Contractor. Contractor shall be responsible for purchasing new vehicles to replace those that are not repairable or those that do not comply with DHS safety requirements.

Drivers shall comply with regulations set forth by the Georgia Department of Public Safety and the Georgia Department of Human Services. Drivers shall possess such licenses and permits as required by the State and the localities.

Contractor agrees to provide the DST certification/proof of workers' compensation insurance coverage on all Contractor's employees.

4. Training:

Drivers and dispatchers employed by Contractor shall undergo such training as required by the Georgia Department of Human Services including client's rights and confidentiality; accessibility; drug free workplace; sexual harassment; CPR/First-aid; Defensive Driving; Universal Precautions for STD's, HIV/Aids and Infectious Disease. Drivers will also be trained in use of all auxiliary equipment including radios, fire extinguishers, and wheelchair lifts.

5. Invoicing:

Contractor shall provide the DST with completed billing summaries which will include the name of each client transported, the date transported, trip type and the number of approved trips provided. This can include the TRIP\$ Invoice Backup Report and/or Invoice Summary Report. Contractor shall provide said billing summary on a monthly basis no later than the eighth day of the month following the activity.

6. Drug and Alcohol Testing:

Contractor shall be responsible for complying with all requirements of the Federal Transit Administration regarding the testing of safety sensitive employees for drug and alcohol use. The cost of compliance will be the sole responsibility of Contractor.

5. Non-Availability of Funds:

This Agreement is subject to the condition that funds be made available by the Congress of the United States, by the General Assembly of Georgia, or other sources, and by the proper budget authority for carrying out the functions which this Agreement implements.

In consideration of the mutual promises, covenants and the payment terms set forth in this page and the attached contract, the DST agrees it shall purchase transportation services in accordance with the terms and conditions of this contract.

Agreed and entered into this 18th day of October, 2016.

Provider's Address for Official Correspondence

Lumpkin County Senior Center
266 Mechanicsville Rd.
Dahlonega, GA 30533
Contact Person: Linda Kirkpatrick
Telephone: 706-864-2358

Actual Provider Information

Lumpkin County Senior Center
266 Mechanicsville Rd.
Dahlonega, GA 30533
Contact Person: Linda Kirkpatrick
Telephone: 706-864-2358

Attest:

By:

Kathleen C. Walker
Clerk

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Date

Date

Attest:

By:

Signature

Signature

Printed Name and Title

Printed Name and Title
Deanna Specialty Transportation, Inc.

Date

Date