



Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910

**AMENDMENT NO. 2 TO
PARATRANSIT DEMAND RESPONSE SERVICES
(a) ADA Complementary Spec-Tran Services and
(b) Supplemental Services for Rural Areas**

1. AMENDMENT NO: 2	2. SOLICITATION NO: RFP 2022-133	3. SOLICITATION NAME: PARATRANSIT DEMAND RESPONSE SERVICES	4. AMENDMENT DATE: SEPTEMBER 13, 2022
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5. ISSUED BY

Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

6. DESCRIPTION OF AMENDMENT:

The following documentation has been attached to this Amendment:

1. **Pre-Proposal Attendance and Sign in Sheet.**
2. **CATA responses to vendor questions.**
 - a) Contracted FY 2021 and FY 2022 Historical Ridership, Hours and Mileage Information
 - b) Employment policy on alcohol and drug use.
 - c) Contracted Vehicle Fleet List
 - d) Attachment D – Electronic Pricing Form (*Excel Format*)
3. **Refer to revisions in Section II-B, Objectives.**
4. **All other terms and conditions remain unchanged.**

PLEASE NOTE: Contractor is required to sign this document and return it with the bid/proposal/quote.

NAME / TITLE OF OFFEROR (Type or Print)	COMPANY NAME
(Signature of person authorized to sign)	(Date Signed)



September 13, 2022

RE: Pre-Proposal and Attendance Sign in Sheet on Capital Area Transportation Authority (“CATA”) Request for Proposal (“RFP”) No. 2022-133, Paratransit Demand Response Services

The pre-proposal meeting was held on August 23, 2022, at 10:30 A.M Eastern Time.

Those in attendance were:

Rick Pulido, National Express Transit
Stephanie Maher, National Express Transit
Paul Buharin, First Transit
James Coffman, First Transit
Patrick Dean, Dean Transportation
Bob Waite, Dean Transportation
Nancy Lohr, Transdev
Nathan Slater, Transdev
Nicole Wilson, CATA Purchasing and Contracts Manager
Craig Frazier, CATA Operations Manager - Paratransit
Bill Frarey, CATA Maintenance Superintendent
Ashlee Boss, CATA Procurement Specialist
Laura Bailey, MV Transportation (via telephone, joined at 11:07 A.M.)
Ed Carrin, Pro Care Mobility (via telephone, joined at 11:07 A.M.)
Mark Melago, RATP Dev USA (via telephone, joined at 11:0 A.M.)

Attached: Pre-Proposal Sign in Sheet



PRE-PROPOSAL MEETING SIGN IN SHEET
RFP 2022-133, Paratransit Demand Response Services
(a) ADA Complementary Spec-Tran Services and
(b) Supplemental Services for Rural Areas
August 23, 2022

Company	Name	Phone	E-Mail
NATIONAL EXPRESS TRANSIT	RICK POLINO	210.689.7424	rick.polino@nellc.com
NATIONAL EXPRESS TRANSIT	STEPHANIE MAHER	630 453 4710	stephanie.maher@nellc.com
FIRST TRANSIT	PAUL BUHARIN	612-328-2640	paul.buharin@firstgroup.com
First Transit	James Coffman	513-335-8069	james.coffman@firstgroup.com
DEAN TRANSPORTATION	PATRICK DEAN	517-319-8390	patrickd@deantrans.com
Dean Transportation	Bob White	734 634 4440	bobw@deantrans.com
Transdev	Nancy Lohr	517-944-1011	nancy.lohr@transdev.com
Transdev	Nathan Slater	601-624-1078	BD@Transdev.com
CATA	Nicole Wilson	517 394-1100	nwilson@cata.org
CATA	Craig Frazier		
CATA	Bill Franey		
CATA	Ashlee Bobb		

**CAPITAL AREA TRANSPORTATION AUTHORITY
RFP 2022-133, Paratransit Demand Response Services**

CATA Responses to Vendor Questions

#	QUESTION	CATA RESPONSE
1	What is the current budget for this service?	Approximately \$8.9 million.
2	Contractors will have a large amount of fixed costs to operate the services provided in the RFP. Would CATA be open to and accept contract language that allows for price renegotiation if hours were to increase or decrease by a set percentage of hours, for example 15% increase or decrease in hours?	No.
3	The RFP states, "Statement of Work herein is stated based upon currently known needs of CATA. Any component of any service under the Statement of Work may be altered, increased, or decreased based upon ridership, demand and or funding within CATA's sole discretion at any time during the contract. Contractor must have the capability to extend services to encompass additional service areas, additional weekday, weekend including Sundays, and holiday hours in the future. Contractor must also be willing to reduce service without expectation of adjusting the price rates, upon CATA's request. CATA further reserves the right to move certain services off the Contractor SOW and instead perform these services itself, within CATA's sole discretion, at any time during the contract." To reduce contractor's risk based on not being able to cover fixed costs based on any service decreases, would CATA consider allowing for a Monthly Fixed Cost and Variable Hourly Rate structure for pricing?	No.
4	Termination for Convenience: Is CATA open to contractors also having Termination for Convenience language in the contract?	No.
5	Please provide the definition of "Vehicle Service Hour" for billing purposes. i.e. first pick-up to last drop-off, gate-to-gate, etc.	Please refer to the RFP, Section II-C, C Supplemental Services for Rural Areas, Spec-Tran and Supplemental Services, Billable Service Hours.
6	Page 10 of the RFP states that CATA is looking to secure the services of one or multiple Contractors, please confirm if CATA intends to contract with one contractor. If multiple, please advise if Contractors should specify in proposals the amount of service being proposed.	Please refer to Amendment 2. CATA will award this to one contractor for both services.
7	Please verify if the 2.57% CATA DBE goal is the specific DBE goal for this contract or the overall CATA operations, and if a Good Faith Effort is required.	CATA's DBE goal is 2.57%, overall.
8	Please provide the names of any current DBE vendors including the service provided and rates.	We do not have DBE vendors for the current contract.
9	While the COVID -19 pandemic has included a great number of challenges for all, it has also forced us to reevaluate our business practices. During the pandemic shutdown, fossil fuel use and pollution declined while air quality improved. While these changes are expected by experts to be temporary, we would like to use this as an opportunity to adopt more sustainable business practices to help these positive environmental trends continue into the future. As such, would CATA consider permitting electronic proposal submission in place of a hard copy submission? This change reduces resource use (paper, printing materials), and reduces fossil fuel usage required to transport the physical package, allowing for a more environmentally friendly procurement process.	Please refer to Amendment 1.
10	What is the current specific process for fare collection? Is use of an armored car service allowed to count the fares?	Please reference Section II-D, Paragraph 19 for fare handling information.
11	What brand of fareboxes are currently utilized within the revenue vehicles for each service? If none, please provide specific fare collection process.	The current make and model of the fareboxes is Genfare Pacemaker 1.
12	Page 20, please provide the amount of uncollected passenger fares and fees for the past 12 months.	There are no uncollected passenger fares and fees.
13	Please provide the total dollar amount of cash fares paid for the past 12 months.	Currently, the Contractor obtains approximately \$8,000 – \$10,000 in fares per month. Please reference Section II-D, Paragraph 19 for all fare handling information.
14	Please provide information on the Agency provided fleet to include engine type, fuel type, current odometer readings, average miles operated per year on the fleet that the contractor will utilize.	Please refer to Attachment F, Vehicle Replacement Plan, Transit Asset Management Plan (TAM) and the Contractor Vehicle Fleet in the RFP.
15	Please provide a vehicle replacement plan that the contractor should utilize in their pricing assumptions.	Please refer to Attachment F, Vehicle Replacement Plan, Transit Asset Management Plan (TAM) and the Contractor Vehicle Fleet in the RFP.
16	Please clarify the number of vehicles used in revenue service by hour of day and day of week, the peak service hours and number of buses in service at these times.	This is variable.
17	Please provide the number of non-revenue vehicles used by the contractor, and if they are provided by contractor or CATA.	CATA will not provide any non-revenue vehicles.
18	To remove fuel risk, avoid fuel price fluctuations, and avoid paying Federal and State taxes, would CATA consider providing fuel to the contractors?	No. Fuel and the cost is the responsibility of the Contractor.
19	Where are the current vehicles fueled by the contractor.	CATA does not monitor this. It is the responsibility of the Contractor.
20	Page 18, please provide details how current contractor is procuring sufficient high-quality fuel and discount pricing for tax exemption.	CATA does not monitor this. It is the responsibility of the Contractor.
21	The fuel escalator price of \$3.75 per gallon states that the rate is inclusive of federal and state taxes, but then states "said cost of fuel shall not include federal, state, and local environmental fees." Please clarify if the fuel escalator price is based on actual price of fuel including federal and state taxes.	These two provisions refer to different items. CATA will not pay Contractor for federal, state, and local environmental fees, if any, that are applicable to fuel purchased for CATA services.
22	Would CATA consider paying contractor the difference between PADD 2 and the actual price of raw fuel paid?	No.
23	Please provide the "Route Productivity Report" by service segment, and contractor provided from the Trapeze software daily for one week and monthly for the last 12 months.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.

24	Page 12 and 13, please provide the breakdown of "Historical Ridership, Hours, and Mileage" information for FY2021, FY2022. Please also clarify if the information listed in these charts are for the entire service including CATA operated hours and miles. If so, please provide this data for contractor operated service only for each service type.	Please refer the RFP, Section II-C, for Historical Ridership Information, Hours, Mileage Information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
25	Please confirm the number of hours for each service that contractors should base their proposal on to provide CATA with an apples-to-apples comparison between the proposals.	The actual hours will vary. Please refer the RFP, Section II-C, for Historical Ridership Information, Hours, Mileage Information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
26	Please provide the average number of trips by hour per day for the Spec-Tran service for the last 12 months.	Please refer the RFP, Section II-C, for Historical Ridership Information, Hours, Mileage Information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
27	For paratransit and on-demand services, please clarify if revenue hours begins at the first scheduled pick-up, even if that pick up is a no show.	At the first scheduled pick-up.
28	IT: Are there any non-standard system applications that need to be installed on Contractor's workstations?	A remote desktop server may be required but otherwise it is not anticipated. If Contractor requires any applications to be installed to provide the services, those should be specified in the Proposal.
29	IT: What systems, applications or on-bus technology does the Contractor need to provide computers or servers for?	The RFP is clear on what technology is necessary. Please refer to the RFP, Sections C Supplemental Services for Rural Areas, Spec-Tran and Supplemental Services, and Miscellaneous.
30	IT: Will we need to host or support any application, web, or database servers?	A remote desktop server may be required but otherwise it is not anticipated. If Contractor requires any applications to be installed to provide the services, those should be specified in the Proposal.
31	IT: Will the contractor need to provide tablets, iPads, Wi-Fi, or cellular service?	It is not clear what this question refers to. The RFP specifies communication requirements with CATA. Please refer to Sections II-C and II-D.
32	IT: Will the contractor be required to host or support any applications or services?	A remote desktop server may be required but otherwise it is not anticipated. If Contractor requires any applications to be installed to provide the services, those should be specified in the Proposal.
33	IT: Are there any other on-board applications we will be required to support (hardware or software) for passenger WIFI, AVL, passenger counting, farebox, etc.?	A remote desktop server may be required but otherwise it is not anticipated. If Contractor requires any applications to be installed to provide the services, those should be specified in the Proposal.
34	Application Support: Are there any applications or systems that need to transitioned from the current contractors system to the new contractors system?	No.
35	IT: Who is required to provide the internet circuit for the facility?	Per Section II-C of the RFP, "The costs of telephone service, Internet service, computer training and service agreements, repairs, paper and ink will be the responsibility of the Contractor."
36	Is there currently a Collective Bargaining Agreement in place? If so, please provide a copy of the current CBA or a contact at the local union.	CATA's current employee union is Amalgamated Transit Union (ATU). The CBA expired November 30, 2019 and the parties are operating under Terms of Implementation.
37	We intend to hire as many of the existing employees as possible. In order for us to ensure that they make at least as much, or more than they do now, please provide a seniority list for the current employees for this contract, and indicate position, full time or part time, length of service, and current rate of pay.	It is the responsibility of the Contractor to use its own employees to staff the services as outlined in the RFP. Contractor should not rely upon the ability to hire existing employees.
38	What is the current starting wage for drivers and hourly staff positions?	It is the responsibility of the Contractor to use its own employees to staff the services as outlined in the RFP. Contractor should not rely upon the ability to hire existing employees.
39	Due to the industry wide labor shortages, would the agency include a minimum wage requirement for this procurement?	Driver wages are determined by the Contractor. It is the responsibility of the Contractor to ensure that they meet Federal, State, and Local Requirements generally and as outlined in the RFP and specifically including requirements of the FTA.
40	If there is a CBA in place, does the current labor contract(s) include a pension plan? If so, please provide any details surrounding this plan. i.e. Defined Benefit, Defined Contribution, Under-funded liability.	CATA's current employee union is Amalgamated Transit Union (ATU). The CBA expired November 30, 2019 and the parties are operating under Terms of Implementation.
41	Are the current transit employees covered by 49 USC 5333(b) (also known as Section 13c of the Urban Mass Transportation Act of 1964)?	CATA presently receives Section 5311 funding for portions of the Services provided in the Scope of Work and may during the duration of this anticipated contract use funding under 5306 and/or 5307. As stated in Appendix A, it is Contractor's responsibility to ensure it complies with all FTA required terms and contractual provisions.
42	At various times, state, federal, and local governments change laws, rules and regulations which require a company to increase the wages or benefits for the employees that will be employed under this contract. If such an event occurs during the term of the agreement, will CATA be open to a request for increased compensation to address new government mandates. For example, the 2019 Michigan Paid Medical Leave Act created a sick time bank for all Michigan employers. Since a similar regulation cannot be anticipated and the costs are so significant, we need to understand the risk associated with such laws, rules or regulations.	No.
43	Paratransit: Is any part of the program funded by a Covered Entity (as defined under HIPAA), including Medicare and Medicaid?	No.
44	Paratransit: Will Contractor be required to enter into a HIPAA Business Associate Agreement to provide some of the contracted services?	No.
45	Would CATA consider an assignment provision that allows Contractor to assign the Contract in the instance of a merger, acquisition, corporate reorganization, public stock offering, or sale of all or substantially all of its assets with reasonable notice to but without prior written consent of CATA? If so, may contractor present sample language in its proposal?	Please refer RFP, Terms and Conditions, Paragraph 23.
46	Please provide a current list of any shop equipment or tools that are provided to the contractors by CATA.	None.
47	Is a shop truck provided by the agency or contractor? How many shop trucks are currently utilized in this service? Please provide details of any attachments currently used on the shop truck. i.e. snow plow, salt hopper, etc...	No.
48	Please confirm whether the Contractor is responsible for engine and transmission overhauls or replacements for the vehicles?	Please refer to Section II-D, (e) Replacement of Vehicles Damaged Beyond Repair.
49	Please provide the last 12 months history for major component replacement and repair for the Agency provided fleet.	Pursuant to Section II-D, it is the responsibility of the Contractor to maintain CATA vehicles as well as maintenance records.

50	Are there any remaining warranties for the fleet or provided equipment? If so, please provide warranty information.	Warranty information if any is provided by the manufacturer.
51	Please provide a list of the positions currently provided by the contractor, and if they are full-time or part-time for this operation.	This is variable. It is the responsibility of the Contractor to staff any employees needed for the services as outlined in the RFP.
52	Please confirm required named personnel that proposers should include a resume in proposals.	Please refer to the RFP including Sections I-K and I-P.
53	Is the agency open to alternative modes of mobility that offer significant cost savings over traditional legacy pricing per hour models? i.e. non-dedicated vehicles that would charge on a per trip basis?	No.
54	Because CATA controls the scheduling, it is difficult to incorporate non-dedicated fleets into our pricing structure. Would CATA consider letting the contractor schedule under this contract service?	No.
55	Would CATA consider overflow trips provided by non dedicated vehicles on a per trip cost or as a passthrough cost?	No.
56	Section 1.2 Overview of CATA shows "Demand Response Service (Directly Operated)" and "Purchased Transport Services (Contracted)." Please confirm that the services as broken out are accurate, and that contractors are only operating CATA Rural Service, Mason Redi-Ride, Mason Connector, Williamston Connector, Spec-Tran Purchased. If not, please clarify which services are being operated by contractors.	This question references the TAM plan. CATA only provided the TAM plan for references to the vehicle replacement plan. Contractor should submit a proposal with the requirements outlined in the RFP.
57	Please provide details regarding any subcontractors being used in this service currently, and which services they are providing.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
58	Are there any current subcontracted services that are passed through to CATA as mentioned on page 6 section I-N Primary Contractor Responsibilities? If so, please provide specific details regarding the subcontractor's name, services provided, current rates, and if they are contracted directly with CATA or the current provider.	No.
59	Page 13 states, "a large increase in demand for medically fragile transportation," please define the "medically fragile" trips.	Medically fragile is defined as clients requiring patience and extra assistance. This may require assisting passengers in out of doors, to and from entrances, allowing passengers to eat or drink in vehicles and operators well-versed in a variety of issues due to the underlying causes of what makes the patient frail.
60	Please provide the performance statistics of the current contractor for the past 12 months for accidents (preventable and non-preventable), on-time performance, total operational complaints.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
61	What is the current level of productivity for each of the services? Please provide for weekday, Saturday and Sunday by service.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
62	On-Time Performance -- Is sampling accepted or 100% of trips?; Is a pickup before the window still considered on-time?	Sampling is acceptable. Pick-up before window is considered on-time.
63	How many years has the existing contractor held this contract including extensions?	Five (5) years total including the extensions.
64	Please provide copies of the last three months of management reports from the Contractor.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
65	Please provide copies of the last twelve months of invoices from the Contractor.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
66	Please provide a copy of the current contract for these services.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
67	Please provide the current turnover rate for the past 12 months for the current contractor drivers.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant. It is the responsibility of the Contractor to staff any employees needed for the services as outlined in the RFP.
68	Page 24 states that "Contractor will need a minimum of 100 employees, with 110 being preferred." Please clarify if these numbers are expected for drivers only, or all positions. Please break this down by Full-time/Part-time employees.	Driver only. It is the responsibility of the Contractor to staff any employees needed for the services as outlined in the RFP.
69	Who handles passenger certifications? Please describe any responsibilities the contractor has for this process.	CATA's Contractor, Disability Network Capital Area processes passenger certifications.
70	What are 3 things that the agency would like to see improved in the current service?	Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical ridership information, hours, mileage information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
71	What are the top 3 complaints received by passengers on this service?	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
72	Please provide a listing of any penalties charged or incentives earned for each Liquidated Damage shown on page 22 and 23 of the RFP by month over the past 12 months	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
73	Are there any changes in the penalties for this new RFP from what is currently in place with the current contract?	No.
74	Would CATA consider postponing performance penalties during the first 90 days of the new contract period for a new contractor?	Yes.
75	Please provide the actual performance for each performance standard for On-time performance, Ride Time, Wait Time, and Missed Trips by month for the past 12 months	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
76	Please provide the current rates paid to the existing contractor for variable and fixed costs. Also, please indicate the total amount paid to the contractor for the last fiscal year.	Please refer to CATA response in Question #1.
77	Please confirm the volume of hours and/or trips on which proposers should base their proposals. Please describe plans for any changes to the volume of hours in the next 12 months.	Please refer the RFP, Section II-C, for Historical Ridership Information, Hours, Mileage Information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
78	Please provide Attachment D Pricing Form in Excel format.	Attached is the Electronic Pricing Form in Excel format.
79	Please clarify how the prices will be evaluated; will the full contract term be considered or only the Year 1 price?	Both will be taken into consideration.
80	Is the agency open to alternative price proposals?	CATA will leave the cost basis as is.
81	Please provide information regarding the current benefits and co-pays for the current employees to include drivers and staff. Please include as many specifics as possible.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.

82	I-Q Oral Presentation: Please clarify if CATA intends to conduct oral presentations for this procurement.	No oral presentations will be held.
83	Would CATA be open to a second round of questions that could be asked after the preproposal meeting and release of answers to questions if clarity is needed from what is learned at the preproposal meeting and release of answers?	Please refer to Amendment 1.
84	Page 9, Please provide all invoices and monthly reports as listed on page 9 for the last 12 months.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
85	Software: Please describe, including Trapeze PASS version number in place, and describe any additional modules to supplement Trapeze PASS in place.	The current Trapeze Pass is version 19.
86	Software: Please indicate whether these products are hosted by the Client, software manufacturer or if contractor would be required to provided hosting services.	All are hosted by CATA.
87	Hardware: Please describe the manufacturer make and model of any equipment currently in use or planned for use on the vehicles including cameras, safety/security systems, routers, signs, passenger counters, tablets and fare boxes. Also, who provides each technology.	Currently, Android tablets are used in the vehicles, this technology includes passenger counters. CATA currently uses cash boxes. CATA does not provide the following: cameras, safety/security systems, and signs (Cutaways have destination signs, Minivans do not have the destination signs). Current technology is provided by CATA.
88	Hardware: Is there a requirement for integration of tablets, signage, passenger counters with the dispatching system?	Yes.
89	Does the contractor need to provide anything in order to connect to CATA's Trapeze PASS in this environment?	Contractor needs to provide a method to access remote desktop which will run the PASS software. Typically, this would be a computer or multiple computers in your dispatch area.
90	To provide the best customer service from the call takers to dispatchers, would CATA consider providing the dispatcher phone systems?	No.
91	Is CATA open to integration of TNC or taxi providers? If yes, would CATA be open to limiting driver requirements such as drug and alcohol testing, etc.?	No.
92	During the transition, how many vehicles will be made available to the incoming contractor to perform training?	CATA will provide one vehicle for each service type as described in RFP.
93	Please provide copies of the following CATA Paratransit Demand Response Services related documents:	
	a. a complete copy of the current CATA service contract(s) with the incumbent Paratransit Demand Response Services Contractor. If CATA is unable to provide a copy of the current service agreements, please provide a summary of current pricing or invoicing.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
	b. all invoices submitted by the incumbent Contractor for current CATA Paratransit Demand Response Services during the most recent 36-month period.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
	c. current Collective Bargaining Agreements (CBA's) for all contracted union members providing these CATA Paratransit Demand Response Services.	CATA's current employee union is Amalgamated Transit Union (ATU). The CBA expired November 30, 2019 and the parties are operating under Terms of Implementation.
	d. a current staffing chart(s) for the incumbent CATA Contracted Paratransit Demand Response Services. Please include all operating functions (operations, administration, maintenance, safety, etc.).	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
	e. a current organizational chart(s) for the incumbent CATA Paratransit Demand Response Services employees.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
	f. a current seniority list(s) for all CATA Contracted Paratransit Demand Response Services employees (include position titles and date of hire only).	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
	g. a summary of all Liquidated Damages assessed to the current CATA Paratransit Demand Response Services Contractor for the most recent 36-month period.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
	h. a summary of Performance Standard results for the incumbent CATA Paratransit Demand Response Services Contractor during the most recent 36-month service period.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
94	Please provide a summary of total <u>revenue and non-revenue (deadhead) hours</u> provided during the most recent 3-year period (pre and post COVID) for all CATA Paratransit Demand Response Services.	Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical ridership information, hours, mileage information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
95	Please provide a summary of total <u>revenue and non-revenue (deadhead) miles</u> provided during the most recent 3-year period (pre and post COVID) for all CATA Paratransit Demand Response Services.	Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical ridership information, hours, mileage information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
96	Please provide a summary of current Operator turnover for CATA Paratransit Demand Services.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
97	Page 5 of the CATA RFP states "Respondent's understanding of CATA's stated problem and project objectives." What are CATA's stated problems and objectives?	Please refer to the RFP II-B Objectives
98	What are the primary operating/contractual issues with the current Contractor's performance?	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
99	Is the incumbent Contractor experiencing Bus Operator shortages? If so, what is the current driver shortage count?	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant. It is the responsibility of the Contractor to staff any employees needed for the services as outlined in the RFP.
100	Is there a specific DBE goal for this project? Are there any current DBE firms providing a portion of these services for the incumbent provider? If so, please provide a listing of these DBE firms.	CATA's DBE goal is 2.57%. No.
101	Do any of the Contracted Supplemental Services (all services under this contract excluding Paratransit Demand Response) require CDL drivers? If so, how many.	Please refer to the RFP II D Contract Management and Responsibilities, (r) Personnel and Training, Driver Selection and Training.

102	Please provide a list of the specific CATA owned vehicles to be provided to successful Proposer for these services.	Please refer to the Contractor Vehicle Fleet.
103	Please provide a "heat map" highlighting all ADA Spec-Tran trips provided (by pickup and drop off locations) during a typical service weekday for Paratransit Demand Response Services. A heat map is a service area map that includes markings or images (i.e., colored dots) representing pick up and drop off areas. This map will help us to identify the most favorable garage location to minimize deadhead mileage.	Due to privacy concerns, CATA will not release this information.
104	What are the current trip productivity rates in terms of passengers per hour for Paratransit Demand Response Services? Please provide copies of any operating reports highlighting the passenger per hour rates during the most recent 36-month period for all services included in this solicitation.	Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical ridership information, hours, mileage information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
105	Please include a summary of all major component replacements (engines and transmissions) on the fleet to be assigned to the successful Proposer for Paratransit Demand Responsive Services.	CATA does not have this information readily available to provide.
106	Will any current and/or future Contractor assigned vehicles include warranty coverages? If so, please provide a summary of these coverages.	Please refer to any manufacturer warranty that may be remaining on current vehicles.
107	Please provide a fleet replacement schedule that covers the proposed service contract period. The information provide in the RFP does specific or include a fleet replacement schedule specific to this contract.	Please refer to the RFP, Attachment F, Vehicle Replacement, Transit Asset Management plan and Contracted Vehicle Fleet.
108	Will CATA provide any support (non-revenue) vehicles to the successful Proposer? If so, what specific vehicles will be provided (maintenance truck, supervisor vehicle, relief vehicle, etc.)?	No.
109	Will CATA consider other options to what is requested in the RFP regarding a request that the Contractor provide the employees name, state, driver's license number along with a copy of their personal license?	No.
110	CATA is asking for all negative pre-employment drug results. Can the Contractor instead provide an attestation to complying with the Omnibus Transportation Employee Testing Act of 1991 and 49 CFR Part 40 rather than providing all negative pre-employment drug tests?	Yes.
111	I am requesting a copy of CATA's Drug & Alcohol policy since the RFP states we must comply with this policy.	Please refer to the CATA Policy on Alcohol and Drug use provided.
112	I am also requesting a copy of CATA's Terms and Conditions referenced on page 20 of the RFP.	Please refer to Appendix A of the RFP.
113	The RFP states that all drivers must be 21 and possess of valid US license for at least 5 years. Will CATA consider any amendments to this threshold or standard?	Yes.
114	The RFP references a CATA approved Passenger Assistance Handicap Awareness Training, service philosophy and other training on pages 25 and 26 of the RFP. What does the CATA approval process for this training look like? Who approves and how long does it take for this approval?	Monthly safety and training reports submitted to CATA personnel is acceptable.
115	Regarding Section (t) Data Collection, Reporting: can CATA provide any clarity on what other reports may be requested from the Contractor?	<p>Please see the terms of the RFP. In addition to the monthly costs for this service, CATA will need to receive the following information on a monthly basis, unless otherwise specified:</p> <p>Operations receives:</p> <ul style="list-style-type: none"> - Monthly On-Time Performance reports for ADA Complementary Spec-Tran Service - Accident reports as they occur - Drug and alcohol testing reports - Daily run closure reports - Immediate notification of any accidents - Monthly employee numbers - Monthly downed vehicles reports - Fuel usage report - Revenue hours, miles, and passengers <p>Maintenance receives:</p> <ul style="list-style-type: none"> - Fuel, monthly mileage, and life miles by vehicle - PM's performed, vehicle, type of PM, date, and mileage - Road calls as defined by NTD Policy Manual - Major component replacement - Accident repairs - Snap shot of the down list - Trends on maintenance issues - Warranty repairs - PM interval report starting 10/1 through 9/30 (Annually) - Vehicles delivered to CATA for inspections (Annually) <p>These reports are the minimum that CATA requires, and may be required more often than listed here.</p>
116	Will CATA allow Smart Cameras to be installed on the assigned revenue fleet (DriveCam/Samsara)?	Yes.
117	Will CATA negotiate the final terms of the contract with the winning proposer prior to contract execution."	As stated in the RFP, The firm(s) determined to be the most highly qualified based on the submitted proposal and any oral presentation may be asked to enter final negotiations. If the most qualified firm is unable to consummate agreement with CATA, then the next most qualified firm will be considered for award, and so on. CATA will not negotiate its Standard Terms and Conditions.

118	Pg. 3. Section I-E. Contract Term. Would CATA consider adding language to the final contract that the two (2) option years may be exercisable upon "mutual agreement of the parties"?	No. CATA believes its current language is sufficient.
119	Pg. 11. Section II-B(a)—Changes to Hours, Days and Areas of Service and Changes to Scope of Work. This section states: "The Contractor must also be willing to reduce service without the expectation of adjusting the price rates, upon CATA's request. CATA further reserves the right to move certain services off the Contractor Scope of Work and instead perform these services itself, within CATA's sole discretion, at any time during the contract." This language appears to conflict with the Standard Terms and Conditions of Procurement (Appendix A) Section 1. Changes which states CATA can make changes at any time to the general scope but "If any such change would cause an increase or decrease in the cost of, or the time required for the performance of this contract . . . an equitable adjustment shall be made by written modification of the contract."	Here the more specific language applies. Contractor must also be willing to reduce service without the expectation of adjusting the price rates, upon CATA's request.
120	Please confirm that the Changes Provision found in Appendix A will control over the language found in Section II-B(a) and that CATA will make equitable adjustments in the contractor's rates if a change in the general scope would increase the contractor's cost of performance."	Here the more specific language applies. Contractor must also be willing to reduce service without the expectation of adjusting the price rates, upon CATA's request.
121	Pg. 11. Section II-B(b)—Vehicles. The description of the vehicle fleet and average age and mileages in this Section conflicts with the description in Section-II-B(c) on pg. 14—Vehicles and Runs, and also with the data in the Vehicle Replacement Plan at Exhibit F. Can you please clarify the number and types of each vehicle with associated age and average mileages?	The TAM plan was developed in March 1, 2019. As stated in the RFP, the vehicle types are subject to change based on availability of funding, age of vehicles, mileage of vehicles, and availability of vehicles in accordance with the TAM plan. CATA anticipates the plan to be updated in October 2022.
122	Pg. 17. Section II-D(e)—Replacement of Vehicles Damaged Beyond Repair. This section states that the Contractor will be responsible for the cost of replacing vehicles declared to be a "total loss. Please confirm that in the event of a total loss, the most the Contractor would have to pay for any one loss is the least of: 1) the actual cash value (defined as replacement cost less depreciation, physical condition, and obsolescence) of the damaged or stolen property as of the time of the loss; 2) the cost of repairing the damaged or stolen property with other property of like kind and quality as of the time of the loss; 3) the cost of replacing the damaged or stolen property with other property of like kind and quality as of the time of the loss; or 4) the value shown opposite the damaged or stolen vehicle in the fleet schedule on file. If a repair or replacement results in better than like kind or quality, the Contractor would not have to pay for the amount of the betterment.	It is believed you are referring to Section II-D, Paragraph 5 - Replacement of Vehicles Damaged Beyond Repair. As stated, CATA will replace vehicles that are damaged beyond repair. If this occurs before the end of the vehicle's useful life, Contractor will be responsible for all costs associated with the replacement.
123	Pg. 17. Section II-D(e)—Replacement of Vehicles Damaged Beyond Repair: This section states: "CATA may change the mix of vehicles and/or add vehicles to the fleet during the contract term, and such actions shall not be the basis for any price increase." Please confirm that a change in the fleet mix or addition of vehicles would be a change within the general scope of work, and as such, the Changes Provision found in Appendix A will control over the language found in Section II-D(e).	CATA may change the mix of vehicles, this would not be basis for any price increase.
124	Pg. 69--Vehicle Replacement Plan (Exhibit F) states: "CATA anticipates the plan to be updated in October 2022." Please confirm that proposers will have the opportunity to adjust pricing to account for changes in the Vehicle Replacement Plan.	No.
125	Pg. 29. Section II-D(aa)—Fuel Escalator. Assuming the fuel escalator outlined is for gasoline (baseline of \$3.75/gallon), would CATA also consider a separate fuel escalator for diesel fuel?	No.
126	Pg. 29. Section II-D(aa)—Fuel Escalator. This section also states: "The contractor shall make a good faith effort to work with CATA to achieve the status that allows the Contractor to receive fuel tax credits and refunds. If that status is achieved, the fuel tax credits and refunds shall be turned over to CATA." Would CATA consider sharing a percentage of any tax credits received in for form of an administrative fee due to the significant amount of administration work associated with seeking tax credits?	No.
127	Pg. 35. Will CATA please consider adding the epidemics and pandemics be added as force majeure events?	No.
128	Pg 11. Section II-C Scope of Work. With hours fluctuating during Covid and the last two years of trip information missing, is there a certain number of trips or revenue hours that bidders should use when developing rates?	Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical ridership information, hours, mileage information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
129	Please clarify how start-up cost will be reimbursed.	CATA will not reimburse start-up cost. Please refer to RFP, Attachment D, Pricing Form, which addresses the start-up and facilities charges.
130	Pg 10. Section II-B Objectives "The specific objective for this Project is to secure the services of one or multiple Contractor(s) to deliver one or both ADA Spec-Tran and Supplemental Paratransit Services that provide" Rates for each service are dependent upon having both services. Should bidders propose a combined service and two stand-alone rates for each service? Will the price pages be adjusted?	Please refer to Amendment 2. CATA will award this to one contractor for both services.
131	With the union negotiation currently going on for dispatch positions, would the authority be willing to adjust rates upon completion of the current negotiation?	No.
132	Could you provide historical information on Liquidated Damages for the last two years?	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
133	Contractor must provide CATA with certificates of insurance from responsible carriers, with CATA as a named insured, for the types and amounts of coverage satisfactory to CATA. All insurance coverage must include a provision that requires that CATA receive thirty (30) days' written notice in the event of cancellation. We can provide a certificate of insurance with CATA as an "additional" insured. We can provide a certificate of insurance with CATA as an "additional" insured. The Standard is to provide Notice of Cancellation 30 days, 10 Days for Non payment, the current Cancellation language found on the standard ACORD form is "Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions". Is this sufficient?	CATA has requested 30 days written notice as stated in the RFP. If Contractor cannot provide this, please explain why and in the proposal provide what Contractor can accommodate.

134	Due to company outbound email limitations, would CATA consider accepting a dropbox link to our PDF proposal response and all required attachments via email?	Please refer to Amendment 1.
135	Is there a DBE goal for this bid?	CATA's DBE goal is 2.57%. No.
136	On the TAM plan it mentions the purchase transportation services that are contracted, earlier in the RFP it provides specific hours for services in the TAM plan says are operated by CATA want to make sure covering the actual operations we should be bidding, specifically looking at lot link, night owl and shopping bus services are they operated by CATA or the contractor in this contract?	Lot link, night owl and shopping bus are services provided by the contractor. Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical Ridership Information, Hours, Mileage information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
137	The vehicles in here are the entire fleet with CATA and the contractor, can you break out what one CATA operates and which ones the contractor operates?	Please refer to the Contractors Vehicle Fleet.
138	Are there any current DBE in this operation?	No.
139	Are there any subcontractors?	CATA does not understand what part of the service this is referring to.
140	What services does the subcontractor provide?	CATA does not understand what part of the service this is referring to.
141	There is a lot of fixed costs the contractor has to cover especially with the facility, is CATA open to renegotiate if hours would increase or decrease on a certain percentage, is CATA open to a fixed variable cost structure?	No.
142	Specify what the services levels we want all bidders to bid on, as far as the service hours?	Please refer the RFP, Section II C, (b) ADA Complimentary Spec-Tran Services, Historical Ridership Information, Hours, Mileage Information and the Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information.
143	Hours listed on page 12, broken out for FY 18, are those services CATA does as well as the contractor?	No, those are contracted hours.
144	Can we get an extension on the questions deadline?	Please refer to Amendment 1.
145	Per RFP requirements, "An official authorized to bind the respondent to the proposal must sign the proposal in ink." Please confirm electronic signatures on the cover letter and required forms are acceptable due to the shift to electronic submission."	Confirmed.
146	It was mentioned at the pre-proposal meeting that the current incumbent utilizes a subcontractor to perform some of the trips. Please provide the name of the subcontractor(s) being utilized, contact information, and current contract.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
147	Please confirm the number of trips that the subcontractor currently performs, and which service they perform trips on.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
148	Are the subcontractor trips billed to CATA as a passthrough cost, or are the trips and cost included in the incumbent's hourly rates?	For purposes of this proposal, these costs should be included in the Contractor's hourly rates.
149	When & how will proposer receive the responses to these questions? (i.e. direct email, website post, etc.)	All information (including Amendments) are posted on CATA's website at www.cata.org , under the <i>Doing Business with CATA page</i> .
150	How many days should the bid be valid for?	Please refer to the RFP, Section I-J Proposals.
151	Is it acceptable to submit an electronic copy of the proposal, in addition to the paper copies? a. If so, is a USB (flash drive) an acceptable form of Electronic Copy?	Please refer to Amendment 1. CATA will accept proposals submitted electronically in the manner explained in Amendment 1.
152	Can a USB containing additional materials and videos be included with our proposal for better understanding of our software?	No.
153	Does the price proposal need to be in a separate sealed envelope from the technical proposal?	No.
154	Can Proposers include a copy of the specific vendor pricing sheet as explanation along with the required pricing form?	No.
155	What are some of the biggest concerns seen with the current software solution that you would change immediately if you could?	The question is not applicable to this RFP.
156	What are the goals of (agency) surrounding this software upgrade?	The question is not applicable to this RFP.
157	What is the budget for this project?	Please refer to Question #1.
158	What is the funding source for this project?	In addition to CATA's general sources of funding, CATA presently receives Section 5311 funding for portions of the Services provided in the Scope of Work and may during the duration of this anticipated contract use funding under 5306 and/or 5307.
159	What are the funding deadlines/timelines for this project, ie, when does the money need to be spent?	The question is not applicable to this RFP.
160	Does (Agency) have a preferred cellular network? If so, please provide contact information for our account manager.	No.
161	Does (Agency) provide any other types of service that may be used by the awarded solution?	No.
162	Does (Agency) have an IVR system currently? a. If so, who is the current IVR system with? b. What type of functionality does it provide (i.e. night before reminder calls with cancel option, arrival notification calls, floodgate messaging, English, Spanish?) c. Is it an onsite server or hosted solution?	Yes. Trapeze. This information is publicly available. CATA uses Trapeze Version 19. On-site.
163	Does (Agency) have any Commuter Routes that would be considered part of this project? If so, how many?	No.
164	Is there a consultant involved with this RFP? If yes, what is the name of the firm or individual?	No.
165	How many in office users will you have?	CATA has approximately 17 office users.
166	Do you want the chosen vendor to do all the driver training or are we training the trainers? a. If training the trainers, how many of those are there?	CATA has no preference. Contractor is responsible for ensuring its staff are properly trained. CATA will not be providing trainers. Contractor is responsible for ensuring its staff are properly trained.
167	How many depots do you operate if more than 1?	One
168	Do you have any subcontractors? a. If there are subcontractors, will those subcontractors need go-live support on site?	CATA does not understand what part of the service this is referring to. CATA does not understand what this question is referring to.

169	Are any private contractors/subcontractors used to provide trips for (agency)? If yes, how are these contractors paid, by the trip or by the hour?	Non-designated vehicles will not be acceptable.
170	Will (agency) allow proposers to provide a demo of the software before awarding the contract?	The question is not applicable to this RFP.
171	What is your agency expectations related to data conversion from the Route Match system?	The question is not applicable to this RFP.
172	Are there any interfaces required to external sources such as Medicare? If so, what other external source	The question is not applicable to this RFP.
173	Please provide 3 years of monthly reporting summaries for your demand response system.	There will be differences in the Scope of Services for this procurement, and therefore the existing contract information is not relevant.
174	What is the total number of Drivers to be trained?	CATA will not be providing drivers or trainers. Contractor is responsible for ensuring its staff are properly trained.
175	How many dispatchers does your agency have?	CATA has approximately 4 dispatchers.
176	How many reservation agents does your agency have?	CATA has approximately 9 reservation agents.
177	How many hybrid positions (i.e., reservations/dispatch scheduling) in one position does your agency have?	CATA has approximately 4 hybrid positions.
178	Are the Drivers and/or Dispatchers represented by a Union? If so, which Union?	CATA's current bargaining unit is the Amalgamated Transit Union (ATU).
179	Does the service area encompass more than one county? If so, which counties (other states as well)?	Yes. Ingham, Clinton, and Eaton Counties.
180	Does your agency provide group trips? If yes, what percentage of trips are group trips?	Yes.
181	What is the maximum number of paratransit vehicles at peak service on any given day?	Please refer to Transit Asset Management Plan (TAM).
182	Please indicate if there are any holidays for no service or reduced service.	Please refer to the RFP.
183	On what days of the week are trips provided?	Please refer to the RFP.
184	What are your hours of service?	Please refer to the RFP.
185	What are your current Rides per Hour (RPH)?	Approximately two.
186	What is your average trips per day?	Please refer to the RFP.
187	What is the average trip length?	Less than 45 minutes.
188	What is the number of will calls weekly?	None.
189	What is the weekly average number of declined trips?	None.
190	What is average number of one-way trips provided weekly?	CATA has less than 200 one-way trips weekly.
191	Does your agency provide subscription trips (standing orders)? If so, what percentage of trips are subscription trips?	Approximately 33.
192	What is the number of Flex Routes (Deviated Fixed Route) per day and per week?	The question is not applicable to this RFP.
193	What is the current size of your client population?	CATA's current database has over 13,000 clients.
	a. What is the growth rate?	CATA's growth rate is approximately 9%.
194	On average, how many taxi trips are used per day?	None.
195	On average, how many calls will your call center handle?	CATA's call center handles over 20,000 calls per month.
	a. What is the peak number of calls handled per hour?	CATA handles approximately 100 peak calls per hour.

**CAPITAL AREA TRANSPORTATION AUTHORITY
RFP 2022-133, Paratransit Demand Response Services**

Contracted FY 2021 & FY 2022 (9 months) Historical Ridership, Hours, and Mileage Information

ADA Complementary Spec-Tran	FY 2021	FY 2022 (9 months)
Hours – Revenue	97,611	61,416
Hours – Total	123,695	69,203
Miles – Revenue	1,138,560	950,011
Miles – Total	1,292,806	1,045,954
Supplemental Services for Rural Areas	FY 2021	FY 2022 (9 months)
Hours – Revenue	16,607	12,833
Hours – Total	26,025	19,018
Miles – Revenue	266,453	232,269
Miles – Total	415,700	369,280
MSU Lot Link	FY 2021	FY 2022 (9 months)
Hours – Revenue	194	1,037
Hours – Total	1,380	1,874
Miles – Revenue	713	4,329
Miles – Total	2,372	8,685
MSU Night Owl	FY 2021	FY 2022 (9 months)
Hours – Revenue	44	730
Hours – Total	1,303	1,388
Miles – Revenue	161	2,424
Miles – Total	995	4,948
The Shopping Bus	FY 2021	FY 2022 (9 months)
Hours – Revenue	1,714	1,301
Hours – Total	1,882	1,455
Miles – Revenue	11,448	9,138
Miles – Total	13,749	11,036
Passengers	FY 2021	FY 2022 (9 months)
CATA Rural Service	10,555	11,163
Mason Redi-Ride	4,126	4,259
Mason Connector	3,446	4,226
Williamston Connector	1,858	2,030
MSU Lot Link	373	2,303
MSU Night Owl	135	1,591
The Shopping Bus	4,278	2,459
Spec-Tran Purchased	143,082	118,816

**CAPITAL AREA TRANSPORTATION AUTHORITY
EMPLOYMENT POLICY ON ALCOHOL AND DRUG USE**

1.0 POLICY STATEMENT

It is the policy of CATA to provide safe and dependable transportation, to promote and maintain a safe and healthful working environment for all employees, to protect our employees, passengers, and the public from risks posed by use of alcohol and drugs, and to comply with all applicable state and federal laws and regulations. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

Applicable federal laws and regulations include the Commercial Motor Vehicle Safety Act of 1986, as amended (49 USC App§ 2701, etgg.), the Drug-Free Workplace Act of 1988, as amended (41 USC§ 701), the Omnibus Transportation Employee Testing Act of 1991 (49 USC§ 5331), and regulations issued by the Federal Transit Administration ("FTA") of the U. S. Department of Transportation ("DOT") (49 CFR Parts 29, 40, and 655) regarding safety sensitive employees. Provisions in this policy regarding discipline, testing applicants for alcohol use, certain follow-up testing, non-DOT post-accident, non-safety sensitive employees, and rehabilitation leave provisions are established by CATA and are not expressly required by DOT.

- 1.1 All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655. This policy applies to all safety sensitive and non-safety sensitive employees, as well as to contractor employees, (a) when on CATA property, (b) when performing any CATA related business anywhere, (c) during off-site lunch periods or breaks when scheduled to return to work, and (d), with regard to alcohol use, four hours prior to duty for safety sensitive employee or any other employee who operates a vehicle on CATA business. All safety sensitive employees may be randomly tested for prohibited drug use anytime while on duty, whether or not there is an expectation that the employee will perform safety sensitive functions in the immediate future. Visitors, vendors, and contractor employees will not be permitted to conduct transit business if found to be in violation of this policy.
- 1.2 The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Human Resource department no later than five days after such conviction.
- 1.3 This Policy and educational materials will be made available to all employees. Appendix B will include materials, as adopted from time to time, concerning alcohol or drugs.

2.0 DEFINITIONS

- 2.1 For testing purposes under this policy, an "accident" is an occurrence associated with the operation of a vehicle.
- 2.2 "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low weight alcohol, including methyl or isopropyl alcohol. Possession of alcohol includes possession of any beverage or substance, including medications, which if consumed will result in alcohol being present in the body. Possession of lawful medications containing alcohol in the original containers for appropriate personal use outside of covered employment is not prohibited.
- 2.3 "CATA property" includes, but is not limited to all CATA property and vehicles, whether owned, leased, or used by CATA (including desks, lockers, washrooms, and other personal areas), all other locations used in the course of employment, and all modes of transportation to and from those locations while in the course and scope of employment, except that legal possession of alcohol shall not be considered as on CATA property if the alcohol is in the original sealed container in a locked compartment of a private passenger vehicle or vehicle leased by CATA for personal use.
- 2.4 "Covered Employee" you are a covered employee and/or supervisor if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service.
- Carrying a firearm for security purpose
(see Appendix A for a list of covered positions by job title)

2.5 "Covered employment" is any employment covered by this policy under section 2.4.

2.6 "Medical Review Officer ("MRO")" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results as reported by a laboratory certified by the Department of Human Health Services ("DHHS") and generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his or her medical history and any other relevant biomedical information.

2.7 "Prohibited drugs" are:

The following five DOT prohibited drugs and their derivatives:

- (1) marijuana
- (2) methylenedioxyamphetamine ("MDA")
- (3) opioids
- (4) phencyclidine ("PCP")
- (5) cocaine

(a) Any substance controlled under the Michigan Public Health Code (as amended at Article 7, MCL 333.7101, et seq.) and the Federal Food Drug and Cosmetic Act (Chapter 13, 21 USC 801, et seq.), as well as drugs which cause impairment or adversely affect performance or safety, and are not approved for medical use by the U. S. Drug Enforcement Administration or the U.S. Food and Drug Administration; and

(b) Prescription drugs which are illegally obtained or possessed or which are misused or abused. The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited, provided that appropriate judgment is used with regard to any substance which may adversely affect mental function, motor skills, or judgment.

2.8 "Safety sensitive employees" are employees, including supervisors, who perform or will perform any of the following functions:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service.
- Carrying a firearm for security purpose
(see Appendix A for a list of covered positions by job title)

If a job assignment includes the possibility of performing a safety sensitive function, then the person in that job is subject to testing. See Appendix A for a list of safety sensitive employees at CATA.

2.9 Being "under the influence" means that behavior, performance, or safety is adversely affected by prohibited drugs or alcohol. A verified positive drug test result for prohibited drugs is conclusive proof of being under the influence. A tested breath alcohol concentration of 0.04, conducted by a breath alcohol technician ("BAT"), is conclusive proof of being under the influence. Being under the influence may also be established based on objective facts, including signs and symptoms of drug or alcohol use.

2.10 Test result definitions:

- A "positive alcohol test result" means a tested breath alcohol concentration of 0.04 or greater.
- A "verified positive drug test result" means a drug test result reviewed by a MRO and determined to have evidence of prohibited drug use. A "verified negative drug test result" is one reviewed by a MRO and determined to have no evidence of prohibited drug use.

3.0 PROHIBITED CONDUCT AND DISCIPLINE

Employees who violate this policy will be relieved of duty and will be subject to discipline, up to and including discharge. Depending on the circumstances, suspension may be imposed for the purposes of investigation, although this is not required. A verified positive drug test result or positive alcohol test result shall be conclusive proof of use of a prohibited drug or alcohol. The following specific prohibited violations apply:

3.1 Consumption, Manufacture, Trafficking, or Possession -

Any employee who consumes or engages in the manufacture, distribution, sale, dispensing, or possession of prohibited drugs or alcohol in covered employment shall be subject to immediate termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

3.2 Under the Influence of Alcohol or a Prohibited Drug -

Any employee who is under the influence of alcohol (0.04 BAC or greater) or a prohibited drug while in covered employment is subject to immediate termination.

3.3 Use of Prohibited Drugs -

Any employee who uses a prohibited drug so as to have a verified positive drug test result or, in any event, impair or adversely affect performance or safety in covered employment shall be subject to immediate termination.

3.4 Use of Alcohol -

- (a) Any employee who uses alcohol resulting in an alcohol test result of 0.04 BAC or greater, or, in any event, so as to impair or adversely affect performance or safety in covered employment shall be subject to immediate termination.
- (b) Any employee who uses alcohol so as to have a positive alcohol test result of 0.04 BAC when reporting for duty or while in covered employment shall be subject to discipline based on individual circumstances, up to and including termination. Any employee with a positive alcohol test result must be relieved of duty until retested or, if not retested, for at least eight (8) hours. (See Section 3.2 If under the influence).
- (c) Employees shall not use or consume any alcohol when on-call to perform safety sensitive duties or within four (4) hours prior to performing any safety sensitive function during covered employment. Employees who do not comply with these prior-to-duty restrictions will not be permitted to work and are subject to discipline, up to and including termination.
- (d) Legal alcohol consumption, use, or possession in a safe manner at an industry meeting, convention, or social event away from CATA property is not a violation of this policy, unless such consumption, use, or possession interferes with or prevents an employee from returning to scheduled duty.

3.5 Compliance with Testing Requirements (Test Refusal) -

All employees will be subject to alcohol and drug testing. Any employee who refuses to comply with a request for testing, who provides false information in connection with the test, or who attempts to

falsify results through tampering, contamination, adulteration, or substitution shall be subject to immediate termination. Federal regulations at 49 CFR 191 (a)-(d) and 261 (a)-(d) Appendix C describes specific behavior which is considered test refusal. This includes failure to appear for tests (except a pre-employment test) after being directed to do so, an inability to provide a specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, failure to take a retest as directed by CATA or the collector, leaving the scene of an accident without a valid reason before tests are conducted, physical absence, and inability to conduct a test.

3.6 Use of Alcohol or Prohibited Drugs When Subject to a Post-Accident Test -

For testing purposes, employees shall not use alcohol within eight (8) hours following an accident, or prohibited drugs within thirty-two (32) hours following an accident, or until:

- (a) the employee has been drug and alcohol tested; or
- (b) The employee's conduct has been discounted by CATA as a contributing factor in the accident and CATA has notified the employee that testing will not be required.

Any employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and shall be terminated. Post-accident use of alcohol or prohibited drugs may be construed as non-compliance with testing requirements and shall be cause for immediate termination.

3.7 Non-Compliance With Treatment or Rehabilitation -

Employees who fail or refuse to comply with required professional evaluation and/or recommended treatment or rehabilitation for alcohol or drug problems shall be subject to immediate termination. Employees returning from treatment or rehabilitation for alcohol or drug problems are subject to return to duty testing and follow-up testing. A positive test result for prohibited drugs or alcohol (0.04 BAC or greater) in such testing will be considered non-compliance with treatment or rehabilitation. An employee on leave of absence involving rehabilitation or treatment of alcohol or drug problems is subject to the compliance requirements of this section.

3.8 Criminal Drug Conviction and Notification of Criminal Drug Conviction -

A conviction for violation of a criminal drug statute related to any activity while in covered employment or involving CATA, its operations, or property is considered to be a violation of this policy. Employees shall also inform CATA in writing within five (5) days of any conviction of a criminal drug violation and provide all requested information related to the violation. Failure to provide such information shall result in discipline, up to and including termination.

4.0 CIRCUMSTANCES WHEN TESTING IS REQUIRED

Applicants and employees will be subject to testing as required by CATA (through a supervisor or other management representative) at pre-employment (or transfer), on reasonable suspicion, post-accident, at random, return to duty, and as follow-up under the following circumstances:

4.1 Pre-Employment, Pre-Transfer, and Return to Safety Sensitive Work (Testing and Information) -

All applicants for employment and employees shall undergo testing prior to employment and prior to a transfer to perform a safety sensitive function for the first time. Failure of either a drug or alcohol test prior to transfer will disqualify the employee for transfer and may result in discipline, referral for evaluation, and treatment requirements. A positive test result will disqualify an applicant from employment. Pre-employment alcohol testing will be required only after CATA has made a conditional offer of employment. Additionally, if a test is cancelled another test must be taken as outlined in 655.41(c). If a covered employee or applicant who has previously failed or refused a DOT pre-employment drug test is required to provide evidence that the individual has successfully completed a referral evaluation and treatment plan.

- (a) Return to Safety Sensitive Work - When a covered employee has not performed a safety sensitive function for ninety (90) consecutive calendar days, regardless of the reason, and the employee has not been in the random selection pool during that time, the employee must take a pre-employment drug test.
- (b) Information - Prior to performing safety sensitive duties for the first time with CATA, an applicant or employee must consent and authorize prior employers to release to CATA information on testing in the two preceding years, including (1) alcohol tests with a result of 0.04 or higher, (2) verified positive drug tests, (3) refusals to be tested, (including adulterated or substituted drug test results), (4) other violations of DOT agency drug and alcohol testing regulations, and (5) documentation of successful completion of DOT return to duty requirements. The applicant or employee must also be asked if he or she failed to obtain a safety sensitive position due to a positive test result or refusal to test. An employee or applicant who admits this must document successful completion of the return to duty requirements.

4.2 Reasonable Suspicion Testing -

An employee is subject to testing when a trained supervisor reasonably suspects specific, contemporaneous, articulable observations concerning the behavior, speech, or body odors of the covered employee, as long as the behavior is observed just before, during or immediately after the employee performs a safety-sensitive duty. For purposes of non-DOT testing, aside from observable signs and symptoms of drug or alcohol use, reasonable suspicion may be based on other factors, including, but not limited to, the following examples:

- (a) Adequate documentation of unsatisfactory work performance or on the job behavior;
- (b) Physical signs and symptoms consistent with prohibited substance abuse;
- (c) Evidence of the manufacture, distribution, sale, dispensing, possession, consumption, or use of controlled substances, prohibited drugs or alcohol;
- (d) Occurrence of a serious or potentially serious accident that may have been caused by human error; or
- (e) Fights, assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

4.3 Post-Accident Testing -

Employees will be required to undergo post-accident testing based on the following threshold factors:

- (a) OT POST-ACCIDENT THRESHOLD
(Safety Sensitive Employees - Operators, Mechanics, etc.)

(See Chart on next page.)

Type of Accident	Requirements for Coverage	Test Surviving Employees Operating Vehicle at Time of Accident?	Test Other Safety Sensitive Employees?
FATAL (All types of CATA vehicles)	None, beyond loss of human life in accident	IN ALL CASES	All other covered employees whose performance could have contributed to the accident
NON-FATAL (CATA buses, vans, or automobiles)	<i>EITHER</i> Injury requiring immediate medical treatment away from accident scene <i>OR</i> disabling* damage to transit vehicle or other vehicle requiring towing from site.	If, based on the best information available at the time of the decision, the covered employee's performance cannot be completely discounted as a contributing factor to the accident.	If, based on the best information available at the time of the decision, CATA determines that the employee could have contributed to the accident.

*Disabling damage does not include damage that could be remedied at the scene without special tools or parts; tire disablement without any other damage; or damage to headlights, taillights, signals, horn, or windshield wipers that makes them inoperative.

(b) NON-DOT POST-ACCIDENT THRESHOLD (All Employees) -

Non-DOT post-accident testing shall be conducted of any employee whose performance, in the opinion of CATA, contributed or could have contributed to an accident where there is fatality, injury requiring treatment away from the scene, a disabled vehicle which is towed, or in the sole discretion of CATA, testing is appropriate. Separate samples are required for DOT and non-DOT post-accident tests.

(c) Timing of Test, Availability, and Post-Accident Drug or Alcohol Use -

Following an accident (whether DOT or non-DOT), the employee will be tested as soon as possible, but not to exceed eight (8) hours following for alcohol testing and thirty-two (32) hours following for drug testing. Any employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test. The employee must also refrain from any prohibited drug use for thirty-two (32) hours. The employee must remain readily available and not leave the scene of the accident without appropriate authorization.

(d) If the DOT post-accident test is not administered within two (2) hours, CATA will prepare a record stating the reasons why the test was not promptly performed. Accident testing is stayed while employee assists in resolution of the accident or receives medical attention follow the accident. Although similar tests may be performed by the police or other agencies, CATA and the employee will complete separate tests under this policy.

4.4 Random Testing -

- (a) All safety sensitive employees are subject to random unannounced testing. Random tests are conducted continuously throughout the year and throughout all days and hours of service, without prior notice. Random tests are unpredictable as to time and person, except that random alcohol tests must be just before, during, or just after the performance of a safety sensitive function. Covered employees are subject to drug testing at any time when on duty, whether or not there is an expectation that the employee will perform a safety sensitive function.
- (b) Each employee has an equal chance of being selected for random testing each time random selections are made. Random selections are made through a scientifically valid process of random selection, such as a random number table or computer based random number generated, that is matched with employee payroll identification numbers or other comparable identifying numbers.
- (c) Random testing is immediate. Employees are required to proceed for testing immediately upon being notified of their random selection.

4.5 Return to Duty Testing - Before any employee is allowed to return to duty:

- (a) After being under the influence in covered employment,
- (b) After voluntary or mandatory rehabilitation or treatment for alcohol or drug use, or
- (c) As required by CATA based on individual circumstances following a positive alcohol test result (0.02 BAC or greater),

The employee must be evaluated by a substance abuse professional ("SAP") designated by CATA and tested to determine if the employee has followed the SAP's recommendations.

4.5.1 Leave of Absence Testing - Employees on leave of absence involving rehabilitation or treatment of alcohol or drug problems are subject to testing as directed by the SAP in connection with such treatment for rehabilitation or by CATA in its sole discretion.

4.6 Follow-Up Testing - For a total of sixty (60) months following return to work after a course of voluntary or mandatory rehabilitation or treatment or a violation of this policy, follow-up testing shall be as directed by a SAP, with at least six (6) tests in the first year after return to duty, or as independently required by CATA. Such testing may be for alcohol or drugs at the discretion of the SAP or CATA.

4.7 Retesting (Second Test) - Dilute Negative - If the MRO certifies that a negative drug test was dilute, the employee will be required to take another test immediately, If the original test was based on reasonable suspicion, random, or post-accident. The results of the second test, not the original test, will become the test of record. Refusal to take the retest will be considered a refusal to test under Section 3.5.

5.0 TESTING PROCEDURE

5.1 Testing for alcohol concentrations will be conducted using an Evidential Breath Testing device ("EBT") operated by a trained Breath Alcohol Technician ("BAT") and DOT testing for prohibited drug concentrations will be based on urine samples for marijuana, cocaine, opiates, amphetamines, or phencyclidine ("PCP"). Plus separate blood and urine samples may be required to test for non-DOT prohibited drugs, such as other controlled substances.

5.2 All tests will be conducted in accordance with applicable regulations published by the Department of Transportation in a manner allowing for individual privacy, although collection of samples will be required under direct observation of the collector or the collector's observer, if a drug test is for return-to-duty test and follow-up drug tests and in other circumstances as required by federal regulation. All samples will be collected at designated collection sites under the supervision of trained collectors and tested at a laboratory certified by the Department of Human Health Services ("DHHS") designated by CATA.

5.3 Availability of Test Results -

Upon written request, the results of any drug test and records connected with the testing procedure will be made available to the individual tested. The test results are reviewed by the MRO. If the tests are positive, the individual tested will be advised of the results and the type of drug or drugs discovered. The individual tested will be given the opportunity to discuss the test results with the MRO prior to the time the test results are made available to CATA, unless the employee has declined the opportunity or is not available. After notification of the MRO's final positive determination, the employee has seventy-two (72) hours to request a test of the "split specimen" at another DHHS certified laboratory. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee as determined by the MRO. The employee shall be required to pay for the retest and either pay in advance or submit a written promise to pay with the request. If the retest is negative, CATA will refund the advance payment.

5.4 Refusal to comply with testing requirements shall be considered a positive test result. As a covered employee, you have refused to test, but is not limited to, if you:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by CATA.
- Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has NOT refused to test.
- Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breathe specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has NOT refused a test.
- In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- Fail to provide a sufficient quantity of urine or breathe without a valid medical explanation.
- Fail or decline to take a second test as directed by the collector or CATA for drug testing.
- Fail to undergo a medical evaluation as required by the MRO or CATA's Designated Employer Representative (DER).
- Fail to cooperate with any part of the testing process.
- Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- Possess or wear a prosthetic or other device used to tamper with the collection process.
- Admit to the adulteration or substitution of a specimen to the collector or MRO.
- Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF)
- Fail to remain readily available following an accident.
- As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

- 5.5 The documentation of results of the test will not be made available to parties other than CATA and its advisers, except (a) upon the written request of the individual, (b) when an applicable DOT regulation requires such disclosure, (c) if in the MRO's reasonable judgment the information could result in the employee being medically unqualified to perform their duties, (d) if failure to disclose the information would cause a safety risk, or (e) to the decision maker if a grievance, hearing, claim, or lawsuit is initiated by or on behalf of the employee. No employee shall be permitted to contest discipline without authorizing release of test results and information related to the test.

6.0 EMPLOYEE ASSISTANCE PROGRAM

CATA has established an employee assistance program to help employees solve substance abuse problems. The program includes the following:

- (a) Training supervisors to understand the effects and consequences of drug and alcohol use on personal health and safety in the work environment, as well as to train such personnel regarding the recognition of behavior which may indicate drug or alcohol use;
- (b) Training employees regarding drug abuse; and
- (c) Assessment and assistance for employees who have substance abuse problems.

6.1 Assessment -

- (a) The employee with a verified positive result for prohibited drugs or a tested alcohol result of 0.04 BAC or greater, even if discharged or suspended, must be referred to a Substance Abuse Professional ("SAP") for evaluation. A SAP is a licensed physician (Medical Doctor or Doctor of Osteopathy; State-Licensed or certified marriage and family therapist); or a licensed or certified psychologist, social worker, or employee assistance professional; or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse). All must have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.
- (b) Assessment by a SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement. All other CATA work rules continue to apply.

6.2 Voluntary Rehabilitation Leave-

An employee who is not subject to pending testing, discipline, or required rehabilitation is eligible for a maximum of two (2) voluntary leaves for prescribed treatment or rehabilitation of drug or alcohol related problems. A "voluntary" rehabilitation leave is one which is not required by this policy, a work rule, or otherwise by CATA. Employees will be allowed to use earned vacation time for a prescribed voluntary rehabilitation program. An employee may take advantage of rehabilitation opportunities which are available during non-working hours, without any limitation at all. CATA shall not be responsible for the expenses of such treatment or rehabilitation, except as provided through applicable insurance or health plan coverage, subject to plan and carrier requirements and restrictions.

6.3 Rehabilitation After Policy Violation -

Applicants and Employees who have a positive pre-employment test and violate provisions of this policy or have a recognized demonstrated problem with drugs or alcohol (i.e., a positive alcohol test result, etc.) will be referred to a SAP for evaluation and may be required to successfully complete recommended treatment or rehabilitation. While such required treatment is not considered discipline, the involved employee will be suspended pending completion of return to work requirements and actual return to duty. No post-violation treatment or rehabilitation will be authorized if:

- (a) The employee has previously had mandatory post-violation rehabilitation or treatment; or
- (b) The employee has been terminated for reasons related or unrelated to this policy. (For

example, CATA would not authorize rehabilitation for an employee who is terminated for being under the influence or for submission of fraudulent medical claims); or

- (c) The employee has verified positive test results for drugs or alcohol following an accident or performance of a safety sensitive function while under the influence of alcohol or prohibited drugs.

The following chart illustrates required rehabilitation possibilities:

Substance	Post-Accident	Random or Reasonable Suspicion
Alcohol: .02 to .039 BAC	Termination (No Rehabilitation)	One possible rehabilitation as covered under CATA Health Plan
.04 BAC or Greater	Termination (No Rehabilitation)	Rehabilitation only if not performing safety sensitive function and employee pays full costs. (No CATA Health Plan coverage).
Prohibited Drugs	Termination (No Rehabilitation)	Termination (No Rehabilitation)

As provided in section 3.4(b), discipline for alcohol use resulting in a test result of 0.02 to 0.039 BAC will be based on individual circumstances.

- 6.4 Except as provided in section 6.3, rehabilitation shall not be at CATA expense during any period when an employee is suspended.
- 6.4.1 Voluntary Rehabilitation - An employee on leave of absence for voluntary treatment or rehabilitation of alcohol or drug problems will be subject to compliance with recommended treatment and testing under Section 3.7, return to duty testing under Section 4.5, leave of absence testing under 4.5.1, and follow-up testing under Section 4.6.

7.0 ENTRY AND RE-ENTRY EMPLOYMENT CONDITIONS

Applicants and employees who fail a pre-employment test and return to duty following a violation of this policy are subject to re-entry employment conditions, including, but not limited to:

- (a) Meeting all SAP requirements, a release to work statement from an approved SAP;
- (b) A negative test for drugs and/or alcohol;
- (c) An agreement to unannounced frequent follow-up testing;
- (d) A statement of expected work related requirements, if any; and
- (e) An agreement to follow specified aftercare requirements with the understanding that violation of the re-entry contract is grounds for termination.

8.0 SYSTEM CONTACT

Any questions regarding this policy or any other aspect of the drug free and alcohol free transit program should be directed to the following transit system representative:

Name: Marshea M. Brown, Director of Human Resources

Address: Capital Area Transportation Authority
4615 Tranter Street
Lansing, Michigan 48910

Telephone Number: (517) 394-1100 ext. 2536

APPENDIX A

CAPITAL AREA TRANSPORTATION AUTHORITY EMPLOYMENT POLICY ON ALCOHOL AND DRUG USE

SAFETY SENSITIVE EMPLOYEES

CATA employees In the following job classifications perform Safety Sensitive functions:

MAINTENANCE DEPARTMENT:

- Director of Maintenance
- Facilities Manager
- Maintenance Supervisor
- Maintenance Supervisor/Utility
- Maintenance Materials Administrator
- Facilities and Grounds Maintenance
- Shelters and Signs/Maintenance Weekend Supervisor
- Master Mechanic
- Mechanic First Class, Second Class, and Mechanic Helper (and apprentices)
- Utility

OPERATIONS DEPARTMENT:

- Director of Operations
- Customer Service Manager
- Operations Manager • Operations
- Operations Manager • Paratransit
- Operations Manager • Training & Safety
- Operations Supervisor
- Operations Supervisor-Street Ops Center
- Operations Dispatcher
- Motor Coach Operator
- Paratransit Scheduler I and II

This list is intended as a general guide and is not conclusive as to safety sensitive status which must be determined as to each employee. If a job assignment includes the possibility of performing a safety sensitive function, then the person with that job assignment is safety sensitive.

APPENDIX B

CATA Employment Policy on Alcohol and Drug Use Information Sheet

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possibly constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance).

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer (12 ounces), whiskey (one ounce), or wine (6 ounces) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, larynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Ulcers
- Spontaneous abortion and neonatal mortality
- Birth defects (up to 54% of all birth defects are alcohol related)

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.

APPENDIX C

§40.191. WHAT IS A REFUSAL TO TAKE A DOT DRUG TEST AND WHAT ARE THE CONSEQUENCES:

- (a) As an employee, you have refused to take a drug test if you:
 - (1) Fail to appear for any tests (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by CATA (See §40.61(a));
 - (2) Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences (see §40.63(c)) for a pre-employment test is not deemed to have refused to test;
 - (3) Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63(c)) for a pre-employment test is not deemed to have refused to test;
 - (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(1) and 40.69(g));
 - (5) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
 - (6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see for instance, § 40.197(b));
 - (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment; or
 - (8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
- (b) As an employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- (c) As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.
- (d) As a collector or an MRO, when an employee refuses to participate in the part of the testing process in which you are involved, you must terminate the portion of the testing process in which you are involved, document the refusal on the CCF (including, in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. As a referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation), you must notify the MRO, who in turn will notify the DER.
 - (1) As the collector, you must note the refusal in the "remarks" line (Step 2), and sign and date the CCF.
 - (2) As the MRO, you must note the refusal by checking the "refused to test because" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. You must then sign and date the CCF.
- (e) As an employee, when you refuse to take a non-DOT test or to sign a non-DOT form, you have not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

§40.261. WHAT IS A REFUSAL TO TAKE AN ALCOHOL TEST AND WHAT ARE THE CONSEQUENCES?

- (a) As an employee, you are considered to have refused to take an alcohol test if you:
 - (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by CATA (see §40.241(a));
 - (2) Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences (see §40.243(a)) for a pre-employment test is not deemed to have refused a test;
 - (3) Fail to provide an adequate amount of saliva or breath for any alcohol test required by this part of DOT agency regulations; provided, that an employee who does not provide an adequate amount of breath or saliva because he or she has left the testing site before the testing process commences (see §40.2439(a)) for a pre-employment test is not deemed to have refused to test;
 - (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.265(c));
 - (5) Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);
 - (6) Fail to sign the certification at Step 2 of the ATF (see §§40.242(9) and 40.251(d)); or
 - (7) Fail to cooperate with any part of the testing process.
- (b) As an employee, if you refuse to take an alcohol test, you incur the same consequences specified under DOT agency regulations for a violation of those DOT agency regulations.
- (c) As a BAT or an STT, or as the physician evaluating a "shy lung" situation, when an employee refuses to test as provided in paragraph (a) of this section, you must terminate the portion of the testing process in which you are involved, document the refusal on the ATF (or in a separate document which you cause to be attached to the form), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures the refusal notification is immediately received. You must make this notification directly to the DER (not using CATA as an intermediary).
- (d) As an employee, when you refuse to take a non-DOT test or to sign a non-DOT form, you have not refused to take a DOT test. There are no consequences under DOT agency regulations for such a refusal.

ACKNOWLEDGEMENT OF
BOARD POLICY #509 - POLICY ON ALCOHOL AND DRUG USE
AND ADOPTION OF
EMPLOYMENT POLICY ON ALCOHOL AND DRUG USE

I acknowledge receipt of Board Policy #509 - Policy on Alcohol and Drug Use and Adoption of Employment Policy on Alcohol and Drug Use as revised January 1, 2018.

Employee's Signature

Employee's Printed Name

Date

PLEASE RETURN THIS RECEIPT TO THE DIRECTOR OF HUMAN RESOURCES

CAPITAL AREA TRANSPORTATION AUTHORITY
 CONFIDENTIAL REQUEST FOR INFORMATION REGARDING
 DRUG & ALCOHOL TESTING RECORDS IN PREVIOUS EMPLOYMENT

EMPLOYEE'S RELEASE:

I authorize and consent to the release by the employer listed below to Capital Area Transportation Authority ("CATA") all of the information requested in this Request for Information Regarding Drug and Alcohol Testing Records in Previous Employment.

Signature: _____ Date: _____
 Printed
 Witness: _____ Name: _____

TO: EMPLOYER NAME: _____
 EMPLOYER ADDRESS: _____

RE: EMPLOYEE NAME: _____
 EMPLOYEE SOCIAL SECURITY NUMBER (Last 4 Digits Only): xxx-xx - -- --

Dear Sir or Madam:

The above individual is being considered by CATA for employment in a safety sensitive position. In accordance with U.S. Department of Transportation ("DOT") regulations, 49 CFR 40.25, we are required to request, and DOT/FTA regulated employers are required to provide, information regarding the drug and alcohol testing records of individuals during the previous two (2) years. The above employee has signed this letter to authorize and consent to the release of this information to CATA. Your prompt attention to this request will be greatly appreciated, as we will not be able to consider the employee for employment or assignment without it.

For the preceding 24 months only:

- | | | | |
|----|---|-----|----|
| 1. | Was the employee the subject of a DOT alcohol test with a result of 0.4 or higher alcohol concentration? | YES | NO |
| 2. | Was the employee the subject of a verified positive drug test? | YES | NO |
| 3. | Did the employee engage in a refusal to be tested (including verified adulterated or substituted drug results)? | YES | NO |
| 4. | Did the employee engage in other violations of DOT agency drug and alcohol testing regulations? | YES | NO |

If YES, please describe: _____

- | | | | | |
|----|--|-----|----|-----|
| 5. | If the employee violated DOT drug and alcohol regulations, did he/she successfully complete DOT return-to-duty requirements (including follow-up tests)? | YES | NO | N/A |
|----|--|-----|----|-----|

- | | |
|----|--|
| 6. | If you answered YES to any of the above, provide the test results or other applicable information. |
|----|--|

- | | | | |
|----|--|-----|----|
| 7. | Please note that, pursuant to DOT regulations, 49 CFR 40.25(c), you are required to provide information which you obtained from previous employers pursuant to 49 CFR 40.25 or other applicable DOT agency regulations. Did you receive information from a previous employer which would require a "YES" answer to any of the above? | YES | NO |
|----|--|-----|----|

If YES, please state the name and address of the employer: _____

ANSWERS SUBMITTED BY:

Name: _____ Date: _____

Title: _____ Telephone Number: _____

FOR PURPOSES OF CONFIDENTIALITY, PLEASE RESPOND IN WRITING OR BY FAX:
 (a self-addressed envelope is provided for your convenience)

Marshea M. Brown
 Director of Human Resources
 Human Resources Department
 Capital Area Transportation Authority
 4615 Tranter Street
 Lansing, Michigan, 48910

Phone: 517-394-1100
 FAX: 517-367-7275

Mailed: _____
 Faxed: _____
 Called: _____

**CAPITAL AREA TRANSPORTATION AUTHORITY
RFP 2022-133, Paratransit Demand Response Services**

CONTRACTOR VEHICLE FLEET

Updated as of August 2022

Vehicle	Year	Make	Model	License Plate	VIN Number	Odometer
1064	2012	FORD	E450	MI/012X209	1FDFF4FS9DDA20494	289,609.0
1067	2015	FORD	E450	MI/012X043	1FDFF4FS1FDA09895	236,761.0
1068	2015	FORD	E450	MI/012X222	1FDFF4FS3FDA09896	265,859.0
1069	2015	FORD	E450	MI/012X208	1FDFF4FS7FDA09898	230,129.0
1070	2015	FORD	E450	MI/012X220	1FDFF4FS5FDA09897	204,503.0
1071	2015	FORD	E450	MI/012X249	1FDFF4FS3FDA09901	225,255.0
1072	2015	FORD	E450	MI/066X243	1FDFF4FS1FDA09900	196,711.0
1074	2019	FORD	E450	MI\ 113X394	1FDFF4FS0KDC14070	116,359.0
1075	2019	FORD	E450	MI\ 113X395	1FDFF4FS6KDC14073	131,204.0
1076	2019	FORD	E450	MI\113X396	1FDFF4FS2KDC14071	162,314.0
1077	2019	FORD	E450	MI\113X397	1FDFF4FS4KDC14069	110,471.0
1078	2019	FORD	E450	MI\114X364	1FDFF4FS2KDC36524	72,337.0
1079	2019	FORD	E450	MI\ 114X419	1FDFF4FS0KDC36523	108,386.0
1080	2019	FORD	E450	MI/114X431	1FDFF4FS0KDC34173	103,790.0
1081	2020	FORD	E450	MI/114X376	1FDFF4FS7KDC74864	65,804.0
1082	2020	FORD	E450	MI/114X366	1FDFF4FS1KDC73905	65,871.0
1083	2020	FORD	E450	MI/114X367	1FDFF4FSXKDC73904	55,361.0
1084	2020	FORD	E450	MI/114X417	1FDFF4FS3KDC74862	75,470.0
1234	2015	DODGE	CARAVAN	MI/012X071	2C7WDGBG2FR599423	229,386.0
1235	2015	DODGE	CARAVAN	MI/012X080	2C7WDGBGXFR599413	237,090.0
1236	2015	DODGE	CARAVAN	MI/012X061	2C7WDGBG1FR599414	206,762.0
1240	2015	DODGE	CARAVAN	MI/012X096	2C7WDGBG0FR599422	241,089.0
1241	2015	DODGE	CARAVAN	MI/012X210	2C7WDGBG4FR599424	228,148.0
1244	2015	DODGE	CARAVAN	MI/012X288	2C7WDGBG5FR599433	251,033.0
1245	2015	DODGE	CARAVAN	MI/012X186	2C7WDGBG1FR599431	224,349.0
1247	2015	DODGE	CARAVAN	MI/012X224	2C7WDGBG9FR614130	221,564.0
1248	2015	DODGE	CARAVAN	MI/012X225	2C7WDGBG2FR614129	255,311.0
1254	2015	DODGE	CARAVAN	MI/012X207	DC7WDGBG4FR614133	228,559.0
1266	2017	DODGE	CARAVAN	MI/106X744	2C7WDGBG8HR784059	140,972.0
1267	2017	DODGE	CARAVAN	MI/012X233	2C7WDGBG9HR784085	169,557.0
1268	2017	DODGE	CARAVAN	MI/100X356	2C7WDGBG9HR767500	166,555.0
1269	2017	DODGE	CARAVAN	MI/012X176	2C7WDGBG9HR781185	170,819.0
1270	2017	DODGE	CARAVAN	MI/012X173	2C7WDGBG9HR802231	177,623.0
1271	2017	DODGE	CARAVAN	MI/012X235	2C7WDGBG8HR802303	173,976.0
1272	2017	DODGE	CARAVAN	MI/012X175	2C7WDGBG6HR784092	181,304.0
1273	2017	DODGE	CARAVAN	MI/106X798	2C7WDGBG5HR793107	181,927.0
1274	2017	DODGE	CARAVAN	MI/100X359	2C7WDGBGXHR802254	165,999.0
1275	2017	DODGE	CARAVAN	MI/012X167	2C7WDGBG9HR784071	186,450.0
1276	2017	DODGE	CARAVAN	MI/012X195	2C7WDGBG2HR802264	174,030.0
1277	2017	DODGE	CARAVAN	MI/012X204	2C7WDGBG7HR793111	174,817.0
1278	2019	DODGE	CARAVAN	MI/114X387	2C7WDGBG7KR698989	99,799.0
1279	2019	DODGE	CARAVAN	MI/114X350	2C7WDGBG6KR699793	92,424.0
1280	2019	DODGE	CARAVAN	MI/114X351	2C7WDGBG5KR698988	79,825.0
1281	2019	DODGE	CARAVAN	MI/114X352	2C7WDGBG3KR701435	101,342.0
1282	2019	DODGE	CARAVAN	MI/114X363	2C7WDGBG5KR701436	102,556.0
1283	2019	DODGE	CARAVAN	MI/114X386	2C7WDGBG7KR701437	98,085.0
1284	2019	DODGE	CARAVAN	MI/114X404	2C7WDGBG3KR698990	99,033.0
1285	2019	DODGE	CARAVAN	MI/114X427	2CYWDGBG5KR698991	103,394.0
1286	2019	DODGE	CARAVAN	MI/114X425	2C7WDGBG8KR699794	97,388.0
1287	2019	DODGE	CARAVAN	MI/114X428	2C7WDGBG7KR698992	95,044.0
1288	2020	DODGE	GRAND CARAVAN	MI/114X395	2C7WDGBG3KR7795052C7	66,704.0
1289	2020	DODGE	GRAND CARAVAN	MI/114X398	2C7WDGBG8KR779421	63,615.0
1290	2020	DODGE	GRAND CARAVAN	MI/114X400	2C7WDGBG1KR779437	69,234.0
1291	2020	DODGE	GRAND CARAVAN	MI/114X384	2C7WDGBG4KR779416	66,326.0
1292	2020	DODGE	GRAND CARAVAN	MI/114X345	2C7WDGBG0KR779512	66,903.0
1293	2020	DODGE	GRAND CARAVAN	MI/114X346	2C7WDGBG4KR7988242C7	64,070.0
1294	2020	DODGE	GRAND CARAVAN	MI/114X415	2C7WDGBG3KR798829	69,056.0
1295	2020	DODGE	GRAND CARAVAN	MI/114X356	2C7WDGBG4KR779481	68,006.0
1296	2020	DODGE	GRAND CARAVAN	MI/114X344	2C7WDGBG9KR798821	62,921.0
1297	2020	DODGE	GRAND CARAVAN	MI/114X343	2C7WDGBG1KR779535	65,191.0
1298	2020	DODGE	GRAND CARAVAN	MI/114X342	2C7WDGBG1KR798845	68,319.0
1299	2020	DODGE	GRAND CARAVAN	MI/114X357	2C7WDGBG0KR779543	70,343.0
1300	2020	DODGE	GRAND CARAVAN	MI/114X397	2C7WDGBG0KR798853	69,763.0
1301	2020	DODGE	GRAND CARAVAN	MI/114X396	2C7WDGBG4KR798807	68,931.0
1302	2020	DODGE	GRAND CARAVAN	MI/114X393	2C7WDGBG2KR779446	71,148.0
1303	2020	DODGE	GRAND CARAVAN	MI/114X437	2C7WDGBG6KR779398	60,513.0
1304	2020	DODGE	GRAND CARAVAN	MI/114X438	2C7WDGBG2KR799372	64,648.0
1305	2020	DODGE	GRAND CARAVAN	MI/114X411	2C7WDGBG2KR779558	67,658.0
1306	2020	DODGE	GRAND CARAVAN	MI/114X430	2C7WDGBG4KR798810	71,139.0
1307	2020	DODGE	GRAND CARAVAN	MI/114X380	2C7WDGBG9KR779458	70,985.0
C-292	2014	FORD	E450	MI/106X876	1FDFF4FS0EDB17231	145,935.0

SECTION II: STATEMENT OF WORK

II-A Background

The Capital Area Transportation Authority (CATA) is a public transit authority that operates public transportation bus and paratransit services across metropolitan Lansing, Michigan. CATA's mission-critical employees, such as operators, are considered first responders because transit is designated as an essential service in times of crisis. CATA's service area includes all 559 square miles of Ingham County and extends into portions of Eaton County and Clinton County. CATA also provides services on the campus of Michigan State University. Founded in 1972, CATA has grown to provide service on 33 routes system-wide to nearly 11.1 million riders during fiscal year 2019.

As the region's public transportation provider, CATA operates four facilities in its service area. Headquartered in south Lansing, the Administrative Offices are home to the executive office; all administrative departments; and the bus storage facility, which houses CATA's directly operated fleet, maintenance, and operations. The CATA Transportation Center (CTC), located in downtown Lansing, is the central boarding hub and transfer point for 16 CATA routes, Indian Trails intercity bus services, the customer information center, and on-site security.

On MSU's campus, the MSU-CATA Transportation Center (MSU-CTC) is the main boarding center for CATA routes serving MSU and is adjacent to one of several campus parking ramps. As the region's primary multimodal transportation facility, the state-of-the-art Capital Area Multimodal Gateway, Operated by CATA, is the authority's newest facility. The Gateway offers seamless access to rail, intercity, regional and national bus lines, and local taxi services. The Gateway is served by three CATA fixed routes.

CATA currently utilizes one third-party contractor under a multi-year agreement to operate a portion of its paratransit operations.

Contracted Supplemental Service is provided for all customers (with and without disabilities) outside of the urban area. Supplemental Services include CATA Rural Service, Mason and Williamston/Webberville Connector, Mason Redi-Ride, Michigan State University Lot Link and Night Owl and The Shopping Bus. Service descriptions can be found at CATA.org.

II-B Objectives

The specific objective for this project are as follows:

The specific objective for this Project is to secure the services of one Contractor ~~or multiple Contractor(s)~~ to deliver ~~one or~~ both ADA Spec-Tran and Supplemental Paratransit Services that provide:

- Prompt courteous service to CATA customers, including those who are ADA certified.
- Hire and maintain an active work force large enough to cover all runs.
- Provide office and street management and supervision.
- Create and schedule runs efficiently.
- Maintain and improve CATA efficiencies.
- Dispatch all activities related to trips booked on Contractor's runs.
- Hire and maintain an active, trained, knowledgeable, and experienced maintenance workforce.
- Maintain and perform routine service on all vehicles.
- Maintain accurate fare counts, passenger counts, and all other required reporting.
- Comply with all state and federal requirements.