



Office for People With Developmental Disabilities

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Executive Deputy Commissioner

Memo

To: Responsible and qualified Contractors who provide transportation services in Nassau and Suffolk Counties

From: Heather L Clausen, CMS1

Date: April 2, 2024

Re: Clarifications/revisions in Long Island DDSOO Transportation Services IFB OPD 051024

During the award phase of the Statewide Transportation Services procurement (IFB OPD 010924), it was determined that a re-bid of the Long Island Day Habilitation Programs would be necessary. No contracts were awarded for Cascades Middle Island Day Hab, 45 Mall Drive Day Hab, 81 Advantage Day Hab, or Plainview Inclusions Day Hab. A new IFB (IFB OPD 051024) was released today to procure transportation services for the aforementioned day hubs. This memo serves to detail the changes that were made to the original transportation IFB.

OVERVIEW OF CHANGES

- **17. Evaluation Criteria: Method of Award**
 - The four (4) Long Island DDSOO Day Habs are being bid out together and OPWDD intends to award one (1) contract that covers transportation service for all four (4) Day Habs.
- **III. Route and Reporting Requirements in the Scope of Work**
 - Part A - The Contractor must develop routes that will not leave passengers on vehicles for more than 75 minutes each way.
 - Part D- Routes may be combined or comingled between Day Programs to maximize efficiency and cost effectiveness.
- **V. Driver Specific Requirements in the Scope of Work**
 - Part B - The contractor must maintain current information for each driver and complete attestation for: 6. driver's current certification and training in cardiopulmonary resuscitation and first aid.
- **Exhibit A – Day Habilitation Programs for Long Island DDSOO**
 - Program Arrival Window: 8:30am – 9:15am for all Day Habs
 - Program Departure Window: 2:15pm – 3:00pm for all Day Habs
 - Revised Ridership Rosters – Currently, not all riders are attending Day Habilitation Programs five days a week. For those who are listed in the rosters (pages 29-32) as less than five days per week, it is anticipated that they will gradually increase to five days per week. The estimated number of transport days per year on the Cost Proposal will reflect the anticipated full five-day schedule. Payments will be made on actual services rendered.

- Bidders should submit their proposed route itineraries and timelines with the bid. Itineraries should include:
 - Arrival and departure time at each stop with appropriate loading or unloading time for passengers for both AM and PM routes,
 - Accounting of typical traffic during travel window,
 - Routes that must follow specifications in IFB OPD 051024 Scope of Work,
 - Anticipated arrive time at the Day Habs, which must fall within allowable arrival window,
 - Departure from Day Habs, including appropriate loading or unloading of passengers, if drop off or pick up includes stops at multiple Day Habs,
 - Type of vehicle, including total capacity, for each route,
 - Routes that will not leave passengers on vehicles for more than 75 minutes each way.

Note: If you submitted a bid for the previous transportation procurement, you must submit a new signed bid on the updated Cost Proposal Form in bid packet IFB OPD 051024 to be considered.