



**Government of the District of Columbia  
Department of For-Hire Vehicles**

**9/12/2016**

**REQUEST FOR APPLICATIONS (RFA)**

**COORDINATED ALTERNATIVE TO PARATRANSIT SERVICE AND  
TRAINING**

**(Short name: TDC SERVICE)**

**RFA # TRANSPORT DC SERVICE AND TRAINING 2017-10-001**

**(RFA-Request for Application)**

**Pre-Award Conference: 2:00 p.m. Monday, September 12, 2016**

**Application Submissions Accepted Beginning: 9/13/2016**

**(DFHV will accept applications until 3:00 pm Tuesday, September 27, 2016)**

**(Submission of an application does not guarantee grant funding)**

**Government of the District of Columbia**

**Department of For-Hire Vehicles**

**2235 Shannon Place, SE, Suite 2001**

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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from DFHV licensed taxicab companies (“Taxicab Companies”) to be TRANSPORT DC service providers as part of the DFHV’s TRANSPORT DC pilot program. A TRANSPORT DC service provider will receive \$28 for each one-way trip (*\$5 paid by customer + \$23 reimbursed by the DFHV = \$28*). Each trip must start and end within the District of Columbia. The DFHV is also soliciting applications from Taxicab Companies to provide wheelchair accessibility training using an Inquisiq platform for DFHV licensed taxicab operators through the TRANSPORT DC program.

TRANSPORT DC is a cost-effective, high quality service quality Metro Access paratransit service alternative to Metro Access customers and to provide transportation service for individuals with disabilities including those who are non-ambulatory. Taxicab Companies awarded grant funding under this RFA (# **TRANSPORTDC SERVICE AND TRAINING 2017-10-001**) to provide TRANSPORT DC service will be required to provide transportation service for certified Metro Access customers and individuals with disabilities to and from various locations within the District of Columbia. Transportation service will be provided by way of taxicab service, depending on the needs of the requesting customer.

Taxicab Companies awarded grant funding under this RFA to provide wheelchair accessibility training will be required to provide either online training using the Inquisiq learning platform or in-person training to any DFHV licensed operator. All training must be approved by the DFHV.

### **1.2 Purpose of the Grants**

The purpose of this grant opportunity is to select taxicab companies as TRANSPORT DC service providers that will provide transportation service for eligible Metro Access clients living in the District of Columbia to and from requested destinations located within the District of Columbia. Transportation service must include the use of wheelchair accessible vehicles. All taxicab company documents submitted for the purpose of this grant program will be kept confidential within the DFHV and will not be shared outside of the District Government unless disclosure is required by law. Additionally, the purpose of the grant opportunity is to select taxicab companies that will provide wheelchair accessibility training to any DFHV licensed operator so as to increase the number of operator who provide wheelchair accessible service in the District.

### **1.3 Source of Funds**

The source of funds for the grant(s) is the DFHV “O” Fund.

### **1.4 Competition for a Grant Award**

This RFA is a competitive award. ***Submission of an application does not guarantee a grant award.*** Each Applicant must demonstrate their ability to carry out the activities for the program and the grant for which one applies. A review panel will evaluate the applications for the program and advertise the grant according to the stated list of criteria in each project description. The proposal(s) with the highest score(s) will be approved to participate as a TRANSPORT DC service provider and be awarded a grant commensurate with the panel's evaluation of an application.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed application fits within the scope and available funding of the grant, strength of the application, and the applicant's capacity to achieve the grant goals.

Each Applicant may submit one application for this RFA.

Non-Allowable Costs for this RFA include for such long-term items as real estate, and other expenditures including:

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Most food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment;
6. Employee salaries and benefits;
7. Contractor labor, including professional services;
8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage;
11. Many computers and printers;
12. Plants and tree-plantings;
13. Small tools;
14. Some field equipment, typically below \$5,000 in value;
15. Postage, shipping;
16. Some travel, meals and lodging; and
17. Insurance.

### **1.5 Projects and Funds Available**

The DFHV will make available, no later than October 1, 2016 \$3,790,000 in grant funds for approved Taxicab Companies to provide transportation service for Metro Access clients, on-line wheelchair accessibility training or in-person wheelchair accessibility training. The DFHV is administering this request for application (RFA). This RFA provides the following TRANSPORT DC project for the stated total dollar amount. Pending the availability of funds, the DFHV will award through this RFA up to a total of \$3.77 million for transportation service and \$18,000 for on-line or in-person wheelchair

accessibility vehicle and disability training. Multiple grants may be awarded not to exceed the total amount of funds available (\$3,790,000) based on the applicant’s ability to show it has the capacity to meet all proposed deliverables for the program for which the applicant is applying as specified in this RFA during the course of the grant period (October 1, 2016 through September 30, 2017).

**The pre-application conference is scheduled for 2:00 p.m. Monday, September 12, 2016.**

The DFHV seeks applications for:

Project Number	Project Name	Project Amount
TRANS PORTD C 2017- 10-001	TRANSPORT DC Transportation Service	\$3,772,000.00
TRANS PORTD C 2017- 10-001	Customer Service, Serving Individuals with Disabilities, and Wheelchair Accessibility Training	\$18,000.00

**1.6 Eligibility**

Licensed District of Columbia taxicab companies with 20 or more DFHV licensed vehicles in their fleet that have met their 12% wheelchair accessibility vehicle requirement may apply for this grant opportunity. No private vehicle for-hire company shall participate in a TRANSPORT DC trip(s). Applicants must be current taxicab companies in good standing with the DFHV and be in compliance with all laws and regulations including Title 31 of the DCMR and DCRA licensing requirements to apply for and participate in TRANSPORT DC. **The DFHV shall, in writing, deny the application of any taxicab company not in compliance with the Clean Hands Act or that has failed to cooperate with the agency during the application process.**

Each company providing TRANSPORT DC transportation service shall be in compliance with, or ready to comply, with all program operating requirements contained in Chapter 18 of Title 31 of the DCMR and the proposed projects in Section 7 of this application, including:

1. Maintain appropriate business records for five (5) years;
2. Prioritize use of WAV to provide service first to TRANSPORT DC passengers, second to any passenger requesting a wheelchair accessible vehicle and third to any other passenger;
3. Already have met their 12% wheelchair accessible vehicle requirement;

4. Make TRANSPORT DC services available as an DFHV authorized PSP dispatch service to any TRANSPORT DC customer;
5. Accept each booking for a TRANSPORT DC trip anywhere within the District of Columbia made up to one hour prior to service;
6. Provide invoices and reports of TRANSPORT DC trips and its compliance with §31 DCMR, Chapter 18 as directed by the DFHV;
7. Ensure that all participating taxicab company operators are properly licensed with the DFHV to operate a wheelchair accessible vehicle (WAV);
8. Ensure that participating WAV operators complete all requirements to obtain an Accessible Vehicle Identification (AVID) license, including training in a DFHV-approved wheelchair service training curriculum and passing a written examination;
9. Provide the DFHV with a current and accurate inventory, as defined by rule, of all active taxicab company operators and vehicles that will be providing TRANSPORT DC services; and,
10. Ensure that participating taxicab companies are in compliance with all Title 31 requirements, including maintaining functional credit card machines to accept payments.

Each company providing online wheelchair accessibility training shall provide the training using the Inquisiq learning platform and all training must be approved by the DFHV.

### **1.7 Permissible Use of Grant Funds**

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

### **1.8 Grant Monitoring**

The DFHV may use several methods to monitor the grants and services including site visits, periodic inspection of financial reports and the collection of performance data. Chapter 18 requires that participants maintain all appropriate business records for five (5) years. Each grant is subject to audit.

### **1.9 RFA Conditions - Promises, Certifications and Assurances**

Applicants should carefully read Appendix 3, “Applicant’s Promises, Certifications and Assurances (“PCA”).” That document is incorporated by reference in this RFA. When an Applicant signs the application, it is making the listed promises, certifications and assurances and agrees to the other statements in Appendix 3.

### **1.10 DFHV’s Authority to Make Grants**

The DFHV is authorized to “develop a program to provide grants, loans, and other types of financial assistance and incentives to applicants and owners of licensed taxicabs to offset the cost

of buying, retrofitting, maintaining, and operating a vehicle for use as a wheelchair-accessible taxicab.” D.C. Official Code § 50-301.20 (b) (1) (B). The DFHV has additional authority under D.C. Official Code §§ 50-301.07 (c) (13), and 50-301.25 (c) (3).

### **1.11 Conflicts Between RFA and Applicable Law**

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is **September 9, 2016**.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add the following to any correspondence or submitted documents “Regarding RFA **TRANSPORT DC SERVICE AND TRAINING 2017-10-001**.”

### **2.3 Applications: When, What, and Where**

**When:** The DFHV will begin accepting applications on Tuesday, September 13, 2016. **The DFHV will close this RFA on Tuesday, September 27 at 3:00 pm.**  
*Acceptance of an application does not guarantee a grant award.*

An application will be dated and recorded as “received” until DFHV staff has reviewed it to see if it is complete. The DFHV considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

**What:** Each application must consist of:

**Three (3) hard copies;** and

**One (1) electronic copy on a Flash Drive (USB storage device).**

The DFHV will not receive or accept faxed copies. Do not submit a faxed copy. The required contents of the Application are specified, in Section 3.

The hard copies must be filed with The DFHV at the following address:

**District of Columbia Department of For-Hire Vehicles  
RFA – Grants  
2235 Shannon Place, SE  
Suite 2001  
Washington, DC 20020**

Attn: **TRANSPORT DC Service 2017-10-001**

#### **2.4 Award Announcement**

The DFHV expects to notify each Applicant of its award status within thirty (30) days following the application due date (**Tuesday, September 27, 2016**), in writing.

#### **2.5 Updates and Questions and Answers (Q & A)**

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

The DFHV welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address listed paragraph 2.6. The DFHV will publish updates and the Q & A regarding the RFA at [www.dfhv.dc.gov](http://www.dfhv.dc.gov). DFHV will also create an email list. A person can be put on the email list by immediately sending an email to the address below with the subject line "RFA TDC Service and Training 2017-10-001– Add me to the email list."

The DFHV will provide the same information by email at the same time the information is uploaded to the DFHV website. Hard copy updates will be available for pickup at the DFHV's office by appointment. The DFHV will NOT mail out updates or Q&A materials.

#### **2.6 The DFHV Contacts**

The DFHV may be contacted about this RFA (use the RFA's short name (TDC Service) and number whenever possible) as follows:

- (a) **By email** sent to [karl.muhammad@dc.gov](mailto:karl.muhammad@dc.gov) with "**TDC SERVICE AND TRAINING**" in the subject line;
- (b) **In person** with an appointment (contact Karl Muhammad at (202) 316-0665 and mention this RFA by name); or
- (c) **In writing** sent to the Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020, Attention: Karl Muhammad RE: **TRANSPORT DC – SERVICE AND TRAINING** on the outside of the letter.

## SECTION 3. APPLICATION CONTENT

### 3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins, headers and footers;
- (b) Applications should be **single-sided** if possible;
- (c) Limit each project description to 20 double-spaced pages; and,
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

### 3.2 Cover Sheet

Please create a cover sheet with information required under Appendix 1. The cover sheet must have the requested information detailed in Appendix 1. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

### 3.3 Proposal Content

TRANSPORT DC provides a cost-effective, high quality Metro Access paratransit service alternative to consenting Metro Access clients while increasing the number of wheelchair accessible vehicles in the D.C. taxicab fleet. Your application should include the following explaining, in increasing levels of detail, how you will accomplish the goals of the program for which you are applying:

For Funding to provide TRANSPORT DC transportation service:

- (a) Provide a summary of how you will meet the eligibility and operating requirements of TRANSPORT DC contained in Chapter 18 of Title 31 of the DCMR. Then describe how you will purchase a new wheelchair accessible vehicle (2015 or newer) and ensure completion WAV training and sensitivity training for individuals with disabilities. Include your vehicle inventory (see section 5.1 (k))
- (b) TRANSPORT DC currently has a client base of approximately 14,000 eligible clients that may use TRANSPORT DC service as an alternative to Metro Access. Please explain how your company will provide effective, safe, and timely transportation service for more than 300 customer requests daily (***Provide a month of actual verifiable trip data on a USB drive showing demonstrating your ability using all fields in item 10 below***).

- (c) Provide your vehicle inventory information as follows:
- (1) The total number of vehicles in your fleet inventory including ownership information;
  - (2) The number of vehicles receiving dispatch services in your fleet;
  - (3) Explain whether your company has already met the 12% wheelchair accessible vehicles requirement;
  - (4) Provide the total number of WAVs in your fleet including ownership information; and
  - (5) The number of vehicles that will be used to provide TRANSPORT DC program service.
- (d) Provide your companies guidelines for drivers, call center, and dispatch staff for providing service in the TRANSPORT DC program. Explain your company's policies for handling wheelchair accessibility vehicle (WAV) trip requests and how priority will be provided to customers in need of a WAV.
- (e) Explain how you will utilize your trip data to ensure operators/drivers do not circumvent the TRANSPORT DC program guidelines to increase revenue or any other purpose ***(Using a full month of verifiable trip data show how your trip data will identify potential and actual circumventing of program guidelines in a Microsoft Excel spreadsheet and include on a USB drive).***
- (f) Explain your company's internal control structure that will prevent a client from arriving late to their destination. Include your understanding of an Operator / Driver late arrival if a customer has requested a 10:00 a.m. pick up time for a TRANSPORT DC trip request. Include your companies remedy on behalf of a Metro Access client for an operator's late arrival for a TRANSPORT DC trip request (The remedy may include correcting staff such as an operator / driver, call center staff, or dispatch staff).
- (g) How will your company resolve customer and the DFHV concerns in matters such as the following:
- (1) Driver late arrivals for a scheduled trip request made an hour or more in advance and a driver who does not show up for a customer trip request; and
  - (2) Drivers that complain to customers regarding trip destination requests, being rude to customers, failure to accommodate customers with a/c or heat during extreme temperatures, and requesting customers to get out of their vehicle or putting

customers (h) Provide a copy of your dispatch service agreements with other public vehicle for hire companies or independent operators that are willing to assist your company with providing transportation service to meet the service demand of the TRANSPORT DC program.

- (h) Ability to transfer trips to another taxicab company within a 20 minute window of a trip request and follow through on the trip request until the customer's transferred trip is fulfilled by a collaborating taxicab company.
- (i) Selected awardees will be reimbursed \$23 dollars by the DFHV and \$5 by each customer for each one-way trip for a TRANSPORT DC client. How will your company compensate vehicle operators participating in the Transport DC program as opposed to their regular method of service pay outside of the TRANSPORT DC program? Applicants must be able to demonstrate in their application narrative their ability to compensate participating vehicle operators for services rendered under the TRANSPORT DC program.
- (j) Explain in detail the functionality and the name of your dispatch service. In addition, include with your application actual trip data in an electronic spreadsheet using Microsoft Excel using your dispatch system that includes the information in separate data fields (32 data fields/Columns) as follows (***For purpose of this grant opportunity the following data fields must be transmitted to the DFHV within 24 hours after each trip and be automated***):
  - (1) Order Date;
  - (2) Taxicab Company Name;
  - (3) Trip Number;
  - (4) PSP;
  - (5) Order Date;
  - (6) Trip Type (*Project/Contract Name*);
  - (7) Client/Customer Name;
  - (8) Customer Telephone Number;
  - (9) Complete Customer Profile (*Wheel Chair, Walker, Visually impaired, etc.*)
  - (10) Metro Access ID#;
  - (11) Metro ID; Number of Passengers;
  - (12) Order Status; Expected Pick Up Date and Time;
  - (13) Expected Pick Up Address;
  - (14) Expected Drop Off Address;
  - (15) Request Type (*reservation, etc.*);
  - (16) Order Source (*Telephone, App, etc.*);
  - (17) Vehicle Type;
  - (18) PVIN;
  - (19) HTAG #;
  - (20) Face ID;

- (21) WAV (*Yes/No*);
  - (22) Pickup Date and Time;
  - (23) Pick Up Location;
  - (24) Drop-Off Date and Time;
  - (25) Drop-Off Location;
  - (26) Customer Costs;
  - (27) Payment Type (*Cash, Credit Card, Voucher, etc.*);
  - (28) Flat Fare;
  - (29) Trip Dollar Amount;
  - (30) Dollar Amount Paid by Client/customer;
  - (31) Trip Distance; and
  - (32) Trip Time.
- (k) The DFHV has noticed many operators were unable to provide Metro Access clients a receipt for their out of pocket trip costs of \$5 per trip. Explain your operators' ability to provide Metro Access clients a receipt upon their requests.
- (l) Ability to provide your company's guidelines for drivers, call center, and dispatch staff for providing service in the TRANSPORT DC program. Explain your company's policies for handling wheelchair accessibility vehicle (WAV) trip requests, how priority will be provided to customers in need of a WAV, how drivers with WAVs will receive priority on trip requests, and routing capabilities to ensure trips are optimized.
- (m) Reporting – Ability to provide monthly trip data reports and access to DFHV staff with an interface or data stream to track vehicles in real time when in service. Ability to demonstrate how your company will utilize your trip data to ensure operators/drivers do not circumvent the TRANSPORT DC program guidelines to increase revenue or for any other purpose.
- (n) Present the summary of the project:  
 After writing the proposal, and its details, the Applicant should summarize the TRANSPORT DC proposal for an introductory section of the document. The summary should be only one or two (2) paragraphs.

Applicants applying for On-line Training and/or In-Person Training must demonstrate as a minimum and include in their training manual and materials the following:

1. Course Overview;
2. Serving Customers with Disabilities;
3. Laws that pattern the Americans with Disabilities Act;

4. The Disability Community and the Purpose of Wheelchair Accessible Taxi Service;
5. Communicating with People with Disabilities;
6. Driving and Maintaining a Wheelchair Accessible Taxi and Equipment;
7. Passenger Assistance Techniques – Mobility Devices;
8. Passenger Assistance Techniques – Vehicles;
9. Driver Practice;
10. Familiarity with existing learning management systems software (Inquisiq); and
11. Training manual and training materials.

For all applicants

Applicant Description.

- (a) Applicant's Background.
- (b) Describe your taxicab company's history, mission, and current or past projects that demonstrate the capacity to achieve the project's goals. This section should be limited to one (1) page.
- (c) The proposal should identify the company management and/or owner for the project and provide a brief biography or resumes of key operational staff.
- (d) Summarize past performance as a public vehicle for hire service provider as it relates to transporting individuals with disabilities.

## **SECTION 4. Review Panel and Application Scoring**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

When the review panel has completed its work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three (3) to five (5) people sit on a review panel. The review panel may consist of at least three (3) technical people. At least two (2) of the review panel members will be the DFHV staff.

#### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the following criteria:

- (a) The DFHV shall review each application pursuant to the Clean Hands Act (D.C. Law 11-118, D.C. Code § 47-2861, *et seq.*) and shall deny the application of any applicant not in compliance with the Clean Hands Act.
- (b) Adequate financial resources or the ability to obtain them;
- (c) The ability to meet the program design specifications at a reasonable and competitive cost, as well as the ability to meet performance goals;
- (d) A satisfactory record of past performance in the public vehicle for hire business, including demonstrated quality of service delivery;
- (e) Documentation that the grantee has proper legal status (i.e. business license, non-profit incorporation, etc.) to conduct business within the District of Columbia;
- (f) A satisfactory record of integrity, business ethics, and fiscal accountability;
- (g) The necessary organization, experience, accounting and operational controls;
- (h) The technical skills to perform the work;
- (i) The number of vehicle operators associated with the company that have already received wheelchair accessibility service training expected to meet the requirements of 31 DCMR § 1806.6;
- (j) The applicant's plan for ensuring wheelchair accessibility service training to operators, and for offering incentives to obtain such training, as required by 31 DCMR § 1806.7;
- (k) The applicant's experience in providing wheelchair accessible service;
- (l) The applicant's plan for ensuring that wheelchair accessible service will be provided in compliance with all applicable provisions of Title 31 of Chapter 18;

- (m) The number of WMATA vans which the company is interested in being allotted by the DFHV;
- (n) The strength and experience of the management team;
- (o) History with dispatch service; and
- (p) The applicant's response to paragraph 3.3 of this RFA.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the approved taxicab companies for funding (subject to grant funding is availability).

**Criteria for Evaluating “TDC Transportation Service” Proposals** (*Applications will be evaluated with a 100 point scale*)

- (a) Ability to transfer trips to another service provider within a 20 minute window of a trip request and follow through on the trip request until the customer's transferred trip is fulfilled by another TRANSPORT DC program service provider. **(5 points)**
- (b) Compensation for Operators – Willingness to adequately compensate drivers for each trip. **(10 points)**
- (c) Ability to explain your company's internal controls structure that will prevent a client from arriving late to their destination. Include your understanding of an Operator / Driver late arrival if a customer has requested a 10:00 a.m. pick up time for a TRANSPORT DC trip request. Include your companies remedy on behalf of a Metro Access client for an operator's late arrival for a TRANSPORT DC trip request. **(10 points)**
- (d) Customer Service – Demonstrated ability to provide timely and customer friendly transportation service upon client requests are made, this must include your company's ability ensure professionalism of company operators and front line staff (*call center and dispatch staff*). Ability to Serve Clients with a Disability – Ability to provide quality service with customer friendly drivers to serve an eligible Metro Access client base of approximately 14,000 potential clients. Ability to resolve customer and the DFHV concerns such as the following:
  - (1) Driver late arrivals for a scheduled trip request made an hour or more in advance and a driver who does not show up for a customer trip request;
  - (2) Drivers that complain to customers regarding trip destination requests, being rude to customers, failure to accommodate customers with a/c or heat during extreme temperatures, and requesting customers to get out of a vehicle or putting

customers out of their vehicle because a customer refuses to accept their unprofessionalism; and

- (3) Ability to provide customer receipts upon requests for trips made within the program. **(15 points)**
- (e) TRANSPORT DC currently has a client base of approximately 14,000 eligible clients that may use TRANSPORT DC service as an alternative to Metro Access. Please explain how your company will provide effective, safe, and timely transportation service for more than 300 customer requests daily (provide a month of actual verifiable trip data on a USB drive showing demonstrating your ability using all fields located in section **3.3 item number 10** of this RFA). **(10 points)**
- (f) Ability to provide your company's vehicle inventory information as follows:
  - (1) The number of vehicles in your fleet inventory;
  - (2) The number of vehicles receiving dispatch services in your fleet;
  - (3) Explain whether your company has already met the 12% wheelchair accessible vehicles requirement;
  - (4) Provide the number of WAVs in your fleet; and
  - (5) The number of vehicles that will be used to provide TRANSPORT DC program service. **(20 points)**
- (g) Ability to provide your company's guidelines for drivers, call center, and dispatch staff for providing service in the TRANSPORT DC program. Explain your company's policies for handling wheelchair accessibility vehicle (WAV) trip requests, how priority will be provided to customers in need of a WAV, how drivers with WAVs will receive priority on trip requests, and routing capabilities to ensure trips are optimized. **(10 points)**
- (h) Reporting – Ability to provide monthly trip data reports and access to DFHV staff with an interface or data stream to track vehicles in real time when in service. Ability to demonstrate how your company will utilize your trip data to ensure operators/drivers do not circumvent the TRANSPORT DC program guidelines to increase revenue or for any other purpose. **(15 points)**
- (i) Ability to provide a copy of your dispatch service agreements with other public vehicle for hire companies or independent operators that are willing to assist your company with providing transportation service to meet the service demand of the TRANSPORT DC program. **(5 points)**

**Criteria for Evaluating “Inquisiq platform TDC Online or In-person” Proposals**  
(Applications will be evaluated with a 100 point scale)

- (a) Explain how you will train operators to serve customers with disabilities. **(10 points)**
- (b) Explain the Laws that pattern the Americans with Disabilities Act. **(10 points)**
- (c) Explain the importance of serving the disability community and the purpose of wheelchair accessible taxi service. **(10 points)**
- (d) Provide the proper ways of communicating with people with disabilities. **(10 points)**
- (e) Explain the importance of driving and maintaining a wheelchair accessible taxi and equipment. **(10 points)**
- (f) Explain passenger assistance techniques as it pertains to Mobility Devices and Vehicles. **(10 points)**
- (g) Explain the driver practice methods of your training. **(10 points)**
- (h) Provide your training manual and training materials. **(10 points);**
- (i) Familiarity with current learning management systems software (Inquisiq) **(10 points);**  
and
- (j) Provide the amount of time training will be allocated to areas “**(a) through (j)**” above. **(10 points)**

**SECTION 5. FILING REQUIREMENTS**

**5.1 Documents to file as part of the proposal**

Each of the following documents must be filed as part of the proposal package. If a required document is not in this filing, the DFHV may classify the grant application as “received” but not “filed.” Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the Applicant has requested the document, the DFHV may accept a copy of the Applicant’s request to the agency as proof of the request.

(a) **Certificate of Good Standing**

Each Applicant must submit a Certificate of Good Standing from the D.C. Department of Consumer and Regulatory Affairs. The Certificate shall be current.



(b) **Promises, Certifications and Assurances Document**

Each Applicant must sign the document titled “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the APPLICANT is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is an ongoing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The Applicant is not required to send the entire document back to the DFHV. Rather, the DFHV requires that the Table of Contents and the signature page must be returned. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on and in compliance with all obligations and requirements of the District, including those obligations and requirements of other District agencies. The DFHV defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. The DFHV will require, as a condition of continuing eligibility, that a grantee stay current on and in compliance with such obligations.

(c) **W-9 Tax Form**

The Applicant must submit a current completed W-9 form, prepared for U.S. Internal Revenue Service (“IRS”) purposes. The DFHV defines “current” to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to the DFHV for another application, or for another purpose, the Applicant may submit a copy of that document.

(d) **Applicant’s Most Current End of Fiscal Year Financial Statements**

The Applicant must submit its full budget, including projected income, for the organization’s current fiscal year, using a format at least as detailed as that presented in

Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(e) **Applicant's Financial Statements**

If the Applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

(f) **Separation of Duties Policy**

Applicant must submit a statement that demonstrates how the organization separates financial transactions/duties between people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. *The applicant should state which of these is the case.*

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff's and board members' handling of the organization's money.

(g) **Sworn Written statement About Criminal History of Company Leadership**

State whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- (1) been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- (2) been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

(h) **DC Office of Tax and Revenue (“OTR”) Tax law filing certificate**

(i) **Statement of insurance carriers and policies:**

The Applicant shall provide in writing the name of all of its insurance carriers and the type of insurance provided (e.g., its general liability insurance carrier and automobile insurance carrier, workers’ compensation insurance carrier, fidelity bond holder (if applicable)), and, before execution of the award, a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies, except the Workers’ Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in connection with the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia, and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

A statement identifying any financial, personal, or familiar connections to any the DFHV or employees, contractors or other affiliated parties.

(j) **Driver Inventory**

A driver inventory that includes the operator(s) name(s), cellular telephone number(s), the DFHV operator’s license number(s), and an indication of whether the operator(s) has completed the wheelchair service training pursuant to § 1806.6, and, if so, the date of completion.

(k) **Vehicle Inventory**

A vehicle inventory that includes the year, make, model, color, PVIN, tag number, and an indication of whether the vehicle is wheelchair accessible for each vehicle.

(l) **Copy of training curriculum, if applicable.**

**5.2 Documents to File if the DFHV Notifies That It Will Make the Grant**

Each of the following documents must be filed with the DFHV before the DFHV can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/Grantee has requested the document, the DFHV may accept a copy of the Applicant’s request to the agency as proof of the request.

(a) **Certificate of Insurance**

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences.

**(b) Assurance of Continued Truth and Accuracy**

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an Applicant, is to advise the DFHV of material changes since the filing of the application.

**(c) Tax Certification Affidavit**

The grantee shall submit an affidavit indicating whether the entity has complied with the filing requirements of District of Columbia tax laws, and whether the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with the Office of Tax and Revenue ("OTR"). The affidavit can be obtained from the DFHV.

**(d) Current Taxes Affidavit**

The grantee shall submit an affidavit indicating that they are current on all taxes, including Unemployment Insurance and Workers' Compensation premiums.

**(e) Access Statement**

The grantee shall sign a statement making clear that they understand that "The grantee shall allow reasonable access to the District, including the DFHV; any applicable federal department; the Comptroller General of the United States; or any of their duly authorized representatives to any books, documents, papers, and records (including computer records) of the grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies; this right of access also includes timely and reasonable access to grantees' personnel for the purpose of interviews and discussions related to such documents."

## SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

### 6.1 Grant Award Administration

The DFHV's objective is to announce grant awards within 3 days after the **application closure date of Tuesday, September 27, 2016**. The following terms and conditions apply after the DFHV has made its decision to grant an award:

#### (a) Grantee Reports

The Grantee must provide the DFHV with monthly reports as one of the continuing conditions for eligibility.

Monthly status reports - These reports will be due on the 5<sup>th</sup> day of each month for services rendered during the previous month. For example, an August 5<sup>th</sup> report must include all required service information for the month of July (July 1<sup>st</sup> through July 31<sup>st</sup>). The reports must detail grant activities for the preceding month.

If a report's due date falls on a weekend or District holiday, the report will be due the next business day. The report must detail actions taken for the month preceding the report date and the reports must include the following:

A monthly TRANSPORT DC trip report must include documentation verifying an eligible client Metro Access client in a Microsoft Excel spreadsheet with the data fields listed in section 3.3 Item (j) of this RFA.

#### (b) Reimbursement of Project Expenditures

Grantees will not be reimbursed for any work that is undertaken before the DFHV awards the grant.

The DFHV intends to reimburse for training eligible Metro Access clients that utilize TRANSPORT DC service. If the Applicant seeks start-up payments it should make the request in its proposal, and explain the request.

The DFHV operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year. Each request/invoice must include supporting documentation, such as trip documentation.

Reimbursement request will be received from a current TRANSPORT DC service provider.

## SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

### 7.1 Summary: Project Titles and Available Funds

Name	Total Projects	Total Amount
TRANSPORT DC	Service Providers	\$3,790,000

### 7.2 Project Descriptions

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from the DFHV licensed “*taxicab companies*” to be TRANSPORT DC service providers as part of the DFHV’s TRANSPORT DC pilot program. A TRANSPORT DC service provider will receive \$28 for each one way trip (*\$5 paid by customer + \$23 reimbursed by the DFHV = \$28*). Each trip must start and end within the District of Columbia. Public Vehicle for Hire companies selected to perform under this program is expected to offer transportation service for eligible Metro Access clients including non-ambulatory clients seven (7) days per week and 24 hours per day. The DFHV is also soliciting applications from Taxicab Companies to provide wheelchair accessibility training using an Inquisiq platform for DFHV licensed taxicab operators through the TRANSPORT DC program. Service will begin on or about October 1, 2016. There is \$3,790,000 million dollars budgeted for this program.

### 7.3. Additional Program Requirements

Protecting the safety and well-being of customers with disabilities is a unique and critical aspect of the Transport DC program, which mandates a commitment by approved providers to the highest levels of service in the taxicab industry. This commitment already includes providing specially-trained operators, state-of-the-art equipment, outstanding performance levels, internal controls by taxicab companies for quality assurance and to prevent fraud and abuse of customers, high quality maintenance of vehicles, and fixed fares that incentivize the delivery of service and participation by operators.

TRANSPORT DC has been highly successful in every respect for which it was intended, most importantly in improving the quality of life for thousands of residents, by greatly enhancing their transportation options throughout the city, and doing so at a substantial cost savings to taxpayers. When the program was initiated, however, the in-vehicle technology infrastructure was limited to legacy taxicab meters and payment systems, which did not allow frictionless notifications, such as indicating when a blind passenger arrives at the pickup location, scheduling a pickup from by smartphone, paying with pre-established accounts, and allowing operators to take shared rides during moments of deadhead.

Rapid advances in mobile technologies now offer additional opportunities for the program to improve the ridership experience, to further reduce the cost of service, and to position caretakers to quickly respond to silent alarms and calls for assistance, among other advances. For this

reason, the DFHV may require Transport DC participants to join a pilot to headline new technologies, including: apps and hardware to ultimately replace dated payment terminals with a more secure EMV chip PCI-compliant payment system, and a state-of-the-art meter to prevent fraud and allow drivers greater opportunities via dispatch during downtime. The new metering technology will also enable real-time tracking of vehicles to ensure that Transport DC customers are picked up and dropped off on time at their scheduled medical and other appointments, a central part of the high level of service mandated by the program.

Key aspects of the technology that may be included in the pilot are: use of a meter which supports open API integration with dispatch systems approved by the DFHV; allowing each service provider to see citywide trips for the purpose of stacking trips; a GPS meter; authentication of operators against the DFHV taxicab data management system (“TDMS”); support for a digital meter to calculate fares and process payments; and other equipment, such as a small passenger information module).

Providers will not be compensated for the costs of equipment necessary for participation in the TRANSPORT DC program, including costs for using the new equipment, which will be employed alongside the existing modern taximeter system (“MTS”) (or any replacement pursuant to future rulemaking) whenever service is provided, though Transport DC fares and payments will be processed through the new equipment.

## **APPENDICES**

### **Appendix 1 – COVER SHEET**

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use this Appendix to prepare the cover sheet.

There is no special design format for this cover sheet, except that the items below must stay in their numbered order. This cover sheet may be submitted single-spaced.

An application submitted without the properly completed in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Each applicant shall provide the following information and documentation to the Department of For-Hire Vehicles (“DFHV”) on their cover sheet:

1. The name of the applicant;
2. The trade name(s) and logo used by the company, if any;
3. RFA Name and RFA Number;
4. Street address with zip code plus-four;
5. Federal Tax Identification number/Social Security Number;
6. D-U-N-S (Data Universal Number System) Number;
7. Contact person for project (name, telephone no., and email address); and
8. Funding amount requested; and

## **Appendix 2 – Financial Statements 2014 Tax Return**

Please submit a copy of your Financial Statements (Profit and Loss statement and Balance Sheet) and a copy of your 2014 tax return filings to the IRS. The applicant shall provide a copy of its most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Company Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status.

## Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES



### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF FOR-HIRE VEHICLES

#### **Certifications Regarding Lobbying, Debarment and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace**

Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

#### **1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly;

- d) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- e) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

**2. Debarments and Suspension, and Other Responsibility Matters**

As required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency

**The Grantee certifies that it and its principals:**

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible; and
- d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. Drug-Free Workplace (Awardees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardee as defined at 28 CFR Part 67 Sections 67.615 and 67.620:

The Grantee certifies that it will or will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's

workplace and specifying the actions that will be taken against employees for violation of such prohibition.

- b) Establishing an on-going drug-free awareness program to inform employee's about:
- c) The dangers of drug abuse in the workplace;
- d) the Grantee's policy of maintaining a drug-free workplace;
- e) Any available drug counseling, rehabilitation, and employee assistance programs; and
- f) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- g) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- h) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
- i) Abide by the terms of the statement; and
- j) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- k) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The DC Department of For-Hire Vehicles Driver Services, D.C. Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.
- l) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  - c. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).
- m) The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

- n) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE,  
Suite 3001 Washington, DC 20020

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF FOR-HIRE VEHICLES

**REQUESTS FOR APPLICATIONS – ASSURANCES AND CERTIFICATIONS**

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ASSURANCES

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
- The Agency shall notify the applicant if it rejects that applicant's proposal.
- The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

- Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:
  - The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
  - That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
  - That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (“GAAP”) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
  - That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers’ Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (“OTR”) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
  - That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
  - That, if required by the grantmaking Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
  - That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions (<https://www.sam.gov/index.html/#1>) and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency (<http://ocp.dc.gov/page/accountability-transparency>);
  - That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or the ability to obtain them;

- That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to the Office of Partnerships and Grant Services ("OPGS") which shall collect such reports and make the same available on its intranet website;
- That the applicant has a satisfactory record of integrity and business ethics;
- That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
- That the applicant complies with provisions of the Drug-Free Workplace Act;
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
- The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant/grantee organization, I hereby certify that the applicant or Grantee, if awarded, will comply with the above certifications.

---

Applicant/Grantee Name

---

Street Address

---

City

---

State

---

Zip Code

---

Application Number and/or Project Name

---

Grantee IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

---

Signature

---

Date

## Appendix 4 – Application Checklist

### Application Checklist

- The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be forwarded to the review panel.
- Include a completed Form W-9
- The application is unbound and submitted with rubber bands or binder clips only.
- One hard copy marked “original” with all attachments is in an individually sealed envelope and three (3) hard copies and one (1) electronic copy on a flash/thumb drive.
- Two (2) Application Receipts one (1) marked original and (1) marked copy (Appendix 5).
- The assurance packages are submitted marked “original.”
- Applications will not be forwarded to the review panel if the applicant fails to submit the required submission.
- The applicant has submitted only one application per company. Multiple applications from a single entity will be deemed ineligible and will not be reviewed.
- The application is submitted to the DFHV no later than 3:00 p.m. on the deadline date of Tuesday, September 27, 2016.
- Statement of insurance carriers and policies.
- Sworn written criminal history statement.
- The Applicant Cover Sheet.
- Company financial statements for 2015(Balance sheet and profit and loss statement).
- D.C. Office of Tax and Revenue Tax Law Filing Certificate.
- Statement identifying any financial or familial connections to any DFHV employees.
- The project narrative section is complete and is within the application limit (20 pages or less for narrative section) for this section of the RFA submission.
- The Certifications and Assurances, and all of the items listed on the Assurance Checklist, are complete and are included in the assurance package.

- Driver Inventory.
- Vehicle Inventory.
- Description of current dispatch and driver safety systems.

The appropriate appendices, including sub-contractual agreements, job descriptions; licenses (if applicable) and other supporting documentation are enclosed.

**Appendix 5 – Application Receipt**

**APPLICATION RECEIPT**

**Request for Application Department of For-Hire Vehicles Driver Services  
TRANSPORT DC SERVICE RFA # TDC SERVICE AND TRAINING 2017-10-001  
District of Columbia**

**Directions:** Complete and sign this form below. Submit **the original and three (3) hard copies** with the application. Also include an electronic copy of your application.

**Grant Category**

- A. **Proposed TRANSPORT DC transportation service from 10/01/2016 through 9/30/2017**

Estimate No. of trips \_\_\_\_\_ x \$23 = \$ \_\_\_\_\_

- B. Serving individuals with disabilities training: \$18,000

**Grand Total Amount Requested** = \$ \_\_\_\_\_

**Application Delivered by** \_\_\_\_\_  
(Print Name) Signature

This certifies that one (1) original plus (2) copies were delivered to the District of Columbia Department of For-Hire Vehicles, along with one copy on a flash/thumb drive.

**Application Received by** \_\_\_\_\_  
(Print Name) Signature