

**DISTRICT OF COLUMBIA
TAXICAB COMMISSION
REQUEST FOR APPLICATIONS (RFA)
Neighborhood Van Service (Short name: NVS)**

**RFA # NVS2016-01-001
(RFA-Request for Application)**



**Pre-Application Conference: 2:00 p.m. Friday, January 15, 2016.
Application Submissions Accepted Beginning January 11, 2016.
Applications accepted until 3:00 pm Tuesday, February 29, 2016. After that date and
initial grants are awarded, applications will be accepted until Friday, September 30,
2016 at 3:00 pm, or until grant funds are exhausted, whichever comes first.
Submission of an application does not guarantee grant funding.**

**Government of the District of Columbia
District of Columbia Taxicab Commission
2235 Shannon Place, SE, Suite 3001
Washington, DC 20020
(202) 645-4435**

Note: The application deadline has been extended until February 29, 2016 at 3pm.

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SECTION 1 – GENERAL INFORMATION

1.1 Introduction

The Government of the District of Columbia, District of Columbia Taxicab Commission (“DCTC”), is soliciting applications from taxicab companies and limousine companies to provide Neighborhood Van Service (“NVS”) awarded under this RFA (# NVS-2016-01-001), who will be required to provide neighborhood van service in Wards 4, 7, and 8.

Companies will provide Neighborhood Van Service according to customers’ needs. Transportation will be provided as jitney-style service, where passengers are picked up and dropped off along fixed or variable or predefined routes within and between Wards 4, 7, and 8. The service will run 24 hours per day, 7 days per week or at timeframes optimized for customers’ benefit. As part of the grant application, participants must submit proposed transportation tables and schedules. Upon approval, grantees must also finalize the transportation tables and schedules. DCTC will make available, on or about February 14, 2016, \$10,000 up to a maximum of \$200,000 in grant funds for DCTC approved companies: to provide trips originating or ending in Wards 4, 7, or 8. The DCTC, Office of Taxicabs (“Office”), is administering this request for application (“RFA”).

1.2 Purpose of the Grants

The purpose of these grants is to provide a financial incentive to DCTC approved companies to put into service neighborhood service vans in an effort to expand vehicle-for-hire services to and from Wards 4, 7, and 8 in the District of Columbia. **All company documents submitted for the purpose of this grant program will be kept confidential within DCTC and will not be shared outside of the District Government.**

1.3 Source of Funds

The source of funds for the grant(s) is the DCTC.

1.4 Competition for a Grant Award

This RFA is a competitive award. Each Applicant must demonstrate its ability to carry out the activities for the program and the grant(s) for which it 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 in the Neighborhood Van Service Program and be awarded grant(s) commensurate with the panel’s evaluation of the 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’s goals.

Each Applicant may submit an application for more than one project, if applicable.

1.5 Projects and Funds Available

This RFA presents the following Neighborhood Van Service project for the stated dollar amount. Pending the availability of funds, DCTC will award through this RFA up to a total of \$200,000. Multiple grants may be awarded in minimum amounts of \$10,000 or a single grant in an amount up to \$200,000 based on the applicant's ability to show it has the capacity to meet all proposed deliverables as specified in this RFA during the course of the grant period (**February 1, 2016 through January 30, 2017**). Grants will be available to companies in compliance with all applicable DCTC laws and regulations. The pre-application conference is scheduled for 2:00 p.m. Thursday, January 7, 2016. DCTC seeks applications for:

Project Number	Project Name	Project Amount
NVS-2016-01-001	NEIGHBORHOOD VAN SERVICE	\$200,000

1.6 Eligibility

Only DCTC-licensed public vehicle-for-hire companies may participate in the Neighborhood Van Service Program and may apply for this opportunity. Specifically, applicants must be current companies in good standing with the Office, and be in compliance with all Title 31 and DCRA licensing requirements to apply and participate in the Neighborhood Van Service Program. The Office shall, in writing, deny the application of any company not in compliance with the Clean Hands Act or that has failed to cooperate with the Office during the application process.

Each company shall comply with the following:

- (a) Maintain appropriate business records for five years;
- (b) Prioritize the use of the vans primarily to residents of Wards 4, 7, and 8, and second, to people traveling to or from Wards 4, 7, or 8;
- (c) Verify that all operators have valid DCTC operating authority prior to their participation in the NVS program;
- (d) Maintain a bona fide place of business in DC. The bona fide place of business may be an in-home business operated consistent with District law;
- (e) Possess commercial insurance covering all associated operators and vehicles;
- (f) The technology used by the NVS provider shall protect sensitive information via end to end via encryption and secure transmission protocols;
- (g) The technology used by the NVS provider shall be capable of transmitting trip data to DCTC through DCTC trip data application program interfaces (APIs);
- (h) The technology used by the NVS provider shall not transmit identifying customer information to DCTC through DCTC trip data APIs;
- (i) The technology used by the NVS provider shall enable to geo fencing vehicles to

- specific areas by a configuration at the back end;
- (j) The technology used by the NVS provider shall allow passengers to request a ride via phone or app;
 - (k) Provide to the Office a current and accurate inventory, as defined by rule, of all active public vehicle for hire operators and vehicles that will be providing NVS services; and
 - (l) Ensure that participating companies comply with all Title 31 requirements, including maintaining functional systems to accept payments.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures: vehicle purchase or lease and Neighborhood Van Service (“NVS”) rides. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances. Applicant must specify circumstances or reasons (e.g., startup expenses) for funds advancement in the proposal.

1.8 Grant Monitoring

DCTC may use several methods to monitor the grants and services including but not limited to site visits, periodic inspection of financial reports and the collection of performance data. 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 DCTC’s Authority to Make Grants

DCTC has grant-making authority under D.C. Official Code §§ 50-307 (c)(13), in particular, to “[c]reate incentives for and study taxicab service in underserved areas, which may include the placement of taxicab stand locations in underserved areas, the study of GPS data to inform transportation policy, and examining the supply of taxicabs in the District, as established through rulemaking; and also 50-320 (b) (2) (B), and 50-325 (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 **January 7, 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 to any note “Regarding RFA NVS-2016-01-001.”

2.3 Applications: When, What, and Where

When: DCTC will begin accepting applications on January 11, 2016. DCTC will continue accepting applications until funds are exhausted or until September 30, 2016, whichever occurs first. **Acceptance of an application does not guarantee a grant award.**

An application will be dated and recorded temporarily as “received” until DCTC staff has reviewed it to see if it is complete. DCTC 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 deemed as “filed.”

What: Each application must consist of:

One (1) original version;

Four (4) hard copies of the original;

One (1) electronic copy on a CD or Flash Drive.

DCTC will not receive 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 DCTC at the following address:

**District of Columbia Taxicab Commission RFA – Grants
2235 Shannon Place, SE Suite 3001
Washington, DC 20020
Attn: RFA NVS-2016-01-001**

The electronic copy must be provided on a CD or Flash/Thumb Drive with five (5) paper copies of your application.

2.4 Award Announcement

DCTC expects to notify each Applicant of its award status within thirty (14) days following the application due date, 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.

DCTC welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DCTC Contacts. DCTC will publish updates and the Q & A regarding the RFA at www.dctaxi.dc.gov, and will also create an email list. A person can be put on the email list by sending an email to Deanna Pierce at the address below with the subject line "RFA NVS2016-01-001– Add me to the email list." DCTC will provide the same information by email at the same time the information is uploaded to the DCTC website. Hard copy updates will be available for pickup at DCTC's office by appointment. DCTC will NOT mail out updates or Q&A materials.

2.6 DCTC Contacts

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

- (a) **By email** sent to deanna.pierce@dc.gov with "NVS2016-01-001" in the subject line;
- (b) **In person** with an appointment (contact Deanna Pierce at (202) 645-4432 and mention this RFA by name); or
- (c) **In writing** sent to the Office of Taxicabs, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020, Attention: Deanna Pierce RE: NVS2016-1-001 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 double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.

- (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

DCTC will provide grant assistance towards the purchase of two neighborhood van service vans primarily for service to and from locations within Wards 4, 7, and 8, and the cost of the trips themselves. The Neighborhood Van Service program will provide cost - effective, high service quality pooled transportation primarily to individuals residing in or traveling to and from Wards 4, 7, and 8. Your application should explain, in increasing levels of detail, how you will accomplish the following:

- (a) Provide a summary of how you will provide Neighborhood Van Service to people in underserved locations within the District of Columbia, how service will be requested (e.g., via an app, phone, website, etc.).
- (b) Please explain how your company will provide effective, safe, and timely transportation service for customers daily and your service levels.
- (c) Explain how you would operationalize this program, including but not limited to how you would register participants in the program, how you would provide service, and how you would develop van routes, schedules, and timetables.
- (d) Submit a cost estimate that includes ridership projections, a dedicated customer service line for customers to call where they can reach a live representative 24 hours a day, 7 days per week, two or more full time operators to participate in the program, and a fare structure for passengers. Fares for any trips to and from Wards 4, 7, and 8.
- (e) Submit a timeframe for launching your program and any related contingencies and assumptions which support your cost estimates.
- (f) Explain how your company will resolve customer service issues in general.

- (g) Describe and provide a high level architecture diagram for technologies involved in your service delivery.
- (h) Describe how you would comply with submitting trip data to DCTC for research purposes.
- (i) Describe how you would compensate participating vehicle operators for services rendered under the Neighborhood Van Service Program.
- (j) Summarize the project. After writing the proposal and its details, the Applicant should summarize the Neighborhood Van Service proposal for an introductory section of the document, in one or two paragraphs.
- (k) Recognize the purpose and objectives. Because all of the RFA grants seek to maintain participation in NVS and increase service to underserved populations within the District, the proposal should explain, first in general terms, how it will benefit these objectives and the proposal's stated targets, or objectives.
- (l) Describe methods, and demonstrate your ability to deliver service in an innovative manner. Explain the timeframes and when vehicles will be in service. Documents may include proof of a preapproved loan that includes the VIN, make, model and year, etc. or fleet relationships to activate the vehicles, as well as the ability to leverage data analytics to optimize routes, service level, and cost recovery.
- (m) Explain, providing quantifiable measurements. For example, how a low-income resident of Wards 4, 7, or 8, or an individual with a disability from any of these Wards would benefit from this program a result of your receiving a NVS grant.
- (n) Present Financial Documents, including demonstration of your financial stability to implement the program, purchase/lease two vans, or hire or assign two or more drivers on a full-time basis to the NVS program.
- (o) Be aware of allowable costs.
Allowable costs are limited to the purchase/lease of two new or preowned (Model Years 2012, 2013, 2014, 2015, 2016, or 2017) vans; reimbursement of trips at a rate proposed and accepted in the grant application per one-way trip for travel to and/or from Wards 4, 7, and 8; and development of routes, schedules, and timetables for trips.
Non-Allowable Costs include those for lobbying and entertainment,

for such long-term items as real estate, and other expenditures: Lobbying, including salaries and overhead and out-of-pocket expenses; Entertainment; Most food; Land purchases; Rental of office space, some vehicles, and some equipment; Employee salaries and benefits; Contractor labor, including professional services; Accounting and bookkeeping services; Communications, including telephone and data services; Printing, reproduction, including signage; Many computers and printers; Plants and tree-plantings; Small tools; Some field equipment, typically below \$5,000 in value; Postage, shipping; Some travel, meals and lodging; and Insurance.

- (p) Application Description: Describe your history, mission, and current or past projects to demonstrate the capacity to achieve the project's goals. This section should be limited to one (1) page. The proposal should identify the company management and/or owner for the project and provide a brief biography or resumes of key operational staff.
- (q) Summarize past performance as a taxicab service provider as it relates to transporting underserved populations.

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 their 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 consisting of both technical and non-technical personnel.

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 Office 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 transportation business, including demonstrated quality of service delivery;
- (e) Documentation that the grantee has the legal status (i.e. business license, nonprofit 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 strength and experience of the management team;
- (j) History with dispatch service; and
- (k) How the applicant responds to Section 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 Companies for funding (subject to funding availability). Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based public-vehicle-for-hire partner, five (5) points will be awarded. The residency preference will be afforded as follows:

- (a) The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
- (b) Preference candidates will be selected ahead of equally scoring, non-preference candidates.

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 the document is not in this filing, DCTC 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, DCTC 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 DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

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

Each Applicant must sign the lengthy 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 a continuing 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 DCTC. Rather, DCTC requires the table of contents and the signature page. 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 all obligations outstanding to the District, including the District’s agencies. DCTC defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. DCTC will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

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

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DCTC 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 DCTC for another application, or for another purpose, the Applicant may submit a copy of that document.

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.

(d) **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.

(e) **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 requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(f) **Background Check Attestation**

Provide a sworn attestation that personnel involved in direct contact with customers have undergone background checks confirming that the applicant has not been convicted of any violent crime within the past three (3) years, or that any of the company's officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

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.

(g) **DC Office of Tax and Revenue ("OTR") Tax law filing certificate**

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

The grantee 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.

- (i) **A statement asking entities to identify any financial or familial connections to any DCTC employees, contractors or other affiliated parties.**
- (j) **Driver Inventory:** The driver inventory must include the operator(s) name(s), cellular telephone number(s), and DCTC commercial operator's license number(s).
- (k) **Vehicle Inventory:** The vehicle inventory must include 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 DCTC Notifies That It Will Make the Grant

Each of the following documents must be filed with DCTC before DCTC 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, DCTC 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 DCTC 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 DCTC.

(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 grant reasonable access to the District, the Agency, 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 following terms and conditions apply after DCTC has made its decision to grant an award.

(a) **DCTC's announcement of award**

DCTC's objective is to announce grant awards by at least four (4) weeks after the application due date.

(b) **Grantee Reports**

Monthly status reports are due on the 5th day of each month for services rendered during the previous month. For example, an August 5th report must include all required service information for the month of July (July 1st through July 31st). The reports discuss 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 a monthly evaluation of the NVS trainings with documentation verifying eligible participating taxicab drivers' names, Face ID Number, and training date(s).

(c) **Reimbursement of project expenditures**

Grantees will not be reimbursed for any work that is undertaken before DCTC awards the grant. DCTC intends to reimburse for expenditures related to the neighborhood vans, training, and rides. If the Applicant seeks startup payments it should make the request in its proposal, and explain the request. DCTC 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 receipts.

Reimbursements will be received from a current NVS service provider.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Summary: Project Titles and Available Funds

Name	Total Projects	Total Amount
NVS	1 or more	\$200,000

7.2 Project Descriptions and Project Period

DCTC anticipates a start date of February 1, 2016. The project must be completed by January 30, 2017. No extensions will be given.

1. Background

DCTC provides services to approximately 8,500 drivers including 1,400 independent owner operators and 97 Companies who together operate 6,500 taxis and 103 independent limousine drivers and 27 limousine companies. DCTC regulates private sedans and private sedan businesses. DCTC participates in and/or conducts adjudication services and imposes fines from complaints that are filed against drivers. DCTC Public Vehicle enforcement (Hack) Inspectors conduct daily taxicab inspections. DCTC also resolves more than 1000 customer complaints annually and responds to more than 6,000 inquiries annually about lost items.

Currently there are three areas (Ward 7, Ward 8, and Ward 4) within DC that are underserved by public and private vehicles for hire. For example, during August 2015 there were approximately 17000, 5100, 4200, taxi trips in Wards 4, 7, and 8 respectively. Conversely, the trip volume for Wards 2 and 1 were 537,000 and 223,000 respectively.

To better understand the demand for NVS service and how taxis can be leveraged, DCTC is contemplating three neighborhood zones for the purpose of this pilot. The three (3) NV zones are designated as follows:

3. Zone 4: the geographical boundary of Ward 4, bounded to the north by Eastern Avenue, to the south by Spring Road, and to the east and west by Wards 5 and 3, respectively.
4. Zone 7: the geographical boundary of Ward 7, excluding west of the Anacostia River and Kingman Island; and
5. Zone 8: the geographical boundary of Ward 8, including the retail area to the south and east of the intersection of Good Hope Road, S.E. and Alabama Avenue, S.E. to include by not extending beyond: Erie Street, S.E. to the south, 30th Street S.E. to the east and the intersection of Akron Place, S.E. and 30th Street to the North.

Successful applicants will provide pooled neighborhood van service to and from Wards 4, 7, and 8 in vans accommodating at least 8 passengers each. Service should run 24 hours per day, 7 days per week, with a minimum of 300 passengers transported daily by the third month of service.

(b) Event Approval

Before funds can be allocated, the DCTC oversight officer must approve the expenditures.

(c) Project Deliverables

1. Each company shall provide transportation service to NVS clients to and from Wards 4, 7, and 8;
2. Provide DCTC an onsite verification of vehicle;
3. Purchase vans which may be wheelchair accessible, and which must accommodate 6 or more people;
4. Provide service via these vehicles primarily to Wards 4, 7, and 8, and to the residents of those wards;
5. Provide transportation to Ward 4, 7, and 8 residents or visitors that is cost competitive and high quality;
6. Achieve a goal of providing 50 or more one-way trips per day to eligible people;
7. Submit Trip data to TDMS daily; and
8. Submit monthly performance briefing with DCTC designated staff.

Criteria for Evaluating NEIGHBORHOOD VAN SERVICE Project Proposals

1. TECHNOLOGY (20 points)

Technology that will be deployed to deliver the service allowing passengers to request service through a telephone, app, and other contemporary means. Applicants with past experience in the past two years providing a similar service will be scored higher.

2. Methodology (60 points)

This evaluation factor considers the proposed methodology for this project, including project management, design, deployment, training, documentation, and ongoing support. This factor will be evaluated based the completeness of the proposed methodology and its match to the DCTC grants objectives. This factor includes the ability to put into service two vans and place vehicles into service within reasonable timeframes. Documents may include proof of a preapproved loan that includes the VIN, make, model and year of the vehicle. This factor includes the ability to market this program to residents of Wards 4, 7, and 8, the cost of the service to passengers, and demonstrated experience. The proposed methodology must demonstrate how the applicant intends to complete the project and all deliverables successfully, within the desired timeframes. The methodology must address ability to scale from transporting 10 or more passengers per day as demand dictates.

3. Proposed Project Team (20 points)

This evaluation factor considers the education, experience, knowledge, past performance, necessary skills and expertise of the key personnel directly assigned to the project. This factor will be evaluated on the specific skill sets of the proposed project team. Each key team member must provide the required specific expertise to ensure project success.

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 to 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 filled-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 Office of Taxicabs (“Office”) on their cover sheet:

- The name of the applicant;
- The trade name(s) and logo used by the company, if any;
- RFA Name and RFA Number;
- Street address with zip code plus-four;
- Federal Tax Identification number/Social Security Number;
- Duns Number (companies only);
- Contact person for project (name, telephone no., and email address);
- Funding amount requested; and

Appendix 2 - PROMISES, CERTIFICATIONS AND ASSURANCES



GOVERNMENT OF THE DISTRICT OF COLUMBIA TAXICAB COMMISSION

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 of 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.

- (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.

2. Debarments and Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

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. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; 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 Awardees, 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:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (5) 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).
 - (6) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
 - (7) Abide by the terms of the statement; and
 - (8) 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.
 - (9) 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 Taxicab Commission Driver Services, D.C. Taxicab Commission, 2235 Shannon Place, SE, Suite 3001, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.

- (10) 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).
- (11) 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.
- (12) 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
- (13). 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:

D.C. Taxicab Commission, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020

GOVERNMENT OF THE DISTRICT OF COLUMBIA TAXICAB COMMISSION



REQUESTS FOR APPLICATIONS – ASSURANCES AND CERTIFICATIONS

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 regulations¹ 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.

¹ D.C. Official Code § 50-325(c)(3) and 31 DCMR 1800 *et. seq.*

- 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 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; and,
- That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- 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 3 – 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.
- 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 (4) hard copies and one (1) electronic copy on a flash/thumb drive.
- Two Application Receipts one (1) marked original and (1) marked copy.
The assurance packages are submitted marked “original.”
- 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 DCTC no later than 3:00 p.m. on the deadline date of Monday, January 25, 2016. After that date and the first round of grants are awarded, applications will be accepted on a rolling basis until funds are exhausted.
- Statement of insurance carriers and policies.
- Sworn written criminal history statement.
- The Applicant Cover Sheet.
- Proof of financial capacity to implement NVS program (which may include 2015 tax return information)
- DC Office of Tax and Revenue Tax Law Filing Certificate.
- Statement identifying any financial or familial connections to any DCTC employees.
- The project narrative section is complete and is within the application limit (15 pages 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 4 – Application Receipt

APPLICATION RECEIPT

Request for Application Taxicab Commission Driver Services / ADA 11/02/2015

NEIGHBORHOOD VAN SERVICE # TC 2016-01-001

District of Columbia

Directions: Complete and sign this form below. Submit **the original and one copy** with the application.

Grant Category

(A) Proposed Neighborhood Van Service Vans

Grand Total Amount Requested (_____ **= \$** _____

Application Delivered by _____
(Print Name) Signature

This certifies that one (1) original plus 4 copies were delivered to the District of Columbia Taxicab Commission, along with one copy on a flash/thumb drive.

Application Received by _____
(Print Name) Signature