THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute the option to renew the agreement with SCR Medical Transportation, Inc. (SCR) to provide shuttle bus services for the period commencing no sooner than May 31, 2016 through May 30, 2018, at a total cost not to exceed $1,300,000.

VENDOR: SCR Medical Transportation, Inc.
8825 South Greenwood Avenue
Chicago, Illinois 60619

USER: District Wide

ORIGINAL TERM:
The original term of the agreement commenced on June 1, 2014 and will expire on May 30, 2016, with options to renew for an additional four (4) two-year periods.

RENEWAL TERM:
The first renewal term of the agreement shall commence on May 31, 2016 and expire on May 30, 2018.

SCOPE OF SERVICES:
The District seeks to continue to engage SCR Medical Transportation, Inc. to provide the full range shuttle bus service, to include operating shuttle buses along several pre-determined, fixed routes available to students, faculty and staff. These routes connect main campuses with each other, as well as with CTA hubs and District satellite facilities. SCR will continue to provide:

- Buses that will be fully dedicated to the District
- Regular and emergency maintenance
• Fuel
• Screening, hiring, and training drivers
• Ridership statistics
• Re-routing when necessary to adjust to major, planned CTA service disruptions
• On-board security cameras and panic alarm
• Internet access for riders via Wi-Fi capability
• Bus arrival technology to provide CCC riders with easy access to real-time information regarding when the next bus is arriving

**BENEFIT TO CITY COLLEGES OF CHICAGO:**
Through the implementation of these shuttle bus services, CCC eases the commuting burden placed upon its students. By providing a simple way to connect between campuses, the shuttle bus service removes a barrier to cross-registration and thereby supports the District’s Reinvention initiatives. Additionally, by providing an easy link between CTA hubs and campuses, the District encourages the use of public transportation. Thus, the program is consistent with other City environmental initiatives (such as car-sharing and bike sharing). Having worked collaboratively with CTA to review both proposed shuttle routes and upcoming major “El” construction projects, CCC also benefits from SCR’s ability to adjust shuttle routes to support District commuters in the event of planned CTA service disruptions. Where necessary, SCR will re-route buses to help minimize the impact of these CTA station and line closures and ensure District commuters can still get to campus easily.

SCR provides CCC with a dedicated program manager to manage the day-to-day operations of the District’s shuttle service. This person ensures smooth service and provides a main point of contact for CCC to address any concerns. The program manager also oversees response to any unforeseen events (such as a breakdown or an accident on the road) ensuring that District riders are picked up by backup vehicles and arrive at their destinations safely. Buses are also wrapped with CCC branding, providing a means to raise awareness as the buses drive throughout the City and in the very neighborhoods that CCC serves.

**VENDOR SELECTION CRITERIA:**
Pursuant to Board Report #32235 adopted April 3, 2014, the Board authorized an agreement with SCR Medical Transportation Inc. to provide shuttle bus services. Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #SJ1202 was publicly advertised on October 16, 2012. Twenty Five (25) vendors were contacted and a pre-proposal conference was held on October 22, 2012. Six (6) firms responded to the RFP on November 16, 2012: 1) SCR Medical Transportation Inc.; 2) Aries Charter Transportation Inc.; 3) Chicago Mini Bus Travel; 4) Windy City Limousine; 5) Pontarelli Group Charter Inc.; and 6) Free Enterprise System/Royal. Three (3) no-bids were received from Olson Transportation, Standard Parking Company, and National Express Transit Corporation.

All proposals were reviewed, evaluated, and ranked by staff which included Office Administrative and Procurement Services, Academic Affairs (Student Affairs), Marketing and Communications, Safety and Security, Wright College, Office of Information Technology, Risk Management, and
MBE/WBE Contract Compliance. The committee also had a representative from the Faculty Council, as well as the Student Trustee and an SGA member as advisors.

The evaluation criteria outlined in RFP #SJ1301 included:
1. Experience
2. Implementation Plan and Technical Approach
3. Capacity and Equipment Availability
4. Cost
5. MBE/WBE Compliance Plan (including Student Hiring)

Based on the evaluation scoring, staff recommended the acceptance of the proposal from SCR Medical Transportation, Inc. to provide shuttle bus services for the District.

Due to significant up-front expenditures that were required to initiate the shuttle program in the original contract term (e.g., wrapping buses, installing CCC ID card readers), a contract renewal is in the best interests of the District. Continuing the program with the existing vendor allows the District to avoid incurring these set-up costs for a second time.

**MBE/WBE COMPLIANCE:**
The Office of MBE/WBE Contract Compliance has reviewed the renewal agreement and has determined that SCR Medical Transportation, Inc. is in compliance with the Board Approved Participation Plan.

<table>
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<th>Vendor</th>
<th>MBE or WBE</th>
<th>%</th>
<th>Participation</th>
<th>Certifying Agency</th>
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<td>SCR Medical Transportation, Inc.</td>
<td>MBE</td>
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<td>8825 S. Greenwood Ave. Chicago, IL 60619</td>
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<td>7611 W. 185th St. Tinley Park, IL 60477</td>
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**GENERAL CONDITIONS:**
Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.
Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:
Total FY16 – FY18: $1,300,000
Charge To: Office of Administrative & Procurement Services
Source of Funds: O&M Fund
FY17: 530000-05501-0005038-70000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

June 2, 2016 – Office of Administrative and Procurement Services