



NOVEMBER 14, 2016
CENTRAL OHIO TRANSIT AUTHORITY
SPECIAL OPERATIONS COMMITTEE MEETING
W. G. PORTER BOARDROOM, 33 N. HIGH STREET

REVISED MINUTES

1. CALL TO ORDER

Chair, Donald Leach, called the meeting to order at 11:06 a.m. Committee members Trudy Bartley and David Norstrom were also in attendance.

2. UPDATE REGARDING PROTESTS RECEIVED IN RESPONSE TO THE CONTRACT AWARD RELATED TO RFP #2016-14 - REQUEST FOR PROPOSAL FOR TRANSPORTATION SERVICES FOR SENIOR AND INDIVIDUALS WITH DISABILITIES (ADA AND NON-ADA SERVICE)

Curtis began by stating that one of COTA's core principles is to conduct all Authority business with integrity. As such, the Authority reviewed the matters giving rise to this meeting. COTA staff proposes to reject all bids and conduct a new bid process. COTA strives to conduct these processes to the highest standards and ensure that bidding for contracts is open, fair, and competitive.

Kevin Christopher, Director of Supply Management, reported that two bid protests were received on the RFP for Transportation Services for Senior and Individuals with Disabilities. Protests were received from MV Transportation and First Transit. Christopher provided an overview of the two bid protests.

The committee of staff members who reviewed the protests and our process determined that there was no wrongdoing, however it is important that there isn't even an appearance of impropriety.

Therefore, after a thorough review of the protests received by COTA, staff has decided to:

1. Reject all proposals and initiate a new RFP process
2. Ask the Board to rescind the contract awarded to Total Transportation
3. Extend the current contract with First Transit for a three-month period, and;
4. Engage the services of an outside consultant to evaluate COTA's processes and recommend industry best practices. The outside consultant will also provide training for COTA employees who may be asked to participate in evaluating proposals in the future on the competitive bid process and evaluating bids and proposals.

Norstrom motioned to recommend to the Board to rescind the contract awarded to Total Transportation for Transportation Services for Senior and Individuals with Disabilities, reject all bid proposals, and authorize staff to negotiate an extension of the contract with First Transit for a three-month period. Bartley seconded the motion. Motion passed.

3. ADJOURNMENT

The meeting adjourned at 11:36 a.m.

Adopted: _____ **November 16, 2016**

Signed: _____
Chair, Operations Committee

Attest: _____
President/CEO