

# ALTA CALIFORNIA REGIONAL CENTER (ACRC)

## ALTA TRANSPORTATION VENDORIZATION ORIENTATION CONFERENCE

**Presented by: R&D**  
**Presented to: Potential Transportation Service Providers**  
**FY 2025/2026**

# Contact Information for Alta Transportation Vendorization Process

R&D Transportation Services, Inc.

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Monce Martinez, Vendor Compliance Coordinator  
Contracts Department | 9:00am – 6:00pm

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Email Address: [Contracts-alta@rdtsi.com](mailto:Contracts-alta@rdtsi.com)

Phone Number: 1 (888)808 – 2235 x 222

# Presentation Agenda

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Welcome and Introductions

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Service Provider Qualifications

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Insurance, Vehicle, Driver & Staff Requirements

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Required Documentation for Vendorization

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Next Steps and Q&A

# About Alta California Regional Center (ACRC)

## ▶ Mission Statement

- ▶ Alta California Regional Center creates partnerships to support all eligible individuals with developmental disabilities, children at risk, and their families in choosing services and supports through individual lifelong planning as a means to achieve healthy and productive lives in their own communities.

## ▶ Vision

- ▶ A community where individuals with developmental disabilities are valued members who are treated with dignity and respect.

## ▶ Values

- ▶ Quality Services
- ▶ Health, Safety and Well-Being
- ▶ Individual Rights, Dignity and Respect
- ▶ Access to Life Activities and Experiences
- ▶ Lifestyle – Inclusion in Community Life
- ▶ Choice and Self-Determination

# About R&D Transportation Services, Inc.

- ▶ Since 1991, R&D has provided transportation management services that produce safe, reliable and efficient transportation systems.
- ▶ Alta contracts with R&D for the following services:
  - ▶ Vendor Contracts and Administration
  - ▶ Quality Assurance
  - ▶ Route Design and Scheduling
  - ▶ Customer Service
  - ▶ Vendor Billing Reconciliation



# Section I: Qualifications & Scope of Work

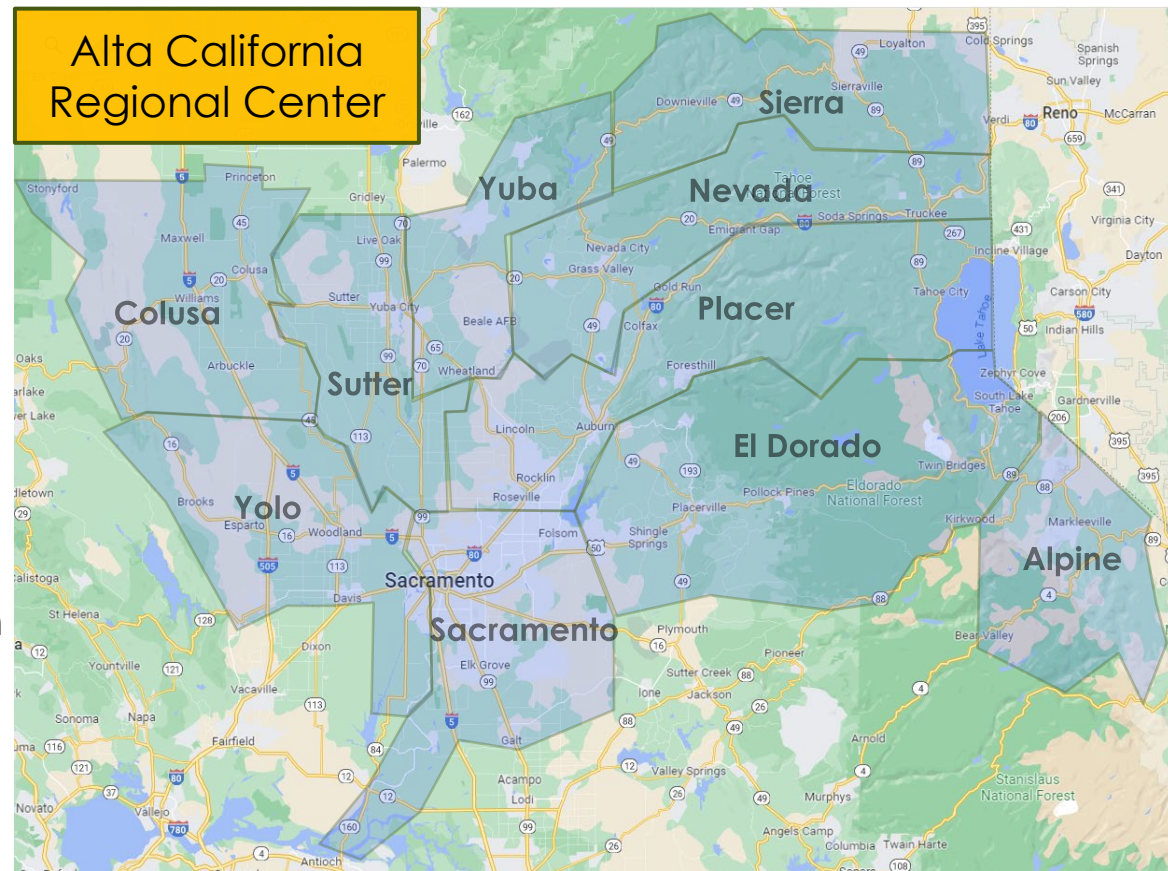
# Transportation Service Provider Qualifications

- 1 Company has experience in providing transportation services for 1 year minimum, with two (2) reference letters
- 2 Experience working with individuals who have developmental disabilities
- 3 Must have a business location within Alta catchment area
- 4 Ability to pass background check and require that all drivers pass DOJ level background check and obtain a Vehicle for Developmentally Disabled Persons (VDDP) Certificate
- 5 Must be able to demonstrate insurance coverage that complies with Alta's service provider insurance policy and contractual requirements
- 6 Possess a current business license as a transportation company
- 7 Must maintain a fleet of at minimum two (2) working vehicles. Each must have ability to transport both ambulatory and non-ambulatory individuals. At the time of vendorization, proposed vehicles cannot be more than 3 years of age and cannot have more than 55,000 miles. (No salvaged titles permitted).
- 8 No Subcontracting - In accordance with Title 17, Sections 58524(c)(4) (Transportation Service Contracts), CONTRACTOR shall not subcontract any part of the services to be provided.
- 9 Be eligible for vendorization. More Information about vendorization may be found on DDS's website at <https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/> under "Vendorization Process" or under California Code of Regulations, Title 17, and Sections 54310 through 54390, vendor application requirements; Sections 58500 to 58570, Transportation Services; and Sections 54342(a)(81) and (84).

# Service Overview

10 Counties: Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba

- ▶ Service Days/Hours: Although service days/hours are generally Monday – Friday from 6:00 am – 6:00 pm, individuals also need service during:
  - Evening Hours:  
6:00 PM - Midnight
  - Weekend Service  
Saturday/Sunday
- ▶ Round-trip travel to/from program or work activities
- ▶ ADA Wheelchair-Accessible Vehicles
- ▶ Service for adults with developmental disabilities



# Scope of Work

**Services to Be Provided.** Contractor shall provide Transportation Service to Regional Center's Consumers to and from various Community-based Day Programs and worksites located within the Regional Center's Service Catchment Area according to and in conformity with the goals of the Consumer's Individual Program Plan (IPP). Contractor shall furnish the required number of vehicles, drivers, administrative and support staff, facilities, special equipment and supplies for transportation of the Regional Center's Consumers.



# Section II: Insurance Requirements

# ACRC Insurance Requirements

- ▶ **Business Associate Agreement:** Contractor shall obtain insurance not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate of Commercial General Liability Insurance and One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate of Errors and Omissions insurance.
- ▶ **Public Liability, Automobile Liability and Property Insurance** Contractor shall maintain public liability, bodily injury, automobile liability and property damage liability insurance in the amount of at least One Million Dollars (\$1,000,000) combined single limit, which shall be primary over any other insurance carried by the Regional Center. Contractor will not commence work under this Agreement until it has obtained all required insurance and certificates of insurance have been delivered to, and approved by, the Regional Center.
- ▶ **Certificates of Insurance** shall name the Regional Center as an additional insured. In addition, said certificate shall state the extent of insurance, the locations and operation to which the insurance applies and the expiration date of the insurance. [Reg. §58510(c)(1)]
- ▶ **Workers' Compensation Insurance** Contractor shall obtain and maintain such workers' compensation protection as is required by this Agreement and applicable state law. Contractor shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any person for injuries arising from or connected with the Services provided pursuant to this Agreement.



# Section III: Vehicle Requirements

# ACRC Vehicle Requirements

**Vehicle Requirements.** Contractor shall supply a sufficient fleet of vehicles to run all routes as regularly scheduled.

Contractor must have a back-up vehicle at all times. Back-up vehicles shall be mechanically maintained and available at all times. All vehicles must be company owned and registered under company name.

Vehicles presented for consideration to be added to service must be no more than 3 years of age and cannot have more than 55,000 miles (2 vehicles minimum). Vehicles with salvaged titles will not be permitted

Contractor must submit all vehicles to an annual Certified Vehicle Inspection Report completed by a certified mechanic. Copies of the inspections must be provided to the Regional Center.

Wheelchair Vehicles. Contractor shall provide and assign wheelchair accessible vehicles, with appropriate tie-downs, as required to transport the Regional Center's Consumers.

Mechanical Condition. All vehicles and equipment, including wheelchair lifts, used by Contractor to provide Transportation Service for Consumers, shall be in good mechanical and safe operating condition.

Appearance. All vehicles used by Contractor shall be clean and sanitary and shall have a good exterior and interior appearance.

Communications. Two-way communications equipment shall be installed and maintained in working order on all in-service vehicles utilized in the provision of services.

Air Conditioning. All vehicles shall be equipped with operational air conditioning adequate to maintain a maximum temperature throughout the vehicle's interior of no higher than fifteen (15) degrees less than the outside temperature for days that reach eighty five (85) degrees or above, measured while the vehicle is en route.

# What is a Commercial Vehicle

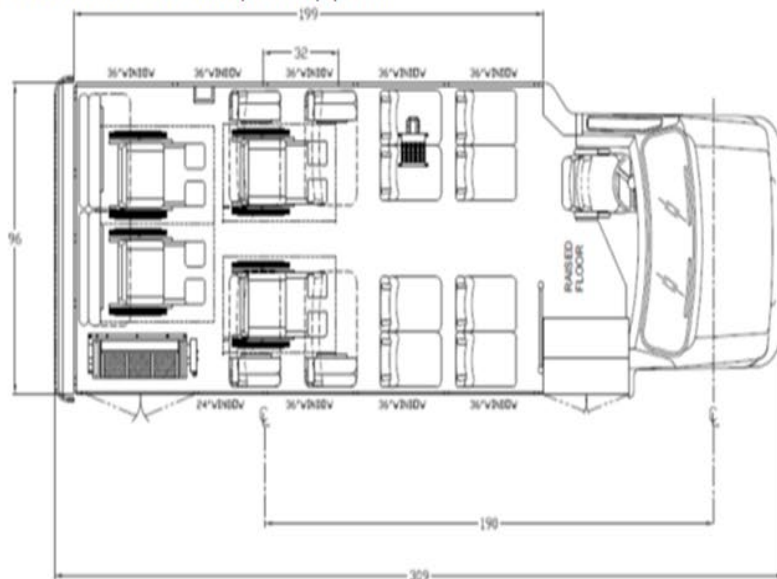
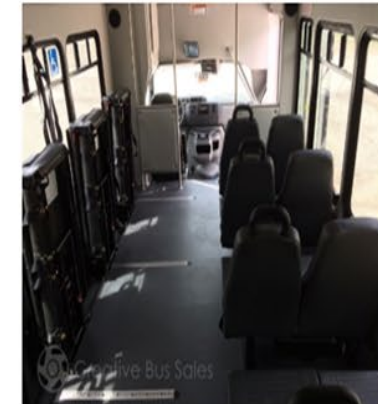
- ▶ Vehicles must be ADA wheelchair accessible commercial-type vehicles.
- ▶ Vehicle must be equipped with wheelchair lift.
- ▶ Vehicles must be equipped with collapsible seat configurations to accommodate the following seat configurations with a minimum of 4 wheelchairs spaces that may also be converted at any given time to
  - i. 8 ambulatory/4 wheelchairs, or
  - ii. 12 ambulatory/2 wheelchairs, or
  - iii. 16 ambulatory/1 wheelchair, or
  - iv. 20 ambulatory.
- ▶ Satisfactory CHP Terminal Inspection is required
- ▶ Commercial Driver License with Passenger Endorsement as applicable

# Commercial Vehicle Example

Vehicle Stats: 2021 STARCRAFT ALLSTAR 25 FLAT FLOOR ADA SHUTTLE BUS

- 20 SEATED PASSENGERS OR
- 18 SEATED PASSENGERS + 1 WHEELCHAIR
- 16 SEATED PASSENGERS + 2 WHEELCHAIRS OR
- 12 SEATED PASSENGERS + 3 WHEELCHAIRS OR
- 8 SEATED PASSENGERS + 4 WHEELCHAIRS

\*Photos of similar bus with optional equipment.



# What is a Non - Commercial Vehicle

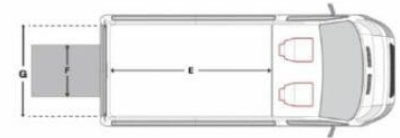
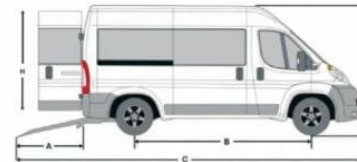
- ▶ Vehicles must be ADA wheelchair accessible commercial-type vehicles.
- ▶ Vehicle must be equipped with wheelchair lift.
- ▶ May have collapsible seat configurations to accommodate alternate seat configurations
  - a. 4 ambulatory/2 wheelchairs, or
  - b. 6 ambulatory/1 wheelchair, or
  - c. 8 ambulatory.
- ▶ Class C Driver License is required

# Non-Commercial Vehicle Examples

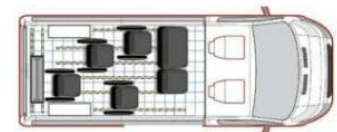
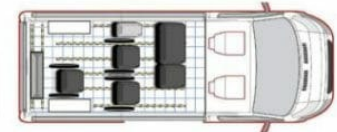
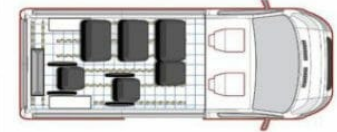
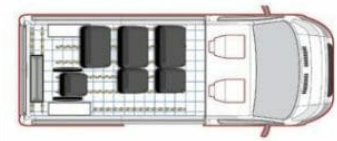
- ▶ Ford Transit
- ▶ Mercedes Sprinter



## KEY DIMENSIONS



	ProMaster 2500
<b>A</b> Ramp Length	84"
<b>B</b> Wheel Base	159"
<b>C</b> Overall Length with Ramp Extended	322"
<b>D</b> Vehicle Height	101"
<b>E</b> Interior Length	147"
<b>F</b> Ramp Width	36"
<b>G</b> Rear Door Opening Width	62"
<b>H</b> Rear Door Opening Height	70.5"



\* Overall height and ground clearance vary based on tire size.  
\* Additional floor plans available.



# Section IV: Standards for Drivers and Attendants

# Standards for Personnel and Training Requirements

## Driver and Attendant Requirements

- ▶ At least 21 Years of Age
- ▶ DOJ Background Clearance (fingerprinting)
- ▶ Special Driver Certificate - VDDP Vehicle for Developmentally Disabled Persons
- ▶ DMV Driving Record H-6
- ▶ DMV Pull Notice
- ▶ Valid Driver License, class B if applicable
- ▶ Passenger Endorsement
- ▶ CPR/First Aid
- ▶ Medical Clearance
- ▶ Wear Contractor Provided Identifying Apparel

## Driver and Attendant Training

- ▶ Mandated Reporting
- ▶ SIR Training
- ▶ Abuse Reporting
- ▶ Emergency/Accident Procedures
- ▶ Wheelchair Securement
- ▶ Sensitivity Training
- ▶ Route Orientation
- ▶ Behavioral Redirection or Intervention
- ▶ Defensive Driving Practices
- ▶ Passenger Assistance Techniques



# FAQs & Answers Session

# Frequently Asked Questions

1. Does my experience as a driver for another transportation company count towards the 1-year experience providing transportation requirement?

- No, you are required to have 1-year experience providing transportation through your own transportation company.

2. Do I have to get insurance now or can I wait until I become a vendor?

- You will need insurance coverage that complies with the contract limits at the time of the vendorization process.

3. What if I don't meet the requirements now but want to try again in the future?

- If you decide you do not want to move forward with vendorization at present, we will close out your Letter of Interest. Should you want to become vendored in the future, you will be required to start the vendorization request process over and will need to adhere to the vendorization policies and procedures in effect at that time.

4. Can I use a vehicle that does not have a wheelchair lift?

- No, all vehicle must be ADA compliant and have wheelchair lifts.

5. Can I use my personal vehicle?

- Vehicles must be company owned, cannot be more than 3 years old, and cannot have more than 55,000 miles.