

**REQUEST FOR QUOTE ST-BASE-OPS-26-3
RIDES2WELLNESS FOR ELMORE COUNTY**

Valley Regional Transit (VRT) is requesting quotes for Rides2Wellness for Elmore County.

Date Issued: April 16, 2026
Request: RFQ ST-BASE-OPS-26-3 Rides2Wellness for Elmore County.
Questions Due April 30, 2026 @ 4 p.m. Mountain Time
Quotes Due May 14, 2026 @ 4 p.m. Mountain Time
Statement of Objective: Below
RFQ Contact: Kevin Womack procurement@ridevrt.org

Quotes can be emailed to:

Valley Regional Transit
Attention: Kevin Womack, Procurement / Contracts Specialist,
**emailed to procurement@ridevrt.org on or before
May 14, 2026 @ 4:00 p.m. MT**

Term:

Offeror shall provide Rides2Wellness service as described herein for an initial term of seven months commencing on June 1, 2026, and expiring on December 31, 2026, with no extensions.

Submission Requirements

All Quotes must include the following items in order to be considered:

- Brief introduction of your company's history, experience, and qualifications of offeror being submitted for this RFQ solicitation
- Identification of project manager
- Description of the support throughout the term of the project
- Completed Price Schedule - Update Price Schedule as needed for procurement Pricing must include all equipment, materials, labor, and any fees
- All quotes must be signed by a duly authorized representative of the firm.
All unsigned or late submissions will be automatically rejected.
- Confirmation of solicitation addendums
- Completed Offeror's General Information Form
- Quote submitted in English.

Valley Regional Transit evaluation team will review and evaluate all quotes. A recommendation to enter into an agreement with the successful Offeror(s) will be made based upon best value and price.

Offerors will be notified by email with a Notice of Intent to Award.

We appreciate your interest in Valley Regional Transit and look forward to your response.

EXHIBIT A
STATEMENT OF OBJECTIVE

VRT will be piloting Non-Emergency Medical Transportation (NEMT) services for residence of Elmore County, Idaho, in partnership with St. Luke's. VRT is looking for NEMT service providers to provide rides for eligible persons to and from designated clinics in Ada County that will originate in Mountain Home, Idaho. The pilot will run for a minimum of six (6) months, to determine feasibility of this service continuing.

Service Requirements:

In providing the Services, NEMT Provider verifies and warrants the following requirements in the provision of the service:

- (a) **Drivers**
 - (i) Have a satisfactory driving record
 - (ii) Have a clean criminal record
 - (iii) Have and will continue to pass drug testing as required, refer to section (f)
- (b) **Vehicles**
 - (i) Are owned or leased by NEMT Provider
 - (ii) Meets or exceeds the interior and exterior standards and requirements, including, but not limited to, the necessary safety equipment and signage required by applicable federal and state laws, rules and regulations
 - (iii) Satisfies the vehicle requirements for the vehicle type (e.g., vehicles used to transport wheelchair passengers must be compliant with the Americans with Disabilities Act.)
 - (iv) Promptly provide to VRT maintenance reports for any vehicle utilized in the fulfillment of the Services upon VRT's request
- (c) **Additional Requirements**
 - (i) Submit a qualification form to VRT which includes a list of all drivers and all vehicles which will be used in providing the Services
 1. Until the qualification form is provided to VRT, VRT will not reimburse NEMT Provider for any completed Services
 2. NEMT Provider will provide updates to the qualification form as drivers/vehicles are added or removed
 - (ii) Provide sufficient personnel to monitor NEMT ride requests, accept NEMT ride requests, and provide real-time confirmation of the NEMT ride to customers
 - (iii) Comply with the Procedures in Attachment A or as otherwise instructed by VRT in writing
 - (iv) Comply with the training provided by VRT for using VRT provided scheduling software for administrative staff and drivers
 - (v) Provide high quality customer service as part of the services, which includes on-time performance, friendly drivers and respectful service
- (d) **Representations and Warranties**
 - (i) NEMT Provider has not been investigated nor convicted of Medicaid fraud, and currently not being investigated for Medicaid fraud
 - (ii) NEMT Provider is validly organized, in good standing, and authorized to do business in the State of Idaho and in all municipalities and counties in which NEMT Provider operates

- (iii) NEMT Provider possesses and will maintain during the term of this Contract all licenses, permits and approvals required by federal, state and local laws, rules, and regulations to provide the Services
 - (iv) NEMT Providers will obtain and maintain during the term of this Contract the insurance required in section h
 - (v) Provide NEMT rides to any rider that qualifies for the program and be available to provide rides during all hours of operation
 - (vi) Provide all rides which have been accepted by unless NEMT Provider gives a minimum of seventy-two (72) hours' notice to VRT of its inability to fulfill an accepted NEMT Ride
 - (vii) NEMT Provider will accommodate scheduling software and technology changes that may be made to the program
- (e) **Shall Act as an Independent Contractor**
- (i) NEMT Provider shall be deemed to be and shall act as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect to the performance of this Contract. VRT is not responsible for withholding, and shall not withhold FICA or other employment taxes of any kind from any payments which it owes NEMT Provider
 - (ii) VRT shall issue NEMT Provider a 1099 rather than a W-2 form. NEMT Provider is not entitled to receive any benefit which employees of VRT are entitled to receive, if any, and NEMT Provider shall not be entitled to workers' compensation, unemployment compensation, medical insurance life insurance, paid vacations, paid holidays, pension, profit sharing, or Social Security on account of NEMT Provider's work for VRT
 - (iii) NEMT Provider shall maintain NEMT Provider's own occupational licenses in any and all cities and counties as may be required by applicable law
 - (iv) This Contract does not create an employer-employee relationship between VRT and NEMT Provider, and this Contract is not a contract for future employment or future engagement
 - (v) Neither party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other
 - (vi) VRT assumes no liability or responsibility for any agent, contractor, subcontractor or employee of NEMT Provider. NEMT Provider will:
 1. Ensure that NEMT Provider and Personnel are in compliance with all laws, regulations, ordinances, and licensing requirements
 2. Be responsible for the supervision, control, compensation, withholdings, health and safety of NEMT Provider Personnel
 3. To the best of NEMT Provider's knowledge, inform VRT if a former employee of VRT Will be assigned work under this Contract, such assignment subject to VRT' s approval.
- (f) **Drug and Alcohol-Free Workplace**
- (i) NEMT Provider will comply with Federal Transit Administration ("FTA") Drug and Alcohol rules and regulations and will maintain records of compliance.
 - (ii) NEMT Provider will provide VRT a copy of its most current Drug and Alcohol Policy, make available all testing records, including random, pre -employment,

post-accident, reasonable suspicion and return to duty and follow-up exams for drivers

- (iii) VRT shall have the right to inspect, and copy said records for a proper purpose during normal business hours and upon two business days' prior notice to NEMT Provider, provided that VRT shall not be entitled to review privileged or otherwise confidential employee records
- (iv) NEMT Providers workplace shall be a drug and alcohol-free workplace and shall have such policies and programs in place as required by 49 CFR Part 29, Subpart F; 49 CFR Part 40; and 49 CFR Part 655
 - 1. NEMT Provider shall notify VRT of any change to its policy or the requisite federal regulations governing such in the future.

(g) Service Delays

- (i) NEMT Provider will notify VRT customer service at 208-345-7433, or email Rides2wellness@ridevrt.org, of any service delays and an estimate of the length of the delay given immediately upon the occurrence of the event.

(h) Insurance Requirements

Offeror shall procure, maintain, and keep in force, at Offeror's expense, the Insurance Coverage as required below and shall cause VRT to be a named insured on all policies (except professional liability). Offeror shall provide Proof of Insurance to VALLEY REGIONAL TRANSIT prior to award. Proof of Insurance shall include an additional insured endorsement. For the duration of the Agreement and until all work under the Agreement is completed, Offeror shall have and maintain, at Offeror's expense, the following types of insurance and shall comply with all limits, terms and conditions of such insurance.

Commercial General and Umbrella Liability Insurance: Commercial General Liability (CGL) Insurance and, if necessary, Commercial Umbrella covering bodily injury and property damage. This insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent Offerors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. Combined single limit shall not be less than \$500,000 each occurrence and \$1,000,000 in the aggregate.

Workers' Compensation: Where required by law, the Offeror and its sub-Offerors, if any, shall maintain all statutorily required Workers Compensation coverage. Coverage shall include Employer's Liability, at minimum limits of \$500,000 per Accident, \$500,000 Disease, \$1,000,000 Policy Limit. The Offeror must maintain coverage issued by a surety licensed to write workers' compensation insurance in the state of Idaho or from a surety issued an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

Automobile Liability: Automobile Liability Insurance covering owned, non-owned, hired, leased combined single limit per occurrence shall not be less than \$1,000,000.

- A. Automotive Liability
- B. Bodily Injury and Property Damage – each occurrence
- C. Excess Liability
- D. Uninsured Motorist – minimum statutory limits in the state of Idaho
- E. Collision Coverage – full value.

(i) **Regulatory and Compliance Requirements**

Offeror will comply with all applicable federal, state, and local regulations in performance of this service.

ATTACHMENT A TRIP ACCEPTANCE PROCEDURES

*Trip acceptance procedures and other operational procedures subject to change with technology updates. Contract will be amended if changes occur.

1. NEMT Providers work With VRT staff to set up account and access to VRT's Rides2Wellness scheduling software.
2. NEMT Provider will log into scheduling software to accept trips on Provider's behalf.
3. NEMT Providers will keep program accessible throughout the day's operations. The scheduling software is to remain open to ensure the Provider is able to reserve trips that have been scheduled.
4. NEMT Providers will review the trip request and make the decision whether or not to reserve the ride. If NEMT Provider is not able to reserve the scheduled trip, VRT staff will be responsible to notify rider that no service is available.
5. If NEMT Providers agrees to reserve the trip, the NEMT Provider will reserve the trip in the scheduling software, indicating they are now responsible for the new ride. NEMT Providers are required to notify rider when they accept trip.
6. The NEMT Providers will ensure drivers are using a mobile device or tablet with VRT's Rides2Wellness scheduling app installed. Drivers will utilize app to track and provide all reporting data needed, that will remain within scheduling software.
7. On the day before the day of the reserved ride, NEMT Providers will contact rider with general trip characteristics and contact information to ensure the ride is still needed. If the rider no longer needs the trip, the NEMT provider will change status to cancel in scheduling software. If the rider needs the ride, the NEMT Provider will change the ride status to accept and add the driver's name that is scheduled to provide ride.
8. If an accepted ride needs to be canceled, passengers must inform VRT immediately of the cancellation by phone at 208-345-7433. VRT will notify NEMT Provider immediately of all cancellations.
9. On day of appointment, NEMT Providers completes trip. Once trip is completed, NEMT Provider will change the trip status to "Complete" in the scheduling software system.
10. By the 10th day of following month, NEMT Providers will submit an invoice, generated by the scheduling software system, in accordance with the contract. Invoices are to be submitted monthly.
11. NEMT Providers will be reimbursed at the agreed upon rate for all trips and miles.

**EXHIBIT B
PRICE QUOTE**

Offeror's Price Quote shall contain the information listed below as an Exhibit to Offeror's Quote. Offeror's Price Quote Exhibit shall be a separate .pdf file included electronically and transmitted as a separate attachment in the email with Offeror's Quote. Offeror's Price Quote Exhibit shall be signed by Offeror's authorized representative.

The Price Quote shall include all labor, materials, tools, equipment, transportation, and other costs necessary to fully complete the procurement pursuant to the Quote terms, conditions and specifications.

Price Quote must be in US Dollars.

Service Rates

Location	Description	Rate
Ada County Per Trip Boarding Fee	Ambulatory	
Ada County Per Trip Boarding Fee	Accessible	
Ada County Mileage Reimbursement Rate	Per Mile	
Canyon County Per Trip Boarding Fee	Ambulatory	
Canyon County Per Trip Boarding Fee	Accessible	
Canyon County Mileage Reimbursement Rate	Per Mile	
Elmore County Per Trip Boarding Fee	Ambulatory	
Elmore County Per Trip Boarding Fee	Accessible	
Elmore County Mileage Reimbursement Rate	Per Mile	
Same Day Cancellation Fee		

List any additional costs or fees:

Quote shall remain valid for a period of not less than ninety (90) days from the due date of the RFQ solicitation.

Signed: _____ Date: _____

Company Name: _____

Offeror's General Information Form

Legal Name of Firm: _____

Firm's Address: _____

Firms Contact Person: _____

Title: _____

Telephone: _____

Email: _____

The undersigned certifies as follows:

1. That he/she has read and understands the objectives and requirements of the request for quote; and
2. That he/she agrees to all requirements, specifications, terms, and conditions of the request for quote referenced above; and
3. That he/she will furnish the designated item(s) and /or service(s) as quoted in the request for quote; and
4. That he/she certifies under penalty of perjury that the respondent is, to the best of his/her knowledge, not in violation of any Idaho tax law; and
5. That his/her company has been certified as one of the following registered business classifications:

DBE: _____ Corporation: _____ Other, identify: _____

Respondent's Signature: _____ Date: _____