

**Request for Letters of Interest and Qualifications
For the Community Transportation Coordinator
Under the Transportation Disadvantaged Program
In the Service Area of Jefferson County, Florida**

The Apalachee Regional Planning Council is seeking qualifications from entities interested in serving as the Community Transportation Coordinator (CTC) for Jefferson County, Florida. The selected entity will be recommended to the Florida Commission for the Transportation Disadvantaged (CTD). If approved by the CTD, the selected contractor will coordinate the administration and operation of the Jefferson County Transportation Disadvantaged system, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code, beginning July 1, 2018.

Interested entities are required to provide the following as proof of qualifications:

- description of organization,
- proposed local organizational chart,
- coordination experience,
- proposed scheduling and routing software to be used,
- description of experience with vehicle acquisition and a list of vehicles to be used (if applicable),
- description of experience with grant applications and administration,
- proof of insurability,
- credit references,
- a current financial statement,
- the company's Federal Employer Identification Number, and
- a statement that the company is registered to do business in Florida.

Interested entities should submit one (1) original and five (5) copies of their expression of interest and qualifications in a sealed envelope to the Apalachee Regional Planning Council, 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303 by 5:00 p.m. Eastern Time on Friday, January 5, 2018. The envelope must be marked, "LETTER OF INTEREST AND QUALIFICATIONS FOR JEFFERSON COUNTY CTC." Faxed and emailed responses WILL NOT be accepted. Responses received after the deadline will not be considered and the interested entities will be notified. Only responses to the request for letters of interest will be considered if a request for proposals is issued for the CTC.

Questions should be addressed to: Mr. Kwentin Eastberg, TD Program Coordinator, Apalachee Regional Planning Council, at the address listed above. The Apalachee Regional Planning Council reserves the right to accept or reject any and all responses in the best interest of the service area and the State.