Contract Summary Form

OC Expediter Requisition #: 1846302

William C. McCaughey DBA Innovative TDM Solutions

SUMMARY OF SIGNIFICANT CHANGES

1. Term of Contract: January 1, 2023, through December 31, 2027. Page 4.
2. Notices: Program Manager changed to Karen Alvarez

SUBCONTRACTORS

This contract currently includes subcontractors or pass through to other providers.

Primary Staff:

Classification/Title	Hourly Rate	Duties
Project Director*	$150.38	Project Manager
Commuter Servies Manager* (Subcontractor)	$89.87	Annual survey, outreach and training
Commuter Servies Specialist*	$75.85	Prepare ECRP, Annual Survey and special events
Commuter Servies Administrator	$66.71	Process incentives/payroll processing
Commuter Servies Specialist	$77.15	Interact with IT, website updates and Annual survey
Commuter Servies Specialist	$81.44	Annual Survey

*Indicates Contractor's Key Personnel

Authorized Subcontractors:

Classification/Title	Hourly Rate	Duties
Van Stratten Group	$89.87	Annual survey, outreach and training
Jill Smolinski	$98.40	Create newsletters for program

CONTRACT OPERATING EXPENSES

1. Compensation: This is a fixed price Contract between the County of Orange and Contractor for the Provision of full-service administration, coordination, monitoring and implementation for the County's Commuter Assistance Program Services including Rideshare plans as provided in Attachment A, Scope of Work. County agrees to compensate the Contractor per firm fixed price contract as set forth below. Contractor agrees to accept the same as full compensation for performing all services and furnishings all staffing and materials called for; and for risks connected with the services; and for performance by Contractor of all its duties and obligations hereunder.

A. ADMINISTRATIVE FEES: Rates shall be inclusive of all fees (to include furnishing all staff, labor, insurance requirements, taxes required, e-Bulletins, parking fees, telephone/fax communication and any other fees to maintain daily operations of program) to administer, coordinate and monitor the County's Commuter Assistance Program Services including Rideshare.

Item No	Contract Term	Administration, Coordination & Monitoring	*Monthly Flat Rate	Annual Total
001	1/1/2023 - 12/31/2023	Monthly fees shall not exceed	$18,691.00	$224,292.00
002	1/1/2024 - 12/31/2024	Monthly fees shall not exceed	$19,438.67	$233,264.00
003	1/1/2025 – 12/31/2025	Monthly fees shall not exceed	$20,216.25	$242,595.00
004	1/1/2026 – 12/31/2026	Monthly fees shall not exceed	$21,024.92	$252,299.00
005	1/1/2027 – 12/31/2027	Monthly fees shall not exceed	$21,865.92	$262,391.00

* Contractor shall be responsible to perform all duties and responsibilities as per Attachment A - Scope of Work to perform and maintain daily operation of the program at the rates specified.

B. OPERATIONAL FEES: Program Operational Fee shall be a flat-rate percentage for the advance payment of commuter ride programs for the life of this Contract.

Item No	Description	Days	Percentage*
001	If payment of Commuter Choice Program invoice is made within 60 days of County receipt of invoice	60	2.0%
002	If payment of Commuter Choice Program invoice is made within 61 or more days of County receipt of invoice.	60+	5.0%

C. PROGRAM PRINTING MATERIALS/MISCELLANEOUS FEES: Shall be inclusive of **all** printing material costs for Newsletters, posters, graphics design, postage, event materials and prizes and special rewards for rideshare participants and target marketing.

Item No	Contract Term	Yearly Printing Material/Misc. Fees *	Percentage Over Cost **
001	1/1/2023 - 12/31/2023	$10,000.00	5%
002	1/1/2024 - 12/31/2024	$10,500.00	5%
003	1/1/2025 – 12/31/2025	$11,025.00	5%
004	1/1/2026 – 12/31/2026	$11,575.00	5%
005	1/1/2027 – 12/31/2027	$12,150.00	5%

* Shall not exceed the yearly allotted amount as listed above.

** Contractor shall not exceed allotted percent over cost of submitted invoice.

D. PROGRAM DIRECT INCENTIVES:

	CONTRACT TERM				
INCENTIVES	**1/1/2023 - 12/31/2023**	**1/1/2024 - 12/31/2024**	**1/1/2025 – 12/31/2025**	**1/1/2026 – 12/31/2026**	**1/1/2027 – 12/31/2027**
Metrolink Startup Bonus	**$5,000.00**	**$5,250.00**	**$5,520.00**	**$5,800.00**	**$6,100.00**
OCTA Startup Bonus	**$900.00**	**$945.00**	**$995.00**	**$1,045.00**	**$1,100.00**
Vanpool Startup Bonus	**$600.00**	**$900.00**	**$900.00**	**$1,200.00**	**$1,200.00**
Club Rideshare Registration	**$8,360.00**	**$8,780.00**	**$9,220.00**	**$9,680.00**	**$10,150.00**
Club Rideshare Renewals/Referrals	**$3,750.00**	**$3,950.00**	**$4,150.00**	**$4,360.00**	**$4,580.00**
Monthly $25.00 e-Card Winners	**$900.00**	**$900.00**	**$900.00**	**$900.00**	**$900.00**
Get A Charge	**$4,200.00**	**$4,200.00**	**$4,400.00**	**$4,650.00**	**$4,900.00**
Other Incentives TBD	**$2,000.00**	**$2,000.00**	**$2,000.00**	**$2,000.00**	**$2,000.00**
Annual Totals	**$25,710.00**	**$26,925.00**	**$28,085.00**	**$29,635.00**	**$30,930.00**