

**PERFORMANCE WORK STATEMENT
FOR
NAVY REGION SOUTHWEST ARRIVE ALIVE PROGRAM**

1.0 INTRODUCTION

During Fiscal Year 2008 (FY08), Commander, Navy Region Southwest (CNRSW) developed and implemented a traffic-safety initiative called “Arrive Alive.” Under the Arrive Alive program, a service member, who is or may be, drunk or impaired and should not be operating a motor vehicle, is authorized to call "511" to get a taxi ride to his/her ship, command or residence. The immediate purpose of the "Arrive Alive" program is to provide Sailors with the opportunity to avoid driving drunk, breaking the law and possibly injuring or killing themselves and others. However, a key and overriding purpose of this program is to prevent and reduce alcohol-related accidents involving service members. Arrive Alive is not a free ride program, and is considered a traffic-safety program of last resort which directly contributes to the Navy's and CNRSW's goal of reducing off-duty alcohol-related traffic accidents. Arrive Alive cards are only to be used by U.S. Navy personnel who have driven their vehicles and are faced with a decision to either take a taxi or drive while impaired, and after having exhausted all other means of planned transport to their place of residence, command, or ship.

2.0 SCOPE

Required Process

- The selected vendor shall pick up Naval member within 30 minutes of dispatch at initial location and verify that Naval member is active or reserve military member with a valid “Arrive Alive” card and valid Common Access Card (CAC) before providing service.
- The selected vendor shall accept Naval member’s “Arrive Alive” card as the proof of payment for services provided.
- The selected vendor shall only drive Naval members to their designated official residence, ship, or command. Multiple stops and transit to any other requested destinations such as Camp Pendleton, airports, stores, restaurants, bars, etc. are not authorized.
- The selected vendor shall provide receipt with the total fare charged to Naval member at time of drop off and submit a copy of the receipt to the vendor’s invoicing representative.

3.0 APPLICABLE DOCUMENTS

- COMNAVREGSW INST 5530.1A

4.0 REQUIREMENTS

Vendor Requirements

- The selected vendor shall service the entire San Diego County and be able to access Navy bases, including Coronado Island.
- Based on FY11 historicals, the following table represents the number of 511 transactions per month. These numbers may increase and the contractor shall be responsible for monitoring the proper infrastructure to handle these surges:

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
55 taxis	55 taxis	55 taxis	50 taxis	50 taxis	60 taxis	55 taxis	50 taxis	50 taxis	55 taxis	55 taxis	55 taxis

- The selected vendor shall give “head of line” status to all calls received by Navy members and shall pick up the Navy member within 30 minutes of dispatch.
- The selected vendor shall electronically dispatch fares or “rides.”
- The selected vendor shall accept “511, Arrive Alive Safety” cards as payment for services from the approved Navy member and bill in monthly arrears.
- -The selected vendor shall submit an electronic summary in an Acrobat Distiller PDF format twice monthly (15th & 30th), of “fares” to the Contracting Officer’s Representative for all rides provided for Naval members.

NRSW Access

- The following procedures shall be completed prior to issuance of a NRSW access card in accordance with COMNAVREGSW INST 5530.1A.
 - a. Approved Companies List (ACL): Companies requesting to have their drivers credentialed for access to NRSW installations shall complete the following in order to have their company placed on the ACL.
 - (1) Provide a valid and current business license to the Single Source Coordinator (SSC)/ Taxi, Limo and Shuttle (TLS), Mr. Romeo Lorenzo of the NRSW Pass and ID office.
 - (2) Provide proof of valid vehicle insurance for all vehicles owned and operated by the company (If insurance is the sole responsibility of the driver the company is not required to provide this information).
 - (3) Provide proof of registration for all vehicles operated by the company (If registration is the sole responsibility of the driver the company is not required to provide this information).
 - (4) Proof of a current vehicle safety inspection in accordance with state and local government requirements (If safety inspection is the sole responsibility of the driver the company is not required to provide this information).
 - (5) The owner/operator of the company must meet the minimum background vetting requirements as listed in paragraph 8.c. of COMNAVREGSW INST 5530.1A. The Regional Dispatch Supervisor will provide the SSC with the background screening results.
 - b. Driver vetting process: The following procedures will be utilized to vet all drivers requesting NRSW access cards.
 - (1) Drivers employed by approved companies will have a Visit Authorization Letter (VAL) request sent to the SSC/TLS by their company prior to requesting a NRSW access card. SSC’s will utilize the VAL to conduct background screening. Only drivers employed by approved companies will be granted NRSW access cards.
 - (2) The driver shall provide the SSC/TLS with the following items:
 - (I) Valid driver’s license.
 - (II) Proof of taxi, limo or shuttle driver’s licensing from the appropriate local government agency (if applicable).
 - (III) Proof of current vehicle registration for the state the driver is in (if registration is the sole responsibility of the company the driver is not required to provide this information).
 - (IV) Proof of a current vehicle safety inspection in accordance with state and local government requirements (if safety inspection is the sole responsibility of the company the driver is not required to provide this information).
 - (V) Proof of current vehicle insurance covering the vehicle to be operated (if insurance is the sole responsibility of the company the driver is not required to provide this information).
 - (VI) All documents submitted to the SSC/TLS shall be originals.
 - (VII) Base access procedures: After being issued a NRSW access card, taxi drivers shall adhere to the following installation access procedures.
 - c. Taxi drivers arriving at the Entry Control Point will produce their NRSW access card and their local government agency issued taxi identification and state driver’s license. These documents shall be current.

(1) The driver shall allow security personnel to conduct a brief cursory inspection of the taxi prior to allowing access. The inspection at a minimum shall include opening and inspecting the trunk and passenger compartments.

(2) Drivers shall allow security personnel to verify that all passengers have valid access control media as listed in their installation access control instruction and/or are being properly escorted onto the installation.

Liability

The primary purpose of this contract is to ensure a ready military force by reducing drunk-driving accidents and resulting injuries. Service members who receive transportation under this contract are NOT acting in their official capacities, however. Therefore, Navy is not liable for personal and property damages caused by Navy personnel riding in the commercial transport.

The selected vendor shall be solely responsible for all accidents/damages/injuries resulting from transport of military members under this contract and must have adequate commercial transport insurance covering all potential liability, to include, but not limited to: comprehensive insurance and workers' compensation insurance for operating commercial vehicles, to include taxi cabs, in the greater San Diego, California area. Navy, by this provision, has not waived any rights under this contract, and under Federal or State law with regard to damages, reimbursement (subrogation) for medical/personal damages injuries suffered by military members.

5.0 PERFORMANCE OBJECTIVES

Performance Objective	Acceptable Quality Level (AQL)	Method of Performance Assessment
Verify service members are Active or Reserve Navy and have valid "Arrive Alive" cards, and present Command Access Card identification.	100% adherence	100% review of copies of redeemed "Arrive Alive" cards, as proof of transportation services, submitted with each corresponding receipt by COR.
Pick up service members within 30 minutes of electronic dispatch	100% adherence	100% review of electronic summary "fare" invoices by COR.
Navy members are transported only to designated Official Residence or Command.	95% adherence	100% review of electronic summary "fare" invoices by COR.
Fare invoices are accurate and complete and in an Adobe Distiller PDF format.	100% adherence	100% review of electronic summary "fare" invoices by COR.

6.0 DELIVERABLE REQUIREMENTS

Required Report:

The selected vendor shall submit an electronic summary every two weeks upon contract award (as outlined in **Attachment A**), in an Acrobat Distiller PDF format, of "fares" to the COR for all rides provided for Naval

members. The vendor shall not submit any charges if the driver cannot access the base or unsuccessful in transporting the service member to his/her authorized destination.

Required Report:

The selected vendor shall submit redeemed original “Arrive Alive” cards with each receipt as proof of transportation (as outlined in **Attachment B**) on a monthly basis.