

## Staff Report

**Subject:** Agreement with Coastal Regional Commission for Senior Center Transportation

**Author:** Danielle Carver, Procurement and Contracts Manager

**Department:** Procurement

**Meeting Date:** October 21, 2025

**Item Description:** Consideration to approve the Service Agreement between Effingham County and the Coastal Regional Commission for transportation services supporting the Senior Center.

**Summary Recommendation:** Staff recommends approval of the Purchase of Service Agreement with the Coastal Regional Commission for transportation services provided to clients of the Senior Citizens Center.

### Executive Summary/Background:

Effingham County contracts annually with the **Coastal Regional Commission (CRC)** to provide transportation services for clients of the Effingham County Senior Center. These services are funded in part through the Georgia Department of Transportation's **FTA Section 5311 rural transit program** and coordinated with the Georgia Department of Human Services.

Key terms of the FY26 agreement include:

- **Service Term:** Effective upon approval through **June 30, 2026**
- **Service Type:** Shared, curb-to-curb, advance-scheduled transportation
- **Service Area:** Clients identified by the Springfield Senior Center within Effingham County
- **Compensation:** \$50 per hour per bus used, with a 1-hour minimum; billed in 15-minute increments thereafter
- **Scheduling:** All trips must be scheduled 24 hours in advance by Center staff
- **No-Show Policy:** Late cancellations and client no-shows are billable

The CRC provides all vehicles, drivers, insurance, maintenance, and operations under the agreement. The agreement also includes HIPAA compliance provisions, a business associate agreement, and attachments outlining safety policies, holiday schedule, and cancellation terms.

### Alternatives for Commission to Consider:

1. Approve the FY26 Purchase of Service Agreement with Coastal Regional Commission.
2. Do not approve the agreement and seek alternative transportation services.
3. Provide further direction to staff.

**Recommended Alternative:** 1

**Other Alternatives:** 2, 3

**Department Review:** Procurement, County Manager, County Attorney

**Funding Source:** Capital Improvement FY26 Budget

**Attachments:** Purchase of Service Agreement with Coastal Regional Commission