

AGREEMENT FOR PROVISION OF TRANSPORTATION

LUZERNE COUNTY TRANSPORTATION AUTHORITY
2009 WYOMING AVENUE
FORTY FORT PENNSYLVANIA 18704

and

TRANS- MED AMBULANCE, INC.

This Agreement made this 1st day of July, 2015 by and between the Luzerne County Transportation Authority, hereinafter known as “LCTA” and Trans-Med Ambulance, Inc. a Pennsylvania corporation with a business address at 14 Marion Street, Luzerne, Pa., 18709 hereinafter known as the “Agency.”

EFFECTIVE DATE AND TERMS

This agreement will be effective from July 1, 2015 to June 30, 2016 unless terminated by either party thereto following thirty (30) days advance notification.

PURPOSE

LCTA agrees to purchase transportation services from the Agency to comply with the provision of the Pennsylvania Medical Assistance Transportation Program (MATP) which obligates the LCTA to have in place a mechanism to deal with urgent care transportation requests in its service area to eligible MATP participants during normal business hours including weekends.

LCTA shall use the Agency services for urgent care transportation requests as set forth below:

Monday-Sunday, 7:01 pm through 5:59 am, after hours Medical Assistance urgent care services only.

1. The Agency will, as needed, transport MA eligible participants home from an approved medical provider.*
2. The Agency will, provide urgent care transportation to MA eligible participants

from their home to an approved medical provider. The trip must not be an emergency in nature (since this is not an ambulance service covered under this agreement). A copy of the urgent care policy is attached and made a part of this agreement.

*The Agency is required to verify, via EVS or PROMISE SYSTEM, at the time of the trip that the passenger is eligible under the MATP. If the passenger under this situation only, is not enrolled with LCTA, the passenger may retroactively register after the trip has been completed.

REIMBURSEMENT

LCTA shall pay the Agency for all services based on the rate of:

\$20.00 one-way ambulatory transports and \$1.50 per mile over the 1st ten miles (mileage charge only for loaded miles).

\$30.00 one-way wheelchair transports and \$1.50 per mile over the 1st ten miles (mileage charge only for loaded miles).

Mileage will be determined by the odometer of the vehicle used. LCTA requires the agency to use the shortest and most direct route. All rates must be mutually agreed to by both parties.

For program management and billing purposes, the Agency will provide LCTA with the following for each trip completed:

1. A completed Trans-Med Exclusive Ride Form
2. A Physician's Medical Necessity Certification Form
3. A copy of the EVS printout stating the passenger is eligible.

The agency shall not use or disclose to anyone any information about a passenger of the services to be provided for any purpose not directly connected with the administration of the MATP.

INVOICES

LCTA shall be under no obligation to pay any invoices submitted after the Invoice Deadline. No prior period adjustments will be allowed. In addition, if LCTA does not receive Agency invoices for the immediately preceding month by the fifteenth (15th) day of the following month, LCTA may reduce payment to Agency by ten percent (10%). If LCTA does not receive Agency invoices for the immediately preceding month by the twentieth (20th) day of the following month, LCTA may reduce payment to Agency by twenty percent (20%).

PICK-UPS

All passengers must be picked-up within a 15-minute window—that is 15 minutes before or after their scheduled pick-up time. If an Agency driver needs to pick-up a passenger earlier or later than 15 minutes of scheduled time, it is acceptable to call the passenger and see if they are ready to be picked-up. If the passenger approves of the early pick-up, then the Agency driver can transport them, if the passenger is not ready then the driver must adhere to the scheduled time.

NO-SHOWS

A no-show is defined as a passenger/client who does not appear for a scheduled trip. Upon notice by Agency the LCTA will follow the policy on “No Shows” and will suspend the passenger/client for a period of thirty days. Agency may not bill LCTA for any consumer who is a no show for their trip.

ANTI-RETALIATION POLICY

Agency will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual who files a complaint or an appeal, including individuals, members of the workforce, or business associates. Retaliatory actions cannot be taken against individuals for testifying, assisting, or participating on an investigation, compliance review, proceeding, or hearing. Any incident of allegation of an incident of retaliatory actions must be documented on the MATP Incident Report form and forwarded to the Program Manager of the Commonwealth of Pennsylvania’s Medical Assistance Transportation Program within twenty-four hours for investigation.

DRIVER CLEARANCES & TRAINING

Agency must obtain child abuse and criminal history clearances of all drivers who provide services under this agreement and obtain proof of clearances for agency drivers at the time of hire, including volunteers. Agency must also obtain clearances in accordance with Older Adult Protective Services Act (35 PS §§ 10225.101-.5102) for drivers transporting adults. LCTA retains the right, exercisable in its sole and absolute discretion, to prohibit the performing of services by any driver whom LCTA deems unsuitable to perform such services based on a conviction of an offense.

All Agency drivers must have valid drivers’ licenses. Agency must train its drivers on an on-going basis with respect to defensive driving, passenger assistance/wheelchair securement and passenger sensitivity.

Only drivers who have proper clearances (Child Abuse, Criminal Background and Valid Driver’s License) up to date within a year from August 1, 2014 to present will be eligible to transport LCTA passenger/clients.

RECORDKEEPING

Agency shall maintain books, records, documents, and other evidence pertaining to costs and expenses that properly reflect all costs of labor, materials, equipment, supplies and services, and other costs and expenses of any nature. Books, records, documents, and other evidence shall be maintained according to Generally Accepted Accounting Principles. Fiscal and consumer records shall be preserved and made available to LCTA or its funding sources for a period of four years from the close of the fiscal year.

ON-SITE VISITS

LCTA reserves the right to perform on-site visits to ensure that Agency's record-keeping and vehicles are in accordance with LCTA and MATP standards. Agency is also subject, at all reasonable times, to review and audit by LCTA, the DPW, Auditor General, federal auditors, and/or persons authorized by the DPW to determine compliance with applicable statutes, regulations, and policies.

NON-DISCRIMINATION

Agency must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d. This includes taking action as required to assure that all persons with Limited English Proficiency (LEP) have meaningful access to programs and benefits. Agency shall not discriminate against any employee, client, or other persons on account of race, color, sex, religious creed, ancestry, national origin, age or handicap.

INCIDENTS INVOLVING A CHILD

In all incidents involving a child, Agency must notify LCTA of the incident as soon as possible but in no event later than within twelve (12) hours of the incident. A written report may be requested and shall be provided utilizing the MATP Incident Report Form. An incident shall include but not limited to any accident, or dispute with passenger or caregiver in completion of the service.

CONFIDENTIALITY

Agency shall comply with Section 404 of the Public Welfare Code (62 P.S. §404) regarding the disclosure of information that might identify passengers and consumers of this service. Agency's drivers will be required to sign LCTA's non-disclosure agreement to ensure passenger confidentiality.

FIXED ASSETS

Title to fixed assets acquired with allocation of funds from LCTA shall remain with LCTA during the term of a grant, including property purchased by LCTA for its own use and made available to Agency and property purchased by or for Agency by LCTA.

COMPLIANCE WITH LAWS

Agency and its drivers shall comply with all applicable laws, ordinances and governmental regulations.

INSURANCE AND INDEMNIFICATION

Agency shall maintain the types and amounts of insurance coverage as are from time to time reasonably required by LCTA. A statement of required coverage's for LCTA is attached. Agency shall defend, indemnify and hold harmless LCTA from and against any claims, demands, costs and liabilities relative to any damage or injury that occurs during or in connection with Agency's services. The obligations of Agency and the rights of LCTA hereunder shall survive the expiration or termination of the Agreement.

MATP WEB SITE

Agency agrees to comply with all applicable instructions and requirements of DPW's Office of Medical Assistance Programs. Agency can refer to the MATP Web site at www.dpw.state.pa.us/lowinc/matp and clicking on instructions and requirements for more information.

SCHEDULING

LCTA will reasonably cooperate with Agency in providing scheduling information as far in advance as practicable. Agency will make every effort to schedule and perform the transportation at the requested time. Agency can only perform trips requested by LCTA.

RESPONSIBILITIES OF AGENCY

Agency shall be liable to LCTA for failure to exercise, in a timely and/or proper manner, its responsibilities under this Agreement and that such failure shall be sufficient cause for immediate suspension or termination by LCTA, either in whole or in part, of this Agreement and/or the services hereunder. Either party may terminate this Agreement upon thirty (30) days prior written notice. Agency must provide information to LCTA as required by the MATP program regarding ownership and certain business transactions.

MERGER

This Agreement contains all the items and conditions agreed to by the parties. Any alterations, variations, modifications or waivers of provision of this Agreement shall only be valid when they have been reduced to writing, duly signed and attached to the original of this agreement.

INDEPENDENCE OF PARTIES

LCTA shall perform its duties hereunder as an independent entity, and nothing herein shall be construed to create a relationship of employer/employee, principal/agent or any joint venture between Agency and LCTA

WARRANT OF AUTHORITY.

The parties hereto warrant and represent that each entity has undertaken all steps necessary to enter this Agreement and the signatories have been and are duly authorized to execute this Agreement and effectuate its terms on behalf of the respective contract parties.

NO CONFLICT OF INTEREST

No member, official or employee of AUTHORITY during his or her tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

NO MEMBERS OF CONGRESS

No member of, or delegate to the Congress of the United States shall be admitted to any share of part of this Agreement or to any benefit arising therefrom.

NOTICES

All Notices and other communications provided for hereunder shall be in writing and hand-delivered, sent by United States Certified or registered mail, return receipt requested, or by nationally recognized overnight courier service, addressed as follows:

TO AUTHORITY:

Luzerne County Transportation Authority
Attention: Mr. Norm Gavlick, Interim Executive Director
2009 Wyoming Avenue
Forty Fort, Pennsylvania 18704

TO AGENCY:

Trans-Med Ambulance Inc.

Attention: Homer Berlew, President
14 Marion Street
Luzerne, Pa 18709

GOVERNING LAW:

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania as they may from time to time be in effect, without giving effect to its conflicts of law provisions. Any suit or proceeding arising out of, relating to or mentioning this Agreement shall be commenced only in the Court of Common Pleas of Luzerne County, Pennsylvania, and each party to this Agreement hereby consents to the jurisdiction and venue of such court.

INDEMNIFICATION

Agency shall indemnify, save harmless, and defend LCTA and all of its officers, employees, agents and other representatives, from and against any and all claims, loss or damage, charge or expense, including all costs of suits and reasonable attorney's fees, to which it or any of them may be put or subjected by reason of any damage, loss, or injury to persons, including accidental death, or property damage caused by or resulting from the actions or inaction of Agency, and of its employees, agents to other representative in the performance of this Agreement.

TERMINATION OR SUSPENSION

Termination for Convenience. LCTA may terminate this Agreement, in whole or in part, for its convenience at any time by giving at least 30 days' written notice to Agency of such termination and specifying the effective date thereof.

Payment Upon Termination for Convenience. LCTA may terminate this agreement in whole or in part anytime by written notice to the Agency. The agency shall be paid all work completed and its additional costs incurred, including closeout costs and profit. For purposes of the proceeding sentence profit shall be applied to all work actually performed and all costs incurred in accordance with this Agreement through the date of termination. The Agency shall promptly submit its termination claim to be paid the Contractor in the form of an invoice and sufficient supporting documentation to the extent allowable pursuant to 48 C.R.F., Part 31. If the Agency has any property in its possession belonging to and paid for by LCTA, the Agency will account for the same, and dispose of it in the manner LCTA directs.

Termination of LCTA for Default. LCTA may terminate this Agreement, in whole or in part, because of (i) the failure of Agency to fulfill or properly perform its obligations under this Agreement, (ii) the filing by Agency of a voluntary Petition in bankruptcy, (iii) the filing against Agency of an involuntary petition in bankruptcy which is not dismissed

in thirty (30) days of filing thereof, (iv) the Agency becomes insolvent or makes a transfer in fraud or creditors, or (v) the judicial appointment of a receiver for substantially all of Agency's assets. LCTA shall determine by delivering to Agency a notice of termination specifying the nature, extent, and effective date of termination. In the event LCTA terminated this Agreement as a result of a default by Agency and it is subsequently determined that Agency was not in default, the Agreement shall be deemed treated as though terminated for LCTA.

Payment Upon Termination for Default. If this agreement is terminated for default, as provided herein, Agency shall promptly submit its termination claim to LCTA and LCTA shall determine, in its sole discretion, the Agency's compensation, if any, to be Agency in proportion of the value, if any, of work performed up to time of termination.

The parties hereto intending to be legally bound have hereunto set their hands and seal.

LUZERNE COUNTY
TRANSPORTATION AUTHORITY

Attest

Chairperson

Date: _____2015

AGENCY REPRESENTATIVE
TRANS-MED AMBULANCE, INC.

Attest

Chairperson

Date: _____2015

