

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228  
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www.beaufortcountysc.gov

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COUNTY ADMINISTRATOR

SARAH W. BROCK  
INTERIM CLERK TO COUNCIL

AGENDA  
COMMUNITY SERVICES COMMITTEE

Monday, May 20, 2019

1:30 p.m.

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort

Committee Members:  
Lawrence McElynn, Chairman  
Michael Covert, Vice Chairman  
Gerald Dawson  
York Glover  
Chris Hervochon

Staff Support:  
Monica Spells, Assistant County Administrator  
Civic Engagement and Outreach

1. **Call to Order – 1:30 p.m.**
2. **Pledge of Allegiance**
3. **Introductions**
4. **Approval of Agenda**
5. **Approval of Minutes**
  - A. February 18, 2019 (backup)
6. **CITIZEN COMMENTS** (comments regarding agenda items only)
7. **UPDATE / BEAUFORT COUNTY BOARD OF VOTER REGISTRATION AND ELECTIONS** (backup)
  - A. Construction/Facility Updates – *Mark Sutton, AIA, Architect, Deputy Director, Facility Management and Marie Smalls, Executive Director, Board of Voter Registration and Elections*
  - B. Board Updates – *Marie Smalls*
8. **UPDATE / BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS DEPARTMENT RESIDENTIAL PROGRAM** – *Mark Sutton* (backup)
  - A. Construction Projects / Site Updates
    - 2700 Waddell Road, Beaufort
    - 608 Center Drive West, Beaufort
    - 1604 Deanne Lane, Beaufort
    - 1 Bostick Circle, Beaufort
9. **CONSIDERATION OF CONTRACT AWARD / TRANSPORTATION SERVICES FOR BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS DEPARTMENT TO OWL, INC. FOR \$283,140** – *Dave Thomas, Purchasing Director and Beth Cody, DSN Fiscal Manager* (backup)

10. **CONSIDERATION OF APPOINTMENTS AND REAPPOINTMENTS** ([backup](#))

- A. Disabilities and Special Needs Board / (1) vacancy
- B. Library Board / (1) vacancy

11. **ADJOURNMENT**

**MINUTES  
COMMUNITY SERVICES COMMITTEE**

**February 18, 2019**

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE**

Present: Committee Chairman Lawrence McElynn, and members Gerald Dawson, York Glover and Chris Hervochon.

Absent: Vice Committee Chairman Michael Covert.

Ex-officio: Alice Howard, Joseph Passiment and Paul Sommerville (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.).

Staff: Beth Cody, Finance Director, Disabilities and Special Needs Department; Steve Donaldson, Executive Director, Alcohol and Drug Abuse Department; Alicia Holland, Assistant County Administrator- Finance; Tom Keaveny, County Attorney; Fred Leyda, Executive Director, Human Services Alliance; Bill Love, Director, Disabilities and Special Needs Department; Wanda Mayse, Deputy Director, Disabilities and Special Needs Department; Ray McBride, Library Director; Monica Spells, Assistant County Administrator-Civic Engagement and Outreach; Mark Sutton, Deputy Director Facility Management; Dave Thomas, Purchasing Director; and John Weaver, Interim County Administrator.

**CALL TO ORDER**

Chairman McElynn called the meeting to order at 4:32 p.m.

**APPROVAL OF AGENDA**

It was moved by Mr. Dawson, seconded by Mr. Hervochon, that Committee approve the agenda as presented. The vote: YEAS – Mr. Dawson, Mr. Hervochon, Mrs. Howard Mr. McElynn and Mr. Passiment. Mr. Sommerville did not vote. Mr. Glover arrived late. The motion passed.

### **APPROVAL OF MINUTES**

It was moved by Mr. Hervochoon, seconded by Mr. Dawson, that Committee approve the minutes from the January 22, 2019 Community Services meeting. The vote: YEAS – Mr. Dawson, Mr. Hervochoon, Mrs. Howard, Mr. McElynn and Mr. Passiment. Mr. Sommerville did not vote. Mr. Glover arrived late. The motion passed.

### **CITIZEN COMMENTS**

There were no citizen comments.

### **ACTION ITEMS**

#### **Item: Consideration of Appointment and Reappointments / Alcohol and Drug Abuse Board**

**Motion:** It was moved by Mr. Dawson, seconded by C. Hervochoon, that Committee recommend Council appoint Dominique Driessen-Espana, Thomas Hale, Carol Hartman and Javier Zimbron to serve as members of the Alcohol and Drug Abuse Board. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochoon, Mrs. Howard, Mr. McElynn, Mr. Passiment and Mr. Sommerville. The motion passed.

**Recommendation:** Council appoint Dominique Driessen-Espana, Thomas Hale, Carol Hartman, and Javier Zimbron to serve as members of the Alcohol and Drug Abuse Board.

#### **Item: Consideration of Appointment and Reappointments / Disabilities and Special Needs Board**

**Motion:** It was moved by Mr. Hervochoon, seconded by Mr. Dawson, that Committee recommend Council reappoint Nancy Pinkerton, Lynn P. Russo and Scott Scobey to serve as members of the Disabilities and Special Needs Board. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochoon, Mrs. Howard, Mr. McElynn, Mr. Passiment and Mr. Sommerville. The motion passed.

**Recommendation:** Council reappoint Nancy Pinkerton, Lynn P. Russo and Scott Scobey to serve as members of the Disabilities and Special Needs Board.

#### **Item: Consideration of Appointment and Reappointments / Library Board**

**Motion:** It was moved by Mr. Glover, seconded by Mr. Hervochoon that Committee recommend Council reappoint Terry Thomas, representing Council District 2, to serve as a member of the Library Board. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochoon, Mrs. Howard, Mr. McElynn, Mr. Passiment and Mr. Sommerville. The motion passed.

**Recommendation:** Council reappoint Terry Thomas, representing Council District 2, to serve as a member on the Library Board.

### **INFORMATION ITEMS**

**Item: Consideration of Additional Costs for the Beaufort County Disabilities and Special Needs (DSN) Home at 608 Center Drive West in the Amount of \$38,504** – Dave Thomas, Purchasing Director, and Mark Sutton, Deputy Director Facility Management

**Discussion:** On December 11, 2017 Council approved the initial contract to build a DSN home in the amount of \$317,100 located at 608 Center Drive West, Beaufort, South Carolina.

Staff is requesting using DSN's funds to cover additional costs associated with allowance items (\$37,004) and a change order for added guard rails (\$1,500).

The existing waterline does not support the required waterline pressure to support the sprinkler system. The guard rails, an added safety measure, was not required by code or covered in the agreed upon contract price.

**Motion:** It was moved by Mr. Dawson, seconded by Mr. Glover, that Committee approve the use of additional funds in the amount of \$38,504 and approve the new contract price of \$355,604 for the Disabilities and Special Need home located at 608 Center Drive West, Beaufort, South Carolina. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. McElynn, Mr. Passiment and Mr. Sommerville. The motion passed.

**Status:** Committee approved the use of additional funds in the amount of \$38,504 and approved the new contract price of \$355,604 for the Disabilities and Special Need home located at 608 Center Drive West, Beaufort, South Carolina.

**Item: Update / Beaufort County Library System** – Ray McBride, Library Director

**Discussion:** Mr. McBride, Library Director, gave a PowerPoint presentation highlighting the activities of the Beaufort County Library System. Some of the highlights include:

- The Library System consists of five branch libraries, two bookmobiles, Wi-Fi at all locations, 183 public computers, 13 public meeting rooms and 83 full/part-time staff positions.
- In 2018 there were 118,493 library cardholders.
- The Beaufort County Library is partnering with the Beaufort County School District for its Summer Reading Program.
- A potential new facility in the Pritchardville / Okatie area could serve an additional 30,000 residents.

**Status:** For information only.

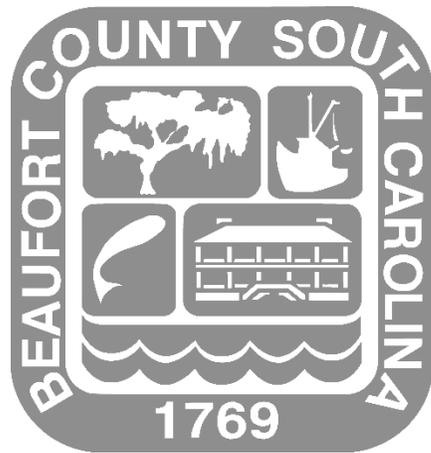
**ADJOURNMENT**

The meeting adjourned at 5:19 p.m.

Ratified by Committee:

DRAFT

# Beaufort County Board of Voter Registration & Elections



## **UPDATES**

**Marie S. Smalls, Director**

**Community Services Committee  
May 20, 2019**

# Facility Update

- **Phase 1 - Building Project at the Main Office**
  - Secured warehouse addition is complete
- **Phase 2 - Renovation to Main Office Building**
  - Includes a minor change to warehouse by adding a door on side of the building (drop-off and pick-up of election supplies)
  - Projected completion date not verified
- **Phase 3 - Parking Plan for Main Office**
  - Funding TBD

# Facility Update

- **Recommendations**
  - **Replace floor coverings and paint at Main Office Building**
  - **Update windows in Main Office Building to meet hurricane standards**
  - **Increase physical security to Bluffton Satellite Office**

# Voting System Update

- **Funding for New Voting System**
  - State Elections Commission (SEC) requested \$60 million
  - State Legislators approved \$40 million
  - Selection by SEC Board, experts in cybersecurity, experts in voter accessibility, & input from the State Administration Dept.
  - Implementing new system in 2020
  - Allocation based on registered voter population + 10%

# Voting System Update

- **Voting System Evaluation Requirements**
  - Must produce a paper-verified trail for voters
  - The total cost of ownership over the life of the system
  - The total maintenance costs to Counties are unknown
    - Storage requirements (old and new system)
    - Transportation requirements (ex., truck rental)
    - Storing and archiving paper

# Challenges

- **Recruiting and Retaining Qualified Poll Workers**
  - Required training for new/existing Poll Workers
  - Supplemental Incentive Pay
  - Full-Time Training for Staff ongoing
- **Service to Hilton Head Island Residents**
  - Request for In-Person Absentee Precinct on Hilton Head Island
  - Facilities to serve as a polling location

# Technology

- **Critical Infrastructure Designation by Federal Government**
  - Continue training on how to recognize cyber threats
  - County and SEC are diligent in providing training
  - Implemented use of secured email system
- **Upcoming Training**
  - Cybersecurity and Infrastructure Security Agency will be hosting a tabletop exercise (TTX) on June 2019 (SEC)

# Achievements

- **Changes to SC Election Laws**
  - Several staff and Board members serving on South Carolina Association of Registration and Elections Officials' committees that will have input in affecting election law changes in SC
- **Awards/Recognition**
  - The Board will host its first Appreciation/Best Practices Forum for Election Workers and Polling Facility hosts – June 22
- **Community Outreach Services**
  - Continue to provide outreach to Assisted Living/Nursing facilities
  - Provide voter registration and voter education to civic organizations, schools, and political parties

# Goals for 2020 General Election Year

- **Successful Implementation of New Voting System 2020**
- **Training**
  - Staff Education
  - Election Workers' Education
  - Voter Education
- **Training Schedule**
  - Once new voting system is determined, develop schedule
  - Communicate training plan to all involved
  - Change processes and procedures where necessary

# Goals for 2020 General Election Year

- **Reduce Time in Election Night Reporting**
- **Minimize Wait Time at Polling Locations on Election Day**
  - Reduce number of precinct reporting to one location
  - Add additional polling locations
  - Add additional precincts
- **Maintain Election Integrity**
  - Continue to conduct fair and impartial elections



**Thank you!**  
**Any Questions?**

**Board of Voter Registration & Elections**



**Waddell Road**



Center Drive



**HUTTER** HUTTER  
CONSTRUCTION CORPORATION  
864-449-3127  
843-473-4374

INSPECTIONS  
LOT 100  
LDB'S  
(WARNING)

# Deanne Drive



## SYMBOLS + KEYS

DOOR AND WINDOW SIZE KEY  
2860 = 2'-8" WIDE x 6'-0" HIGH

DRAWING #  = SECTION OF ELEVATION

SHEET #  = SECTION OF ELEVATION

ROOM TITLE  
KITCHEN  
9" CLG. VINYL  
FLOOR FINISH

CEILING HEIGHT

### 1 DRAWING TITLE

DETAIL OR ELEVATION NUMBER

 14.00' = ELEVATION ABOVE SEA LEVEL

 = REVISION NUMBER

 = REVISION CLOUD

 = PLAN REFERENCE NORTH

	SINGLE POLE SWITCH
	THREE WAY SWITCH
	FOUR WAY SWITCH
	DIMMER SWITCH
	DUPLEX OUTLET
	WATER PROOF OUTLET
	GROUND FAULT OUTLET
	SPECIALTY OUTLET
	FLOOR OUTLET
	TELEPHONE JACK
	TELEVISION JACK
	VENT
	VENT W/ LIGHT
	SURFACE MOUNTED FIXTURE
	RECESSED FIXTURE
	WALL MOUNTED FIXTURE
	FLOOD LIGHT
	FLOURESCENT FIXTURE
	CEILING FAN
	STRIP LIGHTING
	CEILING BOX
	DOOR CHIME
	ELECTRICAL PANEL
	SMOKE ALARM



CONCEPTUAL RENDERING

## DRAWING INDEX

0	COVER SHEET
1	FOUNDATION + FLOOR PLANS
2	ELECTRICAL + ROOF PLANS
3	ELEVATIONS
4	DETAILS
SP1	SPECIFICATIONS
SP2	SPECIFICATIONS
SP3	SPECIFICATIONS

## GENERAL INFO.

AREA CALCULATIONS	
FIRST FLOOR HEATED	1562 sq. ft.
COVERED PORCHES	338 sq. ft.

# 1 BOSTICK CIRCLE

PORT ROYAL, BEAUFORT COUNTY, SOUTH CAROLINA

**1 BOSTICK  
CIRCLE**  
PORT ROYAL, BEAUFORT COUNTY, SOUTH CAROLINA

**ALLISON RAMESEY**  
Architects, Inc. creating sustainable timeless design  
1003 Charles St.  
Beaufort SC, 29902  
(843) 984-0559  
www.allisonramseyarchitect.com

THIS PLAN HAS BEEN PREPARED TO MEET THE PROFESSIONAL STANDARDS AND PRACTICES OF THE ARCHITECTURE BOARD OF SOUTH CAROLINA. HOWEVER, BEARING IN MIND THAT THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN OF THE BUILDING AS SHOWN ON THESE PLANS, IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO VERIFY THE FOLLOWING BEFORE BEGINNING CONSTRUCTION: ALLISON RAMESEY ARCHITECTS, INC. ASSURES NO LIABILITY FOR ANY WORK CONSTRUCTED FROM THIS PLAN.  
-VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION.  
-VERIFY ALL REGULATORY REQUIREMENTS AND PERMITS ARE OBTAINED PRIOR TO CONSTRUCTION.  
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DATE :	04/02/2019
JOB NO. :	18338
DRAWN BY :	JJC
DRAWING NAME :	18338.dwg

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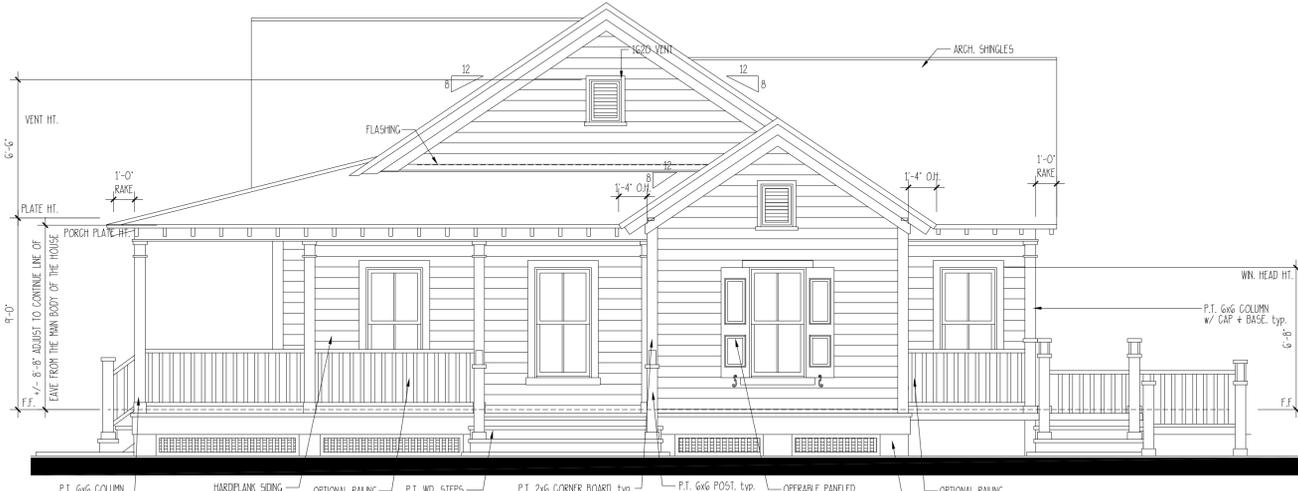
**4 REAR ELEVATION**

SCALE: 1/4" = 1'-0"



**3 LEFT ELEVATION**

SCALE: 1/4" = 1'-0"



**2 RIGHT ELEVATION**

SCALE: 1/4" = 1'-0"



**1 FRONT ELEVATION**

SCALE: 1/4" = 1'-0"

**1 BOSTICK  
CIRCLE**  
PORT ROYAL, BEAUFORT COUNTY, SOUTH CAROLINA

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THIS PLAN HAS BEEN PREPARED TO MEET THE PROFESSIONAL STANDARDS AND PRACTICES, HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO VERIFY THE FOLLOWING BEFORE BEGINNING CONSTRUCTION: ALLISON RAMSEY ARCHITECTS, INC. ASSURES NO LIABILITY FOR ANY HOME CONSTRUCTED FROM THIS PLAN.  
-VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION  
-PLANS INDICATE LOCATIONS ONLY; ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS.  
-TRUCK, W/ TRAILER, LAYOUTS ARE NOT INCLUDED. THESE SHOULD BE DETERMINED FROM A LOCAL, REPUTABLE TRUCK RENTAL COMPANY.  
-THESE PLANS AND DIMENSIONS ARE FOR INFORMATION ONLY AND THAT EQUIPMENT IS SIZED CORRECTLY FOR YOUR PARTICULAR REGION AND CONDITIONS.  
-VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER AND/OR ARCHITECT.

DATE :	03/12/2019
JOB NO. :	18338
DRAWN BY :	JJC
DRAWING NAME :	18338.dwg



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Request to Approve a Contract for Transportation Services Beaufort County Disabilities and Special Needs Department

**Council Committee:**

Community Services Committee

**Meeting Date:**

May 20, 2019

**Committee Presenter (Name and Title):**

Bill Love, DSN Executive Director and/or Beth Cody, DSN Fiscal Manager

**Issues for Consideration:**

To approve or disapprove a transportation services contract for DSN consumers to Owl, Inc..

**Points to Consider:**

- The total amount requested of \$283,140 reflects daily fixed route transportation in support of the DSN Department with the understanding that additional locations may be added and listed locations may change, depending on program needs.
- The estimated number of participants is 40 adults with disabilities across four routes in Beaufort County.
- The County has maintained a contract for this service before through a different vendor.

**Funding & Liability Factors:**

24420011 - 51320 is budgeted for \$300,000 for FY20. Those funds are 75% SCDDSN, 17% SCDOT and 8% County General Fund.

**Council Options:**

Approve or disapprove the purchase.

**Recommendation:**

Approve the contract award to contract with Owl Inc for four fixed routes for a total cost of \$283,140.



**COUNTY COUNCIL OF BEAUFORT COUNTY**

**PURCHASING DEPARTMENT**

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228  
 Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director  
 dthomas@bcgov.net 843.255.2353

**TO:** Councilman Lawrence McElynn, Chairman, Community Services Committee

**FROM:** David L Thomas, CPPO, Purchasing Director

**SUBJ:** New Contract as a Result of Solicitation  
 RFP 040419, Transportation Services for Beaufort County Disabilities and Special Needs (DSN)

**DATE:** 05/20/2019

**BACKGROUND:**

The Beaufort County Purchasing Department issued a request for proposals on April 4, 2019, for daily fixed route transportation in support of Beaufort County DSN. Though not the lowest bidder, Owl, Inc. returned the most responsive proposal. Their proposal indicated they would be opening an office in Beaufort and hiring local employees.

The DSN Department requests approval of a contract for transportation services provided by Owl, Inc. The total amount requested of \$283,140 reflects daily fixed route transportation in support of the DSN Department with the understanding that additional locations may be added and listed locations may change, depending on program needs. The estimated number of participants is 40 disabled adults across four routes in the County.

**VENDOR INFORMATION:**

**COST:**

1. Owl, Inc., St. Johns, FL	\$283,140
2. Taylor Motors, South Murray, KY	\$268,740
3. Lowcountry Regional Transit Authority, Bluffton, SC	\$406,284
4. H&M Enterprises, Winston-Salem, NC	\$259,200

**FUNDING:**

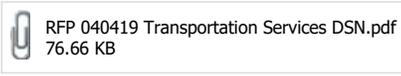
Account # 24420011-51230 DSN Adult Employment Services Program – Transportation Services. Beaufort County DSN will receive 17% of funding for this expenditure from a SCDOT transportation grant. The remaining 83% of funding will be provided by Beaufort County DSN.

Funding approved:  By:  Date:

**FOR ACTION:**

**RECOMMENDATION:**

Staff recommends that the Community Services Committee approve the contract award to Owl, Inc. and forward the request to County Council for approval to contract transportation services for \$283,140.

Attachment: 

cc: Ashley Jacobs, County Administrator

Approved:  Date:

Check to override approval:  Overridden by:

Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved:  Date:

Approved:  Date:

Check to override approval:  Overridden by:

Override Date:  ready for admin:

Approved:  Date:

Check to override approval:  Overridden by:

Override Date:  ready for admin:

**After Initial Submission, Use the Save and Close Buttons**



## COUNTY COUNCIL OF BEAUFORT COUNTY

Beaufort County Disabilities and Special Needs Department

100 Clear Water Way | Beaufort, SC 29906

Telephone: 843-255-6300 | Fax: 843-255-9417

**TO:** Council Member Lawrence P. McElynn, Chair, Community Services Committee

**VIA:** Dave Thomas, CPPO, Purchasing Director

**FROM:** Bill Love, Executive Director, Beaufort County Disabilities and Special Needs Department

**SUBJ:** **Contract Award Recommendation for Transportation Services for Beaufort County Disabilities and Special Needs (RFP 040419)**

**DATE:** May 13, 2019

**BACKGROUND:** The Beaufort County Purchasing Department issued a request for proposals on April 4, 2019 for daily fixed route transportation in support of Beaufort County Disabilities and Special Needs. Though not the lowest bidder, Owl, Inc returned the most responsive proposal. Their proposal indicated they would be opening an office in Beaufort and hiring local employees.

The DSN Department requests approval of a contract for transportation services provided by Owl, Inc. The total amount requested of \$283,140 reflects daily fixed route transportation in support of the DSN Department with the understanding that additional locations may be added and listed locations may change, depending on program needs. The estimated number of participants is 40 disabled adults across four routes in the County.

<u>VENDOR</u>	<u>LOCATION</u>	<u>COST</u>
1. Owl, Inc.	St. Johns, FL	\$283,140
2. Taylor Motors	South Murray, KY	\$268,740
3. Lowcountry Regional Transit Authority	Bluffton, SC	\$406,284
4. H&M Enterprises	Winston-Salem, NC	\$259,200

**FUNDING:**

Account # 24420011-51230 DSN Adult Employment Services Program – Transportation Services. This line item is a combination of 75% SCDDSN funds, 17% SCDOT grant funds, and 8% County General Fund.

**FOR ACTION:** Community Services Committee meeting occurring May 20, 2019.

**RECOMMENDATION:** Staff recommends that the Community Services Committee approve the contract award to Owl, Inc. and forward the request to County Council for approval to contract transportation services for \$283,140.

**CC:** Ashley Jacobs, County Administrator  
Monica N. Spells, Assistant County Administrator, Civic Engagement and Outreach  
Alicia Holland, Assistant County Administrator, Finance  
Beth Cody, DSN Fiscal Operations Manager

**Attachments:** Summary sheet

Transportation Services for DSN				
RFP 040419				
Summary Score Sheet				
Evaluators	Name of Company	Name of Company	Name of Company	Name of Company
	<u>H&amp;M Enterprises</u>	<u>Owl, Inc</u>	<u>Palmetto Breeze</u>	<u>Taylor Motors</u>
B. Cody	50	85	75	75
T. Geitner	67	87	70	80
W. Love	62	96	75	73
V. Prescott	51	84	75	77
TOTALS:	230	352	295	305
1. Owl, Inc.	352			
2. Taylor Motors	305			
3. Palmetto Breeze	295			
4. H&M Enterprises	230			



**Transportation Services for Beaufort County Disabilities  
and Special Needs**



**Contact person:**

**Dr. Laster B. Walker, CEO/President**

**Corporate Office: 87 Coles Ct.**

**Jacksonville, FL 32259**

**Phone No. (904) 755-4720**

**Fax: (904) 230-6753**

**[dr.walker@owlincgroup.com](mailto:dr.walker@owlincgroup.com)**

Signature: 



## 1.0 Letter of Transmittal

April 2, 2019

Owl, Inc.  
87 Coles Ct  
St. Johns, FL 32259  
Dr. Laster B. Walker  
904-755-4720  
Dr. Walker@owlingroup.com

Dear Selection Committee,

Thank you for providing OWL, Inc. an opportunity to present our services for **Proposal Notice 040419 – Transportation Services for Beaufort County Disabilities and Special Needs.**

OWL, Inc. is very compassionate about the Transportation Industry because it provides a life enhancing service to fellow citizens; including citizens with special needs and disabilities, veterans and senior citizens. This industry provides us with not only an opportunity to give back to those citizens, but an opportunity to uplift and promote the communities that we are in by offering much needed jobs and some of the best leadership in the world.

Owl, Inc. is an experienced national prime contractor which has provided special needs transportation for the past 16 years. Owl understands the services to be performed. We are committed to providing excellent service and a positive experience for the Beaufort County community.

We consider the following to be a few of the critical success factors for the provision of sustainable transportation services:

- ✚ Safety Security, Discretion and Reliability of transit services
- ✚ Effective maintenance of equipment with responsive back up/contingency plans
- ✚ Driver commitment, Timeliness, Certified/Qualified Drivers
- ✚ Competitive daily rates
- ✚ Experience, Leadership & Training
- ✚ Customer Service & Support



The person(s) authorized to make representations for Owl, Inc. is listed below:

**Dr. Laster Walker - President**  
87 Coles Court  
St. Johns, FL 32259  
904-755-4720

Owl, Inc has NOT been involved in any litigation within the past five years, arising out of services performed.

Owl, Inc. has not received any amendments regarding the Transportation Services for Beaufort County proposal.

Enclosed is our proposal with intent to perform Transportation Services for Beaufort County Disabilities and Special Needs. If there are any additional questions, please contact us by email at [dr.walker@owlingroup.com](mailto:dr.walker@owlingroup.com) or call (904) 755-4720.

Very Respectfully,

Dr. Laster B. Walker  
President  
OWL, Inc.



## Table of Contents

<b>1.0</b>	<b>Letter of Transmittal</b> .....	<b>2</b>
<b>2.0</b>	<b>Implementation Plan</b> .....	<b>5</b>
2.1	Workload Capacity and Vehicles.....	6
	Reporting Requirements .....	9
<b>3.0</b>	<b>Current and Past Contracts</b> .....	<b>9</b>
<b>4.0</b>	<b>Exceptions</b> .....	<b>14</b>
<b>5.0</b>	<b>General Qualifications</b> .....	<b>15</b>
5.1	Company Qualifications .....	16
5.2	Technology .....	16
5.3	Maintenance Program .....	18
	Pre and Post-Trip Inspections .....	18
	Preventative Maintenance Program.....	19
5.4	Staff Qualifications and Key Personnel.....	21
	Key Personnel Experience and Qualifications .....	21
	Personnel and Staffing .....	22
	Driver Requirements/Standards .....	24
<b>6.0</b>	<b>REQUIRED DOCUMENTS</b> .....	<b>26</b>



## 2.0 Implementation Plan

OWL, Inc. intends to fully man this contract without the assistance of subcontractors. OWL, Inc. currently maintains an office in Charleston, SC and will open an office in Beaufort County to meet the BCDSN needs.

- Company executives will be in Beaufort County, SC thirty (30) days prior to contractual start date. Our initial emphasis during the transition will be placed on “onboarding” of current contracted employees. We will also be recruiting statewide and regionally for openings in operations. OWL, Inc. will be seeking total cooperation from the current provider, if applicable, there-by conducting interviews with incumbent employees to employ pre-qualified individuals.
- As a certified service-disabled veteran owned business entity, Owl Inc.’s philosophy is to employ qualified veterans and those that share our common values. Prior to the period 30-day start-up, job fairs may be conducted with local supporters, government offices of Beaufort County, veteran organizations, and others to achieve our staffing goals.
- Two weeks prior to the contractual initiation date, OWL, Inc.’s will deploy its information technology plan which consist of, office setup equipment, computer hardware and software, which will be programmed with the necessary software required under this contractual agreement. Also, at the same time, the rolling stock needed for this mission will arrive for inspection and licensing. Owl Inc.’s Corporate Training Team will deploy to initiate training for new hires and administrative personnel. Rehearsal runs will be conducted, in addition to site visits. OWL, Inc. will request BCDSN to furnish one or two days of trips to organize the run-throughs.
- One week prior to the contractual start date, key personnel from all our locations, including our headquarters, will arrive on the site. These key personnel will be staged at the ensuring the transition goes smoothly and customers are provided the transportation services needed.

OWL INC STARTUP PLAN									
Task Name	Start Date	End Date	Assigned To	Status	% Complete	Duration	Predecessors	At Risk	Comments
<b>CONTRACTUAL</b>									
Notice to Proceed									
Contract Negotiation									
Finalize and sign contract									
<b>Organize startup team</b>									
Weekly team meetings									
<b>RECRUITMENT</b>									
Project Manager on site									
Regional Support team on site									
Employment ads placed									
Reach out to existing employees									
Onboard new employees									
<b>TRAINING</b>									
Training Plan reviewed and finalized									
Train incumbent Operators									
Staff Training									
<b>OPERATIONS</b>									
SOPs created and finalized									
IT equipment installed									
IT connections tested									
Scheduling software simulated and tested									
Daily forms created and finalized									



## 2.1 Workload Capacity and Vehicles

We have 5 vehicles that we will use to support the BCDSN service. OWL, Inc. is very flexible and has the capacity to quickly scale up or down in order to perform the work required. Owl, Inc. is prepared to use larger transit type vehicles which will accommodate 12 passengers and two wheelchairs. (See Owl Inc. buses currently used for Jacksonville Transportation Authority below):



Owl, Inc. can scale up to 45 passenger capacity vehicles if needed.





We also have smaller transit vehicles to accommodate the smaller capacity trips. OWL, Inc. has 420 vehicles in its fleet and has a variety of options available to meet the BCDSN requirements. Please also see specification examples and photos below:



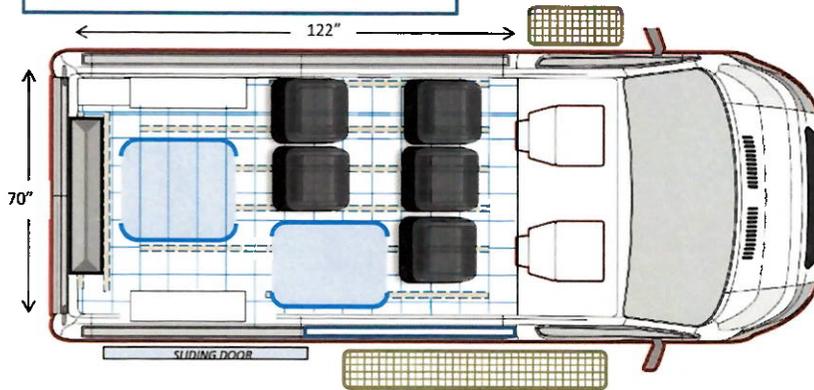


RAM ProMaster 1500 136" Wheelbase  
Floor Plan Configurator



SCALE  = 8"

REVISED NOV 2017





## Reporting Requirements

OWL, Inc. uses at a minimum, TPI (Two Person Integrity) to verify the accuracy of all operational data. Whether it is vehicle related (preventive or general maintenance), road call issues, payroll and personnel files, policies and procedures, or our relationship with the BCDSN in general. Data is gathered or received, reviewed by at least two different people, responded to or analyze, and filed for archival purposes.

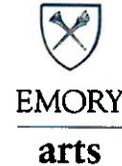
The ability to measure operating proficiency requires information from many different sources. How that information is processed, analyzed and acted upon is of critical importance. Management information is the tool that provides management with the necessary information to plan, operate and administer the transit organization. Specific management reporting activities include the following: Incorporating, in the management information system, the capability to collect data on performance and measure progress toward established goals; Accumulating data from various sources; Processing data for presentation in reports; Preparing reports that show planned results and actual accomplishments; Distributing reports to responsible individuals; and Obtaining feedback for explanation of variances and actions taken.

OWL, Inc. believes that well designed management reports are an essential component of both internal and external communication in a transit system.

### 3.0 Current and Past Contracts

OWL, Inc. is a service-disabled veteran owned business which was formed in Florida in 2003. We have a proven track record over the past 16 years of providing safe and reliable transportation services to customers. See current list of clients and contracts below:





See References below for description of current OWL, Inc. door to door transportation services provided. Included are current telephone numbers for each contract or project.

**U.S. Department of Health and Human Services  
Office of the Assistant Secretary for Preparedness & Response  
Disaster Survivor Population**

Contact: Cheryl Perdue, Contracting Officer  
330 Independence Ave. SW G640  
Washington, District of Columbia 20201  
Cheryl.perdue@hhs.gov  
(202) 868-9952  
Wheelchair Van and Stretcher Services  
October 2017 to January 2019  
Total Contract Cost: \$4,838,984.00  
Vehicles in use: 30  
Total Trips per year: 210,000

Description of Services: As a result of catastrophic effects of Hurricane Maria that impacted the islands of PR and the USVI, the federal government was required to activate the National Disaster Medical System (NDMS) Patient Movement Operation and evacuate over 300 disaster survivors consisting of National Disaster Medical System (NDMS) patients and non-medical attendants (NMAs) to various locations throughout the continental U.S. to include the Commonwealth of Puerto Rico. NMAs include caregivers, dependent adult and children as identified by the government. The Contractor shall provide 30 paratransit vehicles (staggered 10-hours a day) to support appointment-based and general transportation (paratransit and shuttle) for approximately 300 disaster survivors in/around the Atlanta, GA (Metropolitan area).

Paratransit Transportation: The Contractor shall provide general transportation (paratransit services) at least twice a day, 7 days a week, including holidays from each hotel to support approximately 300 disaster survivors. Additional transportation services



will be provided to include planned group trips to stores, churches, and shopping centers, and other locations. These locations will mostly be within a 50 mile radius, one way, however in some instances, this may increase up to 100 miles, one way. The Contractor shall advertise shuttle time in lodging area to provide awareness of scheduled transportation services. The Contractor shall provide group shuttle transportation services.

**Department of Veterans Affairs**  
**Richmond/Hampton/Durham VA Medical Center**  
Contact: **Pujan Patel, MHA**, Chief, Health Administration Service  
11201 Broad Rock Blvd  
Richmond, VA 23667  
804-675-5000 Ext. 1104  
[Pujan.Patel@va.gov](mailto:Pujan.Patel@va.gov)  
Wheelchair Van Services  
April 2014 to present  
Total Contract Value: \$43,768,866.40  
Vehicles in use: 140  
Total Trips Per Year: 295,396

Description of Services: The Department of Veterans Affairs Medical Center, Richmond, Hampton, Durham VA (VAMC) serves the central Virginia area. Comprehensive health care is provided through primary care, acute inpatient care, psychiatric care, chronic spinal cord care, long-term care, hospice palliative care and domiciliary rehabilitative residential care. OWL, Inc. provides door to door paratransit, subscription ambulatory, and Wheelchair Van Services to beneficiaries of the Department of Veterans Affairs Medical Center (VAMC).

**Department of Veterans Affairs**  
Orlando VA Medical Center  
Contact: Marie Smith, Contracting Officer  
5201 Raymond Street  
Orlando FL 32803  
[marie.smith4@va.gov](mailto:marie.smith4@va.gov)  
(407) 646-4013  
Wheelchair Van and Stretcher Services  
April 2014 to present  
Total Contract Cost: \$16,328,000.00  
Vehicles in use: 56  
Total Trips per year: 86,560

Description of Services: Comprehensive health care is provided through primary care, acute inpatient care, psychiatric care, chronic spinal cord care, long-term care, hospice palliative care and domiciliary rehabilitative residential care. OWL, Inc. provides door to door and subscription non-emergency transportation for wheel chair, stretcher, and



ambulatory beneficiaries of the Orlando VA Medical Center for transportation to and from the Orlando VA Medical Center and clinics in the central Florida area.

**Ralph J. Johnson VA Medical Center**

Teresa Rix, COTR

Teresa.Rix@va.gov

(843) 577-5011

November 2015 to present

Contract Amount:

Description of Services: OWL, Inc. also provides door to door special needs, subscription ambulatory, and Wheelchair Van Services to beneficiaries of the Department of Veterans Affairs Medical Center (VAMC).

**Chesterfield County ACCESS/VIEW programs**

Contact Person: Frank Vance, Transportation Program Coordinator

7321 Whitepine Rd.

North Chesterfield, Virginia 23237

Phone number: (804) 279-8489

November 2014 to present

Total Contract Cost: \$6,252,980.00

Vehicles in use: 24

Total Trips Per Year: 76,363

Description of Services: OWL, Inc. provides transportation services (non-emergency, non-metered, irregular routes) for the Chesterfield County Access Chesterfield Program ("Access") and the Department of Social Services Virginia Initiative for Employment not Welfare Program ("VIEW"). The ACCESS program provides curb to curb transportation services to qualified Chesterfield County residents including disabled residents.

**Atlanta Regional Commission DeKalb County Coordinated Transportation Services**

Contact Person: Cynthia Burke, Mobility Manager

40 Courtland Street, NE

Atlanta, Georgia 30303-2538

Phone number: 404.801.7574

cburke2@atlantaregional.org

July 1, 2015 to present.

Total Trips Per Year: 90,000

Description of Services. OWL, Inc. provides ambulatory and wheelchair subscription, demand, curb to curb and field trip and shuttle route services to DHS clients and eligible passengers in DeKalb County including elderly residents. At the time of contracting, DHS estimated approximately 90,000 core ambulatory and wheelchair trips per year in this program.



**Department of Veterans Affairs**

Phoenix /Tucson VA Medical Center

Contact: Nicholas Lebano, Contracting Officer

Southern Arizona VA Health Care System

Nicholas Lebano@va.gov

(520) 792-1450 X 2584

Wheelchair Van, Ambulatory and Stretcher Services

August 2017 to present

Total Contract Cost: \$30,955,681

Vehicles in use: 70

Total Trips Per Year: 288,556

Description of Services: OWL, Inc. provides door to door and subscription non-emergency transportation for wheel chair, stretcher, and ambulatory beneficiaries of the Phoenix and Tucson VA Medical Centers for transportation to and from the medical facilities to include clinics in the greater Phoenix and Tucson area.

**Central Florida Regional Transportation Authority (LYNX)**

Contact Person: Selita Stubbs, Director of Mobility Services

455 North Garland Avenue, Suite 500

Orlando, Florida 32801

Phone number: 407.254.6039

SStubbs@golynx.com

September 1, 2018 to present

Total Trips Per Year: 109,500

Description of Services: OWL, Inc. provides paratransit, ambulatory and wheelchair subscription, on-demand, curb to curb, Access Lynx route services to eligible passengers in the Central Florida area. These services consist of individuals with special needs, disabilities and elderly residents.

**Jacksonville Transportation Authority**

Contact Person: Lisa Darnall

121 West Forsyth Street, Suite 200

Jacksonville, Florida 32202

Phone number: 904.630.3129

ldarnall@jtafla.com

Total Trips Per Year: 25,000

Description of Services: OWL, Inc. provides transportation services to the Jacksonville, Florida area. This service accommodates paratransit and non-ADA individuals providing on-demand, curb to curb, First and Last Mile services. Owl, Inc. also provides Premier fixed route bus service for the adjacent Nassau county with service to and from Duval County (Jacksonville, FL).



#### **4.0 Exceptions**

Owl, Inc. does not have any exceptions to list for this RFP.

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## 5.0 General Qualifications

We are a dynamic, growth-oriented company providing special needs transportation services to residents and agencies throughout the United States. We maintain and operate a fleet



of 400 sedans, mini-vans, vans and buses in support of non-emergency, fixed route and special needs transportation including paratransit services. We employ over 500 drivers who take pride in their work, community, and provide a high level of customer service. OWL, Inc. has been providing special needs transportation to the Department of Veteran Affairs, private, state & local agencies and Medicaid/Medicare clients for the past fifteen years.

Our operation is led by proactive management, meaning we prepare daily for mishaps. In the case of a missing operator, we are prepared to operate the trip with another qualified driver. “Stand By” drivers are scheduled at a rate of approximately three hours per day per vehicle. Driver schedules are developed up to two weeks in advance to prevent scheduling conflict. By utilizing all the above techniques and auditable processes, adherence to schedules and on time performance has been achieved while maintaining cost controls and professionalism in service delivery. Our focus is to create value for the Beaufort County’s citizens and the community.

We, at OWL, Inc., strongly believe that Quality Assurance (QA) is a business management philosophy that aligns the activities of all employees of an organization with the common focus of customer satisfaction through continuous improvement in the quality of goods and services. The goal is to reach Beaufort County’s (BCDSN) highest expectations of performance. We are confident we will be able to achieve this goal by leveraging our continuous improvement process. OWL, Inc.’s QA program applies a continuous improvement process using management metrics to measure progress and to establish goals and objectives for specific performance standards. Although performance can be subjective, OWL, Inc. has established the definition of excellent, good or marginal performance. Factors including current schedules, data transfer and other specific BCDSN priorities will be considered in reaching this decision. We peg our goal based on this determination including the Quality Control factors identified in the request for proposal (RFP). We also realize that these targets and goals can be adjusted during the contract term due to many factors including changes in policies, overall objectives and service characteristics. We



will regularly review and discuss our targets and goals with the BCDSN and adjust if deemed necessary.

## 5.1 Company Qualifications

In 2018, OWL, Inc. performed over 1 million trips across the United States. We provided paratransit and special needs transportation under ADA and FTA guidelines throughout the United States of America, including Charleston, SC where Owl, Inc. provided paratransit services to the Department of Veterans Affairs since 2015. Other locations include Atlanta, St. Louis, Durham, San Francisco, Tucson, Phoenix, Jackson, MS., Orlando, Daytona Beach, Viera, and Jacksonville, FL. Owl, Inc. has a current footprint in over 25 cities and in 17 states throughout the United States.

## 5.2 Technology

OWL, Inc. vehicles are equipped with a Global Positioning System (GPS) that combines technology with sophisticated onboard engine diagnostics to offer a much broader array of fleet management capabilities. With this type of system, in addition to knowing where our vehicles are and what they are doing, we also receive extensive data on the performance of the engines in those vehicles. This includes everything from fuel consumption to idle time, greenhouse emissions, driver behaviors such as speeding, and potential engine problems. This combination of vehicle location and performance data enables OWL, Inc. to monitor and manage many aspects of fleet performance. OWL, Inc. vehicles are also equipped with a 2-channel video recorder which records events inside and outside of the vehicle to ensure the upmost Safety and Reliability transportation system.

### **OTHER KEY EQUIPMENT ON EACH VEHICLE**

- Oxygen tanks (if necessary)
- Wheelchairs with leg braces/extensions and all securing devices
- Cell phone communication device
- 2 x Blankets
- Supplies for infections and precaution procedures
- First Aid Kit with band-aids, gauze, elastic bandages, sterile gauze pads, triangular bandages, cleansing wipes, tape, scissors, eye pads and ammonia inhalants; all packed in sterile containers.
- 4 x Emergency flares and warning lights, and one 5-pound ABC rated fire extinguisher with tag showing record of inspection
- Working heating and air conditioning controls
- Safety belts for all occupants; to include seat belt cutters in case of emergency
- Working loading platform
- Clamp cleats or belts to firmly anchor wheelchair/scooters
- Side and rear loading doors operational from both inside and outside vehicle
- Steps treated with non-skid material
- Sheets and blankets as required



### Snapshot of Cameras

Below is a screen snapshot of the footage that our cameras capture. They are 2 way, capturing a front view of the road and front vehicle surroundings, and the camera records the inside of the vehicle simultaneously. It gives us speed and location data as well.

#### Outside Vehicle



#### Inside Vehicle





### 5.3 Maintenance Program

OWL, Inc. complies with all federal, state and local regulations governing the maintenance and operation of vehicles. Vehicles are inspected twice daily by drivers using the Daily Pre/Post Trip Vehicle Inspection (DVI). Any discrepancies are corrected on-site by either the opening mechanic or closing mechanic on duty. Road supervisors conduct weekly vehicle inventories of vehicles to ensure all equipment is onboard and working properly. Replacement equipment is then requisitioned for replacement.

Vehicle cleanliness is a deep concern of ours. Presenting a positive image to passengers and the general public is of the utmost importance. We have a day and night bus washer on-site. We have divided our full vehicle complement into a daily cleaning schedule. Each vehicle will have a major cleaning once per week, and a mini house clean every other day. Forms will be used for documenting cleaning functions. We are committed to providing clean vehicles at all times.

#### Pre and Post-Trip Inspections

As part of their pre-route process, all drivers complete a Pre-Trip DVI, which is then verified and signed, by the attending road supervisor and mechanic on duty. Discrepancies are either corrected on-the-spot by the on-duty mechanic, or the vehicle is scheduled for the appropriate repairs. Post-trip DVIs are again completed by the drivers upon their return from the route and re-verified by the attending road supervisor.

Road Supervisors and mechanics review all work orders daily to ensure maintenance is being conducted. See DVI below:





### Daily Vehicle Inspection Report (DVI)

Vehicle No.	Date	Dirver's Name	Start Miles	Start Time	End Miles	End Time
		= Satisfactory ( Working Properly )		U = Unsatisfactory ( Not Working Properly )		
Pre	Post		Pre	Post		
		<b>Suspension / Tires (Front &amp; Rear)</b>			Seats & Cushions Secure	
		Tire Tread Depth [Minimum 4/32 2/32]			Seat Belts Operational & Secure	
		Tire Sidewall & Tread Wear OK			Two Way Radio Complete / Operational	
		Lug Nuts Tight - No Rust or Damage			Windshield Wipers & Washer Operational	
		<b>Engine Compartment</b>			Horn Operating	
		Oil at the Proper Level			Passenger Door Operational / Complete	
		Power Steering Fluid at Proper Level			Registration & Proof of Insurance Present	
		Transmission Fluid at Proper Level			Wheel Chair Tie-Downs Present	
		Brake Fluid at Proper Level			<b>Steering System</b>	
		Radiator Coolant at Proper Level			Steering System Operating Properly	
		<b>Vehicle Glass &amp; Lighting</b>			Gear Shift Mechanism Working Properly	
		Mirrors are Complete / Good Condition			<b>Brakes</b>	
		Glass is Free of Breakage or Cracks			Brakes Work Properly/Pedal Feels Good	
		Emergency Windows in Good Condition			Emergency Brake Works Properly	
		Headlights Operational (High/Low Beam)			Interlock System Functioning Properly	
		Clearance Lights Complete/Operational			<b>Safety Items</b>	
		Back Up Alarm Operational			First Aid Kit / Fire Extinguisher Present	
		Emergency Flashers Operational			Triangle Flares Present	
		Interior Lights Complete & Operational			<b>Wheelchair Lift</b>	
		<b>Environmental Controls</b>			Lift Free From Fluid Leakage	
		Front Air Condition Temperature / Cool			Lift Operates Electrically/Manually Good	
		Rear Air Condition Temperature / Cool			Cycle Lift Fully Before Leaving Yard (Once)	
		Heater & Defroster Working Properly			<b>Cleanliness</b>	
		<b>Interior</b>			Exterior Clean	
		Gauges Operational			Interior Clean	
Mileage Next PM Inspection is Due:			Quarts of Oil Added:	Fuel Gauge: E-----1/2-----F		
<b>Below:</b> Describe problem completely noting everything happening at the time of the problem.						
Items in <b>BOLD</b> must be reviewed by a Supervisor Immediately if marked UNSATISFACTORY. I declare that the above inspection was conducted properly and that the vehicle has no <b>SAFETY DEFECTS</b> .						
Driver's Signature (Pre-Inspection): _____						
<b>End of Shift:</b> There have been no incidents or accidents with this vehicle while in my control since the above signed inspection, unless noted in writing and attached to this report.						
Driver's Signature (Post-Inspection): _____						
<b>Supervisor Authorization:</b> After reviewing the above noted discrepancy and visually inspecting the vehicle. I have determined the discrepancy is <b>NOT Safety Related</b> and I hear by authorize this vehicle to be used for service.						
_____ Reviewed	_____ Acting Supervisor's Signature: _____					
_____ Noted For Repair	_____ Technician's Signature: _____					
_____ Could Not Duplicate Problem	_____ Shop Foreman's Signature: _____					
_____ Repaired						
Review 6/23/04						
Enclosure (13) OWL Transportation						

### Preventative Maintenance Program

OWL, Inc. preventative maintenance inspection is a program of routine checks and procedures performed on a scheduled and recurring basis to avoid breakdowns and prolong equipment life.

The "A" *Inspection* designed for the inspection, service and monitoring of certain items at predetermined times and to identify any possible defects or decencies which might have occurred and to make minor adjustments as necessary, including certain items which should be inspected and serviced as indicated.



The “**B**” *Inspection* is designed for the inspection, service and replacement of certain items at predetermined times and to identify any possible defects which might have occurred and to make minor adjustments as necessary, including certain items which should be inspected and serviced as indicated.

The “**C**” *Inspection (Major Inspection Every 24,000 Miles)* is a technical and performance inspection and is accomplished annually or as need at the interval. The “**B**” *Inspection* items are repeated, and additional scheduled items is required to accomplish which was not part of the other inspection intervals.

All (**A**) *Inspections* are done according to the **A, B, and C** schedule and at the regular “**A**” *Inspection* intervals.

Vehicle breakdown, Accident and Incident Response Plan - Our objective is to have any identified vehicle breakdown up and running in less than 45 minutes. We have a road supervisor and mechanic on duty to physically deliver a replacement vehicle to the driver’s location, if needed. When we are notified via dispatch of any accident or incident, we send a road supervisor immediately to the scene with a standard accident reporting packet, so they can liaison with either local Police or Fire and Rescue and gather any pertinent information. They also carry a digital camera so that pictures can be taken of the scene or incident to assess any damage that may have occurred.

Vehicle Contingency Plan - When our vehicles become inoperable due to maintenance, we immediately assess the need to put our contingency plan into place. When necessary, we will rent, lease or purchase vehicles to fill any vehicle shortfall that may arise due to maintenance, accident/incident or unforeseen circumstances. We will work all possible options to ensure seamless transportation service to our passenger customers and our VAMC partners/customers. In the case of an interruption while transporting a client, our Dispatcher will be made aware of the situation, and we will either have the Road Supervisor continue the trip, or we will immediately dispatch another vehicle to complete the transport.

Vehicle Accident and Incident Response Procedures - All accidents and incidents occurring on vehicles shall be immediately reported to the dispatcher and subsequently forwarded to OWL, Inc. Customer Service Personnel. These include accidents reported to law enforcement as well as those that are not reported. If the accident occurs after regular business hours, the Operations Manager will be notified immediately by telephone.

1. An Accident/Incident Review Form shall be completed and faxed to the VAMC within 48 hours of the accident/incident.
2. If personal injuries are evident or suspected, a 911 call will be made immediately. A police report should be filed for all accidents.
3. If an accident results in bodily injury or property damage in excess of Federal Transportation Authority (FTA) guidelines, the driver must submit drug and alcohol testing in accordance with FTA requirements.



4. If the driver is found at fault for the accident, he/she should submit to a drug and alcohol test.
5. As soon as an accident is reported, a road supervisor will begin an investigation.
6. One copy of a report filed by a law enforcement agency will be forwarded to the BCDSN within 48 hours of the accident.
7. OWL, Inc. will ensure all standards are fully implemented and due diligence is performed.

#### 5.4 Staff Qualifications and Key Personnel

OWL, Inc. is managed by a group of dynamic professionals with over 35 years of experience in executing transportation services. In addition, Owl, Inc.'s reputation and strength is reinforced by the company's leader Dr. Walker, whose career began in the transportation industry in 1983. Owl, Inc has had a successful history of providing safe and reliable transportation services to local, state and federal agencies throughout the United States. Our success in providing quality and efficient transportation services demonstrates the total commitment of our operators and the effectiveness of our transportation management systems.

The Key Personnel will dedicate 100% of their time to ensure a successful implementation to the program. Our corporate and regional support staff will be on site at key points during the transition to provide technical assistance. Our General Manager, Petina Ferguson and Quality Control Officer, Steven Rich will work on leading and facilitating every step of the transition, including responsibility for maintaining moral dedication during what can be a very stressful time for the new operation, and everyone involved.

#### Key Personnel Experience and Qualifications

##### **DR. LASTER B. WALKER**

##### ***President, CEO***

Twenty (20) years leadership experience managing personnel, property accountability, and physical security. Twelve (12) years' experience teaching and training in a classroom or workshop environment.

##### **Work Experience**

***September 2005 to Present.*** Chief Executive Officer, OWL Inc. Duties include ensuring the day-to-day operation of a company that provides transportation. OWL, Inc. employs over 500 employees and operates over 400 transportation vehicles.



**September 2003 to September 2005.** Contract Compliance Officer, Jacksonville Transportation Authority, Jacksonville FL. Duties included ensuring nondiscrimination in the award and administration of all contracts, assisting in the development of small/disadvantaged firms, and developing and implementing internal and external outreach activities regarding federal policies.

**March 2000 to September 2003.** Shipping and Receiving Manager, Swisher International, Jacksonville FL. Duties included enforcement of company policies and procedures and ensured the integrity of all shipments and inventories. Duties also included teaching weekly safety classes.

**July 1983 to March 1999.** Corps Transportation Manager (MSG/E-8), HQ V corps, U. S. Army, Heidelberg, Germany. Served as the Director of Transportation for a forward-deployed Heavy Armored Corps with an assigned strength of over 65,000 members. Duties included physical security, training and daily planning for all logistical movements in and out of Bosnia-Herzegovina. Twelve (12) years' experience teaching, coordinating, and executing operations in the multi-modal transportation field of the United States Army.

**Education**

**Doctorate of Education** in Organizational Leadership  
Nova Southeastern University, Fort Lauderdale, FL May 2006

**Master of Arts** in Organizational Management  
University of Phoenix, Jacksonville FL, 2002

**Bachelor Degree** in Business Administration Organizational Management  
Edward Waters College, Jacksonville FL, 2000

Personnel and Staffing

We will provide the necessary staff for the provision of the RFP for the operations and maintenance functions. These levels will be monitored on an ongoing basis to ensure all operational requirements meet or exceed the standards outlined in the RFP. See example chart below for minimum staffing required for 6 vehicle OWL, Inc. operation. Staffing may be scaled up or down as needed.

Position	Staffing Level	Job Duties	Qualifications
Service Manager	1 FT	Oversight of all contract activities; liaison with BCDSN attending meetings and serving on committees upon request; reporting of key performance factors; budgetary analysis; quality control activities; screening and hiring programs; member of transition team.	



Position	Staffing Level	Job Duties	Qualifications
Safety/Training Supervisor	1 FT	Direct supervision of driving staff; schedule drivers; distribute trip manifests; process pre-trip/post-trip vehicle inspection reports; monitor radio communications; Perform operation monitoring activities including on-board observations, unobserved monitoring; Conducts behind-the-wheel training and new hire monitoring; and respond to incidents and accidents.	A two year associate degree in a business management related discipline; experience in the delivery of transportation services in a position of responsibility may be substituted for the desired education; possess excellent interpersonal and communications skills and knowledge of the service area; communicate politely and effectively on the telephone; proper driving licensure required.
Dispatcher/Scheduler	1FT	Distribute trip manifests; process pre-trip/post-trip vehicle inspection reports; monitor radio/AVL/ electronic terminal communications; answer phone calls and schedule trips as needed; complete operational reports.	Experience in the delivery of transportation services in a position of responsibility; possess excellent interpersonal and communications skills and knowledge of the service area; communicate politely and effectively on the telephone; proper driving licensure required.
Drivers	9 FT/PT positions	Operates vehicles in safe and professional manner at all times. Act as primary passenger relations contact; perform runs as scheduled; assist passengers as needed; and complete pre-trip/post-trip vehicle inspections.	Please see Contract requirements.
Quality Control/Maintenance Manager	1FT/PT	Schedules and conducts preventive maintenance; performs quality control inspections; oversight of any externally performed maintenance including warranty work, body work, and major rebuilds. Perform preventive maintenance and general repair functions, vehicle diagnostics, maintain vehicle history records, complete work orders; and enter information into maintenance software program.	Experience in the delivery of transportation services in a position of responsibility; possess excellent interpersonal and communications skills and knowledge of the service area; communicate politely and effectively on the telephone; proper driving licensure required.
Road Supervisors	1 FT/PT	Perform scheduled cleaning and fueling functions; check fluid levels; maintain accurate records and daily logs; other duties as assigned by Operation Manager	No minimum educational requirements; at least 18 years of age; on-the-job training will be provided to the successful candidate; must be able to follow both written and verbal instructions.

OWL, Inc has over 500 qualified drivers on staff. This includes CDL licensed as well as CPR certified drivers. Our management staff are qualified drivers and are often dispatched in times of emergencies and natural disasters to pick up patients and customers that may not have transportation to evacuate or make it to their dialysis appointment which can be a life or death situation.



### Driver Requirements/Standards

OWL, Inc.'s drivers will be required to meet all solicitation requirements. In addition to the RFP requirements, OWL, Inc.'s hiring minimums are provided below:

1. All drivers will have a physical examination certifying their ability to perform their required duties before employment and at a minimum of every two years thereafter.
2. Pre-employment drug tests verifying a negative result is required for all drivers as per USDOT regulations, 49 CFR part 655. Drug tests are also given randomly every month and is required after any accident or other significant incidents.
3. Employment records for all drivers shall include: required pre-employment criminal record check; results of the required pre-employment, post-accident, reasonable suspicion, return to duty and random tests as required by 49 CFR Part 655; documentation of required physical examinations; moving violation reports and documentation of driver work hours including days/hours worked and off duty hours.
4. The driver must not have had a suspended or revoked driver 's license within the immediate past two (2) years, except for the administrative suspensions caused by failure to pay child support or failure to maintain PIP insurance on their personal vehicle.
5. OWL, Inc. participates in the E-verify program operated by the U.S. Department of Homeland Security and/or equivalent federal work authorization pursuant to the Immigration Reform and Control Act of 1986. OWL, Inc. uses the federal Employment Eligibility Verification work authorization program to verify employment eligibility.
6. A copy of each driver Moving Violation Record will be provided at least once every six months.
7. Drivers will not be permitted to driver more than 10 hours in any one twenty-four-hour period. Drivers are not permitted to be on duty more than 16 hours during any 24-hour period or drive more than 70 hours in any period of seven consecutive days. Any driver who has reached the maximum of 12 consecutive hours or 16 hours on duty is required to have a minimum of 8 consecutive hours off duty.
8. OWL, Inc. will maintain a drug-free workplace and otherwise comply with the provisions of the Drug-free Workplace Act, 41 U.S.C. §701-707.
9. Drivers will:
  - obey all traffic laws and ordinances;
  - use correct radio procedures;
  - conduct a daily pre-trip inspection of their vehicles;
  - keep the vehicle clean;
  - assist passengers when necessary;
  - keep their manifests, timesheets, etc. accurate and legible;



- collect all fares as indicated on their manifest or otherwise instructed;
- have passengers sign any required forms;
- report all traffic accidents and/or any other incidents immediately;
- radio the dispatcher before leaving the location of a client who is marked as a no-show;  
and
- report any change in drop-off location from the location listed on the manifest.

## OUR DRIVERS ARE CPR CERTIFIED

Incase of a real emergency...



## 6.0 REQUIRED DOCUMENTS

**See Required Documents on Next Page(s)**

**15.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,**

**INELIGIBILITY, AND VOLUNTARY EXCLUSION:** The contractor certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department or agency. It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify this statement, it shall attach an explanation to this solicitation/bid.

**State whether or not your company has been involved in any litigation within the past five (5) years arising out of your performance by circling YES or **NO**.**

**If you circled YES, explain fully in a separate attachment.**

**PART V**

**SUBMISSION REQUIREMENTS**

To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

- 1.0 Letter of Transmittal - limit to four printed pages.
  - 1.1 Briefly state your firm's understanding of the work to be done, and make positive commitment to perform the work.
  - 1.2 Identify your proposal's principal strengths.
  - 1.3 Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
  - 1.4 State whether or not your firm has been involved in any litigation within the past five (5) years, arising out of your performance. Explain fully if it has been involved in any litigation.
  - 1.5 Indicate the number and dates of amendments that you have received.
- 2.0 Table of Contents - clearly identify the material, by section and page number.
- 3.0 Proposed implementation plan.
- 4.0 List several of Offeror's prior similar projects with name, address, and phone of a contact with whom County can discuss proposers past performance.

- 5.0 List any exceptions to this RFP.
- 6.0 Other information and materials which the proposer wishes to submit in support of his proposal, qualifications, etc.

**LOCAL VENDOR PREFERENCE – PARTICIPATION AFFIDAVIT**

**SECTION 2.537.1**

A competitive procurement made by Beaufort County shall be made from responsive and responsible resident vendors in the County for procurement, if such bid does not exceed the lowest qualified bid from a non-county vendor by more than five (5%) percent or Ten Thousand (\$10,000.00) Dollars, whichever is less, of the lowest non-county bidder. The resident vendor has the discretion to match the bid submitted by the non-county vendor and receive the contract award.

A vendor shall be deemed to be a "local vendor" if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in Beaufort County, has a business license of Beaufort County or one of the municipalities within Beaufort County, and maintains a representative inventory of commodities within Beaufort County or one of the municipalities on which the bid is submitted and has paid all taxes duly assessed.

If no bids are received from a Beaufort County Local Vendor a vendor shall be deemed to be a "local vendor" if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the state, maintains an office in Jasper, Hampton, and Colleton Counties (local preference only applies if Jasper, Hampton and Colleton Counties offer reciprocity to Beaufort County). A competitive procurement made by the county shall be made from responsive and responsible resident vendors in the respective counties for procurement, if such bid does not exceed the lowest qualified bid from a non-local vendor by more than five (5%) percent or \$10,000.00, whichever is less, local vendor has the discretion to match the bid submitted by the non-local vendor and receive the contract award.

If the procurement is to be made pursuant to state or federal guidelines which prohibit or restrict a local or state preference, there shall be no local or state preference unless a more restricted variation is allowed under the guidelines. Local/state preference shall not be applied to the procurement of construction services.

The undersigned hereby attests that the criteria of the "RESIDENT VENDOR PREFERENCE, SECTION 2.537.1" are met for the purposes of bid document 040419, dated 04/03/2019.

Company Name: OWL INC Principal Name: OWL INC

Company Address: 87 Coles Ct. St. Johns, FL 32259

Secretary of State Designation: (Corporation, Individual, Partnership, other) Corporation  
Beaufort County Business License/Classification: \_\_\_\_\_

Tax Obligation Current: \_\_\_\_\_

Signature of Principal/Date: [Signature] 4/4/2019

Witness/Date: \_\_\_\_\_

Form 2.537.1

**NON-DISCRIMINATION STATEMENT (SEC 2.537.2.1)**

The offeror certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any RFP submitted to Beaufort County or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Beaufort County to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

## COUNTY COUNCIL OF BEAUFORT COUNTY Title VI Statement to Contractors and Subcontractors



It is the policy of the County Council of Beaufort County, South Carolina, hereafter referred to as "Beaufort County" or "the County", to comply with Title VI of the 1964 Civil Rights Act (Title VI) and its related statutes. To this end, Beaufort County gives notice to all Prime Contractors, Subcontractors, Architects, Engineers, and Consultants that the County assures full compliance with Title VI and its related statutes in all programs, activities, and contracts. It is the policy of Beaufort County that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs, activities, or contracts on the basis of race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not.

Pursuant to Title VI requirements, any entity that enters into a contract with Beaufort County including, but not limited to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants, may not discriminate on the basis of race, color, national origin, age, sex, disability, religion, or language in their selection and retention of first-tier subcontractors, and first-tier subcontractors may not discriminate in their election and retention of second-tier subcontractors, including those who supply materials and/or lease equipment. Further, Contractors may not discriminate in their employment practices in connection with highway construction projects or other projects assisted by the U.S. Department of Transportation (USDOT) and/or the Federal Highway Administration (FHWA).

**In all solicitations either by competitive bidding or negotiation made by the Contractor for work to Beaufort County to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under the contract and the Title VI regulations relative to nondiscrimination on the basis of race, color, national origin, age, sex, disability, religion, or language by providing such a statement in its bidding and contract documents.**

Upon request, the Contractor shall provide all information and reports required by Title VI requirements issued pursuant thereto, and shall permit access to its books, records, accounts and other sources of information, and its facilities as may be determined by Beaufort County, USDOT, and/or FHWA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to USDOT or FHWA, as appropriate and via Beaufort County, and shall set forth what efforts it has made to obtain the information. In the event of the Contractor's non-compliance with nondiscrimination provisions of this contract, USDOT may impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of this direction to comply with Title VI, the Contractor may request USDOT to enter into such litigation to protect the interests of USDOT and FHWA. Additionally, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Any person or Subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI has a right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action. Any such complaint must be filed in writing or in person:

**Beaufort County Compliance Department  
Post Office Drawer 1228 · Beaufort, SC 29901-1228  
843.255.2354 Telephone · 843.255.9437 Facsimile  
E-mail: [compliance@bcgov.net](mailto:compliance@bcgov.net)**

RFP NO. 040419  
PAGE \_\_\_\_\_ of \_\_\_\_\_

EXHIBIT A

**NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK**

(Proposals should respond to the Scope of Work point by point by numeric reference.)

**SCHEDULE OF EVENTS**

The Offeror should briefly describe each step of the schedule of events in his proposed plan of action to accomplish the scope of work in a sequential manner, identifying the specific assignment of key personnel and the time required to complete each step.

<u>Step #</u>	<u>Schedule of Events</u>	<u>Time Required</u>	<u>Person Assignment</u>
Step 1#	Recruit 8-10 Drivers	30 Days Prior to Start	Implementation Manager
Step 2#	Recruit additional Staff	30 Days Prior to Start	Implementation Manager
Step 3#	Finalize Driver Requirement	20 Days Prior to Start	Implementation Manager
Step 4#	Finalize Staff Requirement	20 Days Prior to Start	Implementation Manager
Step 5#	Select and Hire Drivers	15 Days Prior to Start	General Manager
Step 6#	Select and Hire Staff	15 Days Prior to Start	General Manager
Step 7#	Train Drivers	10 Days Prior to Start	Training Officer
Step 8#	Provide Final List of Drivers and Required Documents	5 Days Prior to Start	Training Officer/General Manager
Step 9#	Route Simulation Training	3 Days Prior to Start	Road Supervisor
Step 10#	Perform Service		

**OFFEROR'S EXPERIENCE**

1. Contract Title: Wheelchair Van, Stretcher, and Shuttle Services
2. Contract Period: From November 2015 To November 2018
3. Geographic Area Serviced: Charleston, SC and state of South Carolina
4. Scope of Work  
Door to door special needs, subscription ambulatory, and wheelchair van services to beneficiaries of the Department of Veterans Affairs Medical Center (VAMC).

References: Contracting Office Department of Veteran Affairs, Ralph J. Johnson VA  
Title: Teresa Rix - Contracting Officer  
Address: 109 Bee Street  
City: Charleston State SC Zip 29403  
Telephone #(s): 843-577-5011

**OFFEROR'S EXPERIENCE**

1. Contract Title: Wheelchair Van and Stretcher Services
2. Contract Period: From April 2014 To Present
3. Geographic Area Serviced: Central Florida - Orange County, Seminole County
4. Scope of Work  
Door to door special needs, subscription ambulatory, and wheelchair van services to beneficiaries of the Department of Veterans Affairs Medical Center (VAMC).

References: Contracting Office Department of Veteran Affairs - Orlando VA Medical Center  
Title: Tirza Austin Jenkins - Contracting Officer  
Address: 5201 Raymond Street  
City: Orlando State FL Zip 32803  
Telephone #(s): (407) 631-1133

**PERSONNEL STAFFING**

STAFF MEMBER BACKGROUND AND EXPERTISE OF PERSONNEL

1. Dr. Laster B. Walker  
(Name) Twenty (20) years leadership experience managing personnel, property accountability, and physical security. Twelve (12) years' experience teaching and training in a classroom or workshop environment. 36 years of transportation experience including military, public, private sector.  
President  
(Title)
  
2. Steven Rich  
(Name) Twenty years in the transporation industry performing a variety of roles. General Manager, Auditor, Quality Control, and Director of Transportation  
Quality Control Officer  
(Title)
  
3. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)
  
4. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)
  
5. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)

RFP NO. 040419

EXHIBIT E

PAGE 1 of 3

### PRICE PROPOSAL AND CERTIFICATION

The undersigned OWL INC, having carefully examined the information

(Name of Offeror)

contained in the Beaufort County RFP Number # 040419 dated April 4, 2019, proposes to provide Transportation services to Beaufort County Government, as outlined in this proposal, at the prices specified below:

Monthly Cost: \$23,595.00.

Annual Cost: \$ \$283,140.00.

In compliance with the Request for Proposal # 040419, and subject to all conditions thereof, the undersigned agrees:

- ( a ) This proposal, as stated, is open for acceptance for a period of 90 calendar days from the date of opening; and
- ( b ) To furnish all services, materials, and equipment necessary and incidental to perform the subject audits.

### CERTIFICATION

#### CONTRACTOR

HAS A FEDERAL AGENCY OR A FEDERALLY CERTIFIED STATE OR LOCAL AGENCY PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY GRANT OR CONTRACT WITHIN ANY GRANT OR CONTRACT WITHIN THE PAST TWELVE MONTHS?

YES

NO

(IF "YES" GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

RFP NO. 040419

EXHIBIT E

PAGE 2 of 3

This proposal is submitted for use in connection with and in response to Beaufort County RFP # 040419. This is to certify, to the best of my knowledge and belief, that the cost and pricing data summarized herein are complete, current, and accurate as of April 4, 2019, and that a financial accounting capability exists to fully and accurately account for the financial transactions under this project. I further certify that I understand that the sub-agreement price may be subject to downward renegotiation and/or recoupment where the above cost and pricing data have been determined, as a result of audit, not to have been complete, current, and accurate as of the date above.

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: OWL INC

BY:  DATE: 04/04/2019  
(Signature)

TYPE/PRINT: Dr. Laster B. Walker President  
(Name) (Title)

ADDRESS: 87 Coles Court  
(Street Address and/or P. O. Box Number)

St. Johns Florida 32259  
(City) (State) (Zip Code)

PHONE: (904) 755-4720 FAX: (904) 230-6753  
(Area Code) Phone Number (Area Code) Fax Number

EMAIL: dr.walker@owlincgroup.com

FEDERAL ID#: 80080840 S.C. TAX #: 80080840





# City of Charleston, South Carolina

BUSINESS LICENSE

A LICENSE IS HEREBY GRANTED TO:

Owl Inc  
DBA: Owl Inc  
176 CROGHAN SPUR RD 220  
CHARLESTON, SC 29407

DATE OF ISSUE		
MO	DAY	YEAR
2	28	2019

— CLASS —  
3 - 561311

# 2019

LICENSE # 51992

THIS LICENSE IS ISSUED ON THE PETITION OF THE APPLICANT, WHO ASSUMES ALL RESPONSIBILITY OF COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. THE CITY WILL MAKE NO REFUND IF SUCH LAWS PREVENT OR RESTRICT THE TRADE, BUSINESS, OR PROFESSION HEREIN LICENSED.

THIS LICENSE MUST BE PLACED IN THE FRONT WINDOW; OR, IF THERE BE NO SUCH WINDOW, THEN IN A CONSPICUOUS PART OF THE BUSINESS PLACE.

CHIEF FINANCIAL OFFICER  
CHARLESTON, SOUTH CAROLINA



City of Charleston  
2 George St.  
Charleston, SC 29401  
Phone: (843) 724-3711

## Business License Receipt

DATE	02/28/2019
INVOICE #	00118551

ACCOUNT:
Owl Inc DBA: Owl Inc 176 CROGHAN SPUR RD 220 CHARLESTON, SC 29407  Class: 3 NAICS: 561311

LICENSE #	51992
-----------	-------

Date	Status	Payment	Amount
02/28/2019	Paid In Full	Credit Card	\$1,363.70

Total Paid	<b>\$1,363.70</b>
------------	-------------------

City of Charleston  
Revenue Collections  
P.O. Box 22009  
Charleston, SC 29413-2009

**BUSINESS LICENSE**

Owl Inc  
DBA: Owl Inc  
176 CROGHAN SPUR RD 220  
CHARLESTON, SC 29407



# City of Charleston, South Carolina

BUSINESS LICENSE

A LICENSE IS HEREBY GRANTED TO:

Owl Inc  
DBA: Owl Inc  
176 CROGHAN SPUR RD 220  
CHARLESTON, SC 29407

DATE OF ISSUE		
MO	DAY	YEAR
2	28	2019

— CLASS —  
5 - 541211

# 2019

LICENSE # 51993

THIS LICENSE IS ISSUED ON THE PETITION OF THE APPLICANT, WHO ASSUMES ALL RESPONSIBILITY OF COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. THE CITY WILL MAKE NO REFUND IF SUCH LAWS PREVENT OR RESTRICT THE TRADE, BUSINESS, OR PROFESSION HEREIN LICENSED.

THIS LICENSE MUST BE PLACED IN THE FRONT WINDOW, OR, IF THERE BE NO SUCH WINDOW, THEN IN A CONSPICUOUS PART OF THE BUSINESS PLACE.

CHIEF FINANCIAL OFFICER  
CHARLESTON, SOUTH CAROLINA



City of Charleston  
2 George St.  
Charleston, SC 29401  
Phone: (843) 724-3711

## Business License Receipt

DATE	02/28/2019
INVOICE #	00118558

ACCOUNT:

Owl Inc  
DBA: Owl Inc  
176 CROGHAN SPUR RD 220  
CHARLESTON, SC 29407

Class: 5  
NAICS: 541211

LICENSE # 51993

Date	Status	Payment	Amount
02/28/2019	Paid In Full	Credit Card	\$1,825.30

Total Paid **\$1,825.30**

City of Charleston  
Revenue Collections  
P.O. Box 22009  
Charleston, SC 29413-2009

**BUSINESS LICENSE**

Owl Inc  
DBA: Owl Inc  
176 CROGHAN SPUR RD 220  
CHARLESTON, SC 29407



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/3/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hugh Wood Inc, Philadelphia 200 South Broad Street Philadelphia PA 19102	<b>CONTACT NAME:</b> PHONE (A/C, No., Ext): 215-732-0500      FAX (A/C, No): 215-732-1208 E-MAIL ADDRESS: insurance@hughwood.com	
	<b>INSURED</b> Owl Inc. dba Owl Inc. Transportation 87 Coles Court Saint Johns, FL 32259	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : Travelers Property Casualty Company of America      25674 INSURER B : The Charter Oak Fire Ins CO      25615 INSURER C : Travelers Indemnity Co of Amer      25666 INSURER D : INSURER E : INSURER F :

**COVERAGES**

CERTIFICATE NUMBER: 1220583478

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TC2J-GLSA-3608A391-18	10/1/2018	10/1/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			TC2J-CAP-3608A38A-18 TJ-BAP-3608A378-18	10/1/2018 10/1/2018	10/1/2019 10/1/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB 9K205246 18 UB 9K205572 18	10/1/2018 10/1/2018	10/1/2019 10/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT    \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE    \$ 1,000,000 E.L. DISEASE - POLICY LIMIT    \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Beaufort County is included as Additional Insured with respects to the General Liability and Auto Liability as required by written contract.

30 Day Notice of Cancellation

**CERTIFICATE HOLDER****CANCELLATION**

Beaufort County  
 Attn: Purchasing Director  
 P.O. Drawer 1228  
 Beaufort SC 29901-1228

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Disabilities and Special Needs Board - Board Appointments

**Council Committee:**

Community Services Committee

**Meeting Date:**

May 20, 2019

**Committee Presenter (Name and Title):**

N/A

**Issues for Consideration:**

(1) vacancy

**Points to Consider:**

Applicant list and resumes attached.

**Funding & Liability Factors:**

N/A

**Council Options:**

N/A

**Recommendation:**

Fill the vacancy.

**Disabilities and Special Needs Board  
(Applicants)**

<b>Name</b>	<b>Council District</b>				<b>Date Application Received</b>
Cifranick, Stacie	5				July 2016
Stripling, Corbin	7				January 2019
Thacker, John	2				January 2019

Rec. 7-18-16

Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
I have read the application and request for your consideration for a position with Children's Foster Care review and/or Disabilities and Special Needs. I am aware of my role as an applicant and am ready to meet in the enclosed information. Children's Foster Care review would be my first choice. Thanks in advance for your time and consideration.  
I have also sent this information through the US postal service just please send a hard copy of my information with a signature.  
State Council, P.O. Box 1441  
Beaufort, SC 29901  
813-861-1441

COUNTY COUNCIL OF BEAUFORT COUNTY  
County Boards, Agencies, Commissions, Authorities and Committees

County Council of Beaufort County selects citizens for service on Council appointed Boards, Agencies, Commissions, Authorities and Committees from a roster of individuals who have either volunteered or have been recommended for appointment. The Clerk to Council uses this form to keep an up-to-date roster of volunteers and to give Council basic information about each volunteer.

op Three Priorities: Please indicate by placing a "1", "2", or "3" alongside your choices.

**BOARDS AND COMMISSIONS**

- Accommodations Tax (2% State)
- Airports
- Alcohol and Drug Abuse
- Beaufort-Jasper Economic Opportunity
- Beaufort-Jasper Water and Sewer
- Beaufort Memorial Hospital
- Bluffton Township Fire
- Burton Fire
- Children's Foster Care Review
- Coastal Zone Management Appellate Panel
- Construction Adjustments and Appeals
- County Transportation
- Daufuskie Island Fire
- Disabilities and Special Needs
- Design Review
- Economic Development Corporation
- Forestry
- Historic Preservation Review
- Lady's Island / St. Helena Island Fire
- Library
- Lowcountry Council of Governments
- Lowcountry Regional Transportation Authority
- Parks and Leisure Services
- Planning \*
- Rural and Critical Lands Preservation
- Sheldon Fire
- Social Services
- Solid Waste and Recycling
- Southern Beaufort County Corridor Beautification
- Stormwater Management Utility
- Tax Equalization
- Zoning

DATE: 7/16/16 NAME: Stacie Cifranick

VOTER REGISTRATION NUMBER: 470532686 OCCUPATION: Physician Assistant *smc*

TELEPHONE: (Home) 7168617548 (Office) \_\_\_\_\_ EMAIL: scifranick@yahoo.com

HOME ADDRESS: 19 James Habersham STATE: SC ZIP CODE: 29906

MAILING ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY COUNCIL DISTRICT:  1  2  3  4  5  6  7  8  9  10  11 *smc*

ETHNICITY:  Caucasian  African American  Other

Are you presently serving on a Board, Agency, Commission, Authority or Committee?  Yes  No

If "yes", when does term expire? \_\_\_\_\_

If recommended by a Council Member, indicate name: \_\_\_\_\_

Once completed, please return this form and a brief resume' to the Clerk to Council: You may mail it to Clerk to Council County Council of Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901, email it to [boardsandcommissions@bcgov.net](mailto:boardsandcommissions@bcgov.net) or fax it to 843-255-9401. Applications without a brief resume' cannot be considered. Applications will be held three (3) years for consideration. All information contained on this application is subject to public disclosure.

**YOU MUST BE A BEAUFORT COUNTY REGISTERED VOTER TO APPLY**  
**YOU MUST ATTACH YOUR RESUME' WITH THIS APPLICATION TO BE CONSIDERED**  
An incomplete application will be returned

**\*Anyone submitting an application for the Planning Commission must fill out the addition questionnaire on page 2.**

Applicant's Signature: Stacie Cifranick Date: 7/16/16



## Stacie Cifranick, MPAS, PA-C

19 James Habersham Beaufort, SC 29906 716-861-7548 [scifranick@yahoo.com](mailto:scifranick@yahoo.com)

### Profile

Interested in continuing to provide patient care and education.

### Experience

#### **CURRENT VOLUNTEER POSITION: GOOD NEIGHBOR FREE CLINIC BEAUFORT, SC 29907**

Perform all Physician assistant evaluations while providing free health screening and followup visits for patients who fall in a low income situation. Determine appropriate medications that fall into an affordable range to promote patient compliance. Continual education for patient with specific co-morbid diseases.

#### **CURRENT VOLUNTEER POSITION: DRAGONBOAT BEAUFORT PEDIATRIC OUTREACH COORDINATOR, BEAUFORT, SC**

Contact local hospitals and provide information about the DragonBoat Beaufort funding programs for pediatric patient's and their families. Contact families and coordinate funding possibilities that meet their needs which are not typically covered by insurance. Provide addition support such as transportation to appointment and treatments. Contact local organizations that provide activities for patients and siblings outside of the hospital settings.

#### **PHYSICIAN ASSISTANT, DR. GREEN/DR. SLOAN/DR. HONEINE - WEST SENECA, NY 2004-2015**

Performed initial evaluations, ordered appropriate allergy skin testing or pulmonary function test, evaluated results, made recommendations and prescribed appropriate medications. Ordered additional testing as needed. Managed asthma patient's and provided education to family and community. Provided necessary documentations for schools.

#### **PHYSICIAN ASSISTANT CARO FAMILY PRACTICE - ANGOLA, NY - 2001-2004**

Performed yearly physical exams for adult and pediatric patients. Ordered appropriate testing and performed yearly pap smears along with breast exams. Evaluated test results. Evaluated sick patients and those for followup visits.

**AMBASSADOR BEADS OF COURAGE - WOMEN AND CHILDREN HOSPITAL OF BUFFALO - 2011-PRESENT**

Volunteer position. Coordinate training for staff on Oncology/Hematology floor. Order supplies and distribute beads to patient according to the procedures they have undergone. Provide community with information and setup fundraising events to help in the continuation of the program.

**VOLUNTEER EMT-I - HAMBURG VOLUNTEER FIRE DEPT. - HAMBURG, NY – 1994-1997**

Volunteer position. Lieutenant with the Emergency Medical Services. Contacted transported patients to followup on care and implement necessary changes to assure highest level of quality. Trained new members and provide situations to test skills.

**ASSISTANT SWIM COACH - CHEEKTOWAGA GIRLS HIGH SCHOOL - CHEEKTOWAGA, NY - 1992-1994**

Created and implement daily practice workouts. Provided recommendations on lineups for two winning seasons. Worked with swimmers to develop leadership skills and teamwork.

**PROGRAMMER/SYSTEMS ANALYST - MELLON BANK OF PITTSBURGH - PITTSBURGH, PA - 1984-1987**

Developed and programmed computer systems to implement billing systems within the bank. Maintained systems and provided emergency technical troubleshooting for systems that developed errors. Analyzed clients requests and created appropriate systems to satisfy their needs.

## Education

University of Nebraska, Distance Learning Option – Masters in Physician Assistant Studies (MPAS), 2006

D'Youville College Buffalo, NY - Bachelor of Arts Degree in Physician Assistant studies, 1997-2001 Summa Cum Laude, Deans list 1998, 1999, 2000, 2001

Clarion University of Pennsylvania, Clarion, PA - Bachelor of Science in Business Administration, Business Computer and Information Systems Summa Cum Laude, Deans list 1981, 1982, 1983, 1984

## Certifications/Programs/Honors

NCCPA Certification 2001 - present

New York State License #008142

DEA #MC0727074

Red Cross CPR 1990 - 2015

Infection Control 1996 - present

Child Abuse 1998 - present

National Asthma Educator Certification 2004 - 2010

Special Recognition - Physician Assistant Surgery Certification 2001-2006

Covey - Seven Habits of Highly Effective People

Gateways 2000 Leadership Seminar - Supported by AAPA

Outstanding 4th Year Physician Assistant Non-Traditional Student 2001

Pinnacle - Honor Society for Non-Traditional Students

Phi Beta Alpha - Business Honor Society

## Memberships

American Academy of Physician Assistants, Fellow 2001 - present

American Academy of Allergy, Asthma, and Immunology Associate Member

Buffalo Allergy Society, 2004 - present

Western NY Physician Assistant Association 2006 - present

## References

Available upon request.



Rcvd 1/2/19

COUNTY COUNCIL OF BEAUFORT COUNTY
County Boards, Agencies, Commissions, Authorities and Committees

Dec 1-2-19



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Top Three Priorities: Please indicate by placing a "1", "2", or "3" alongside your choices.

BOARDS AND COMMISSIONS

- Accommodations Tax (2% State)
Airports
Alcohol and Drug Abuse
Beaufort-Jasper Economic Opportunity
Beaufort-Jasper Water and Sewer
Beaufort Memorial Hospital
Bluffton Township Fire
Burton Fire
Coastal Zone Management Appellate Panel
Construction Adjustments and Appeals
County Transportation
Daufuskie Island Fire
2 Disabilities and Special Needs
Design Review
Economic Development Corporation
Forestry
Historic Preservation Review
Keep Beaufort County Beautiful
Lady's Island / St. Helena Island Fire
3 Library
1 Lowcountry Council of Governments
Lowcountry Regional Transportation Authority
Parks and Leisure Services
Planning \*
Rural and Critical Lands Preservation
Sheldon Fire
Social Services
Solid Waste and Recycling
Southern Beaufort County Corridor Beautification
Stormwater Management Utility
Tax Equalization
Zoning

DATE: 12/18/2018 NAME: Corbin M. Stripling

VOTER REGISTRATION NUMBER: 470490333 OCCUPATION: Field Director - NOC

TELEPHONE: (Home) (229) 322-3847 (Office) (229) 322-3847 EMAIL: 8434600360

HOME ADDRESS: 14 Sago Palm Drive STATE: SC ZIP CODE: 29910

MAILING ADDRESS: 14 Sago Palm Drive STATE: SC ZIP CODE: 29910

COUNTY COUNCIL DISTRICT: 7

ETHNICITY: Caucasian

Are you presently serving on a Board, Agency, Commission, Authority or Committee? No

If "yes", when does term expire?

If recommended by a Council Member, indicate name:

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Applicant's Signature: Date:

# Corbin Stripling

## Field Director

Innovative, adaptable, highly motivated, out-going, and entrepreneurial master teacher with 6 years of successful professional teaching and leadership experience. Highly skilled at communication, leadership and organization. Exceptionally skilled at developing state compliant IEPs, understanding and developing curriculum for students with severe disabilities, implementing federal and state mandates under the Individuals with Disabilities Education Act(IDEA), and pushing those same students to pursue supported employment. Currently holding the position of Field Director with a focus on bringing my skills and experience as a leader, mentor, and manager to continue the mission of Neighborhood Outreach Connection, as well as, continue to grow the organization's ability to reach target populations exponentially throughout the next decade.



## Experience

08-2018 -  
present

### Field Director

*Neighborhood Outreach Connection*

#### Responsibilities:

- Utilizing limited funding to provide healthcare access, workforce development, adult education, and after-school tutoring to enhance opportunities for low-income residents of Beaufort County.
- Supervising the daily operations of the Neighborhood Outreach Connection field team.
- Ensure that Neighborhood Outreach Connection Community Learning Centers are operating within the guidelines of the 21st Century Community Learning Center Grant.
- Acting as the point of contact and liaison between 21st Century Community Learning Center Grant Auditors, Grant Managers, and Neighborhood Outreach Connection.
- Ensuring that Neighborhood Outreach Connection Learning Centers are properly equipped and staffed to promote learning.
- Keeping staff trained in up-to-date strategies for both learning and behavior management techniques.
- Maintaining strong relationships with key community stakeholders and Neighborhood Outreach Connection supporters.
- Sharing data with the local school district to ensure that Neighborhood Outreach Connection is making a valuable impact on the students served.
- Coordinate efforts to bolster center attendance and effectiveness.

06-2015 -  
08-2018

### Special Education Teacher

*Beaufort County School District*

#### Responsibilities:

- Served as leader of a school special education department for 2016 - 2017 school year.
- Was personally asked by administration to join the leadership team.
- Served as mentor for new special education teachers each year.
- Excelled at managing classroom and departmental budgets to maximize effective reach of the budget.
- Ensured that students received individualized instruction adapted to their varied disabilities.
- Regularly conducted file audits to ensure that student files were compliant with federal regulations.
- Received an award for leading our department to be the only high school level SPED department in our district (out of 6) to have 100% state



## Personal Info

### Address

14 Sago Palm Drive  
Bluffton, SC 29910

### Phone

229-322-3847

### E-mail

corbin.stripling@gmail.com

### LinkedIn

linkedin.com/in/corbin-stripling

compliance in the area of transition planning compliance with an exceptional rating.

- Excelled at using decomposition to build micro tasks used to teach complex problems to students with disabilities.
- Was responsible for developing departmental policies and objective implementation at Hilton Head island High School.

05-2018 -  
08-2018

### **Program Manager**

*Neighborhood Outreach Connection, Simmons Cay Apartments*

- Developed a virtual learning schedule for grades Pre-k to 10th using our centers computers.
- Managed a staff of 4 Adults and up to 3 Volunteers.
- Directly responsible for staffing center for summer hours.
- Managed a budget to provide multiple outlets for student activities.
- Responsible for maintaining adequate records to ensure our summer food program was within USDA compliance guidelines.
- Completed the summer without incurring any expenses other than wages.
- Successfully registered more than the registration target in an attempt to bolster attendance.
- Successfully changed the culture of the center to a more discipline centered approach that runs on respect, accountability, conflict deconstruction, and establishing a role model program for the older students.
- Kept all positions staffed, and properly corrected staff attendance issues when needed.



## **Education**

05-2013 -  
07-2014

### **Georgia Southern University**

#### **M.Ed. Special Education**

Coursework focused primarily on conducting research based upon cognitive perception and effective instructional techniques for people with severe and profound cognitive disabilities. Courses required exceptional writing and research skills.

01-2008 -  
12-2011

### **Columbus State University**

#### **BS in Special Education**

Coursework focused primarily on classroom management, teaching students with cognitive delays, and research practices. Heavy emphasis on decomposition of higher level mathematics and reading concepts to make learning accessible for students with significant cognitive and developmental disabilities.



## **Certifications**

05-2012

GA TEACHING LICENSE - SPED Adaptive/General Curriculum P-12  
(Reading, Science, Mathematics, Social Studies, ELA - P-8)

07-2015

SC Teaching License - SPED Multicategorical, Intellectual Disabilities P-12

08-2017

Crisis Prevention Training

07-2017

CPR/FIRST AID/AED

08-2017

BCSD Active Shooter Training/Emergency Action Plan Protocols



received  
1/28/19

COUNTY COUNCIL OF BEAUFORT COUNTY  
County Boards, Agencies, Commissions, Authorities and Committees

Rec 1-28-2019



County Council of Beaufort County selects citizens for service on Council appointed Boards, Agencies, Commissions, Authorities and Committees from a roster of individuals who have either volunteered or have been recommended for appointment. The Clerk to Council uses this form to keep an up-to-date roster of volunteers and to give Council basic information about each volunteer.

**Top Three Priorities:** Please indicate by placing a "1", "2", or "3" alongside your choices.

**BOARDS AND COMMISSIONS**

- Accommodations Tax (2% State)
- Airports
- Alcohol and Drug Abuse
- Beaufort-Jasper Economic Opportunity
- Beaufort-Jasper Water and Sewer
- 2 Beaufort Memorial Hospital
- Bluffton Township Fire
- Burton Fire
- Coastal Zone Management Appellate Panel
- Construction Adjustments and Appeals
- County Transportation
- Daufuskie Island Fire
- 1 Disabilities and Special Needs
- Design Review
- Economic Development Corporation
- Forestry
- Historic Preservation Review
- Keep Beaufort County Beautiful
- Lady's Island / St. Helena Island Fire
- Library
- Lowcountry Council of Governments
- 3 Lowcountry Regional Transportation Authority
- Parks and Leisure Services
- Planning \*
- Rural and Critical Lands Preservation
- Sheldon Fire
- Social Services
- Solid Waste and Recycling
- Southern Beaufort County Corridor Beautification
- Stormwater Management Utility
- Tax Equalization
- Zoning

DATE: 1/16/19 NAME: John A. Thacker

VOTER REGISTRATION NUMBER: 470656399 OCCUPATION: Retired Educator

TELEPHONE: (Home) 843-379-9319 (Office) \_\_\_\_\_ EMAIL: ja.thacker42@gmail.com

HOME ADDRESS: 4587 Breeze Way, Lady's Island STATE: SC ZIP CODE: 29907

MAILING ADDRESS: (SAME) STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY COUNCIL DISTRICT:  1  2  3  4  5  6  7  8  9  10  11

ETHNICITY:  Caucasian  African American  Other

Are you presently serving on a Board, Agency, Commission, Authority or Committee?  Yes  No

If "yes", when does term expire? \_\_\_\_\_

If recommended by a Council Member, indicate name: Alice Howard

Once completed, please return this form and a brief resume' to the Clerk to Council: You may mail it to Clerk to Council, County Council of Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901, email it to [boardsandcommissions@bcgov.net](mailto:boardsandcommissions@bcgov.net), or fax it to 843-255-9401. Applications without a brief resume' cannot be considered. Applications will be held three (3) years for consideration. All information contained on this application is subject to public disclosure.

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\*Anyone submitting an application for the Planning Commission must fill out the additional questionnaire on page 2.

Submit by Email

Applicant's Signature: [Signature] Date: 1/27/19

**John Andrew Thacker**  
**4887 Breeze Way**  
**Lady's Island, South Carolina 29907**  
**Home: 843-379-9319, Email: jathacker42@gmail.com**

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**PROFESSIONAL EXPERIENCE**

<b>Danville Public Schools</b> P.O. Box 9600 Danville, Virginia 24543	DIRECTOR OF STUDENT SERVICES DIRECTOR OF EXCEPTIONAL CHILDREN	July 2014 to June 2016  July 2007 to June 2016
<b>Edwin A. Gibson Middle School</b> 1215 Industrial Avenue Danville, Virginia 24541	PRINCIPAL	July 2005 to June 2007
<b>Rockingham County Schools</b> 511 Harrington Hwy. Eden, North Carolina 27288	EXECUTIVE DIRECTOR OF SCHOOL IMPROVEMENT AND OPERATIONS	July 2003 to June 2005
<b>John Motley Morehead High School</b> 134 North Pierce Street Eden, North Carolina 27288	PRINCIPAL	July 1998 to July 2003
<b>Reidsville Middle School</b> 1903 South Park Drive Reidsville, North Carolina 27320	PRINCIPAL	July 1996- July 1998
<b>Central Elementary School</b> 435 Stadium Drive Eden, North Carolina 27288	PRINCIPAL	July 1988- July 1996
<b>Leaksville-Spray Intermediate School</b> 609 College Street Eden, North Carolina 27288	ASSISTANT PRINCIPAL	August 1985- July 1988
<b>Leaksville-Spray Intermediate School</b> 609 College Street Eden, North Carolina 27288	TEACHER/5TH GRADE	August 1977- August 1985

**John Andrew Thacker**  
**4887 Breeze Way**  
**Lady's Island, South Carolina 29907**  
**Home: 843-379-9319, Email: jathacker42@gmail.com**

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## EDUCATION

<b>Appalachian State University</b> Boone, North Carolina <i>EDUCATIONAL SPECIALIST DEGREE/ ADMINISTRATION</i>	1989
<b>A &amp; T State University</b> Greensboro, North Carolina <i>MASTERS OF SCIENCE/ADMINISTRATION</i>	1986
<b>Rockingham Community College</b> Wentworth, North Carolina <i>DIPLOMA/MECHANICAL DRAFTING</i>	1984
<b>University of North Carolina at Greensboro</b> Greensboro, North Carolina <i>BACHELOR OF ARTS/ELEMENTARY EDUCATION</i>	1977

## PROFESSIONAL AFFILIATIONS

- Autism Specialists Network, VDOE, Richmond, Virginia
- Council for Exceptional Children, Arlington, VA 22202-3557
- Council on Educational Services for Exceptional Children  
(Appointed by the NC State Board of Education to a four year term, 2000-2004)  
(Appointed by the NC State Board of Education to another four year term, 2004-2008)  
Raleigh, North Carolina  
\*Chairperson 2002-2003, 2004-2005
- Advisory Board Member for the Principals as Technology Leaders Program at the University of North Carolina at Chapel Hill
- CTE Representative for the Small Business/Technology Center Committee, Wentworth, North Carolina
- TTAC Advisory Board/Virginia Tech, Blacksburg, Virginia

## COMMUNITY ACTIVITIES

<b>Lowcountry Rotary Club</b> Beaufort, South Carolina	CURRENT MEMBER
<b>Beaufort/Jasper YMCA Board of Directors</b> Beaufort, South Carolina	CURRENT MEMBER

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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Library Board - Board Appointments

**Council Committee:**

Community Services Committee

**Meeting Date:**

May 20, 2019

**Committee Presenter (Name and Title):**

N/A

**Issues for Consideration:**

This vacancy is in Council District 5.

**Points to Consider:**

Applicant list and resumes attached.

**Funding & Liability Factors:**

N/A

**Council Options:**

N/A

**Recommendation:**

Fill the vacancy.

**Library Board  
(Applicants)**

<b>Name</b>	<b>Council District</b>				<b>Date Application Received</b>
Chaput, Alan	6				August 2015
Stripling, Corbin	7				January 2019

COUNTY COUNCIL OF BEAUFORT COUNTY  
Citizens Volunteer for Service  
County Boards, Agencies, Commissions and Authorities

County Council of Beaufort County selects citizens for service on Council appointed Boards, Agencies, Commissions and Authorities from a roster of individuals who have either volunteered or have been recommended for appointment. The Clerk to Council uses this form to keep an up-to-date roster of volunteers and to give Council basic information about each volunteer.

DATE: 11/17/10 NAME: Alan B Chaput VOTER REGISTRATION NUMBER: Don't know 447 3026

OCCUPATION: Retired TELEPHONE: (Home) 843-757-9595 (Office) \_\_\_\_\_

HOME STREET ADDRESS: 13 Eagle's Pointe Circle MAILING ADDRESS: 13 Eagle's Pointe Circle, Bluffton, SC 29909

Are you presently serving on a Board, Agency, Commission or Authority? No If "yes," when does your term expire? \_\_\_\_\_

If recommended by a Council Member, indicate name: No ETHNICITY (Optional) Caucasian  African American  Other

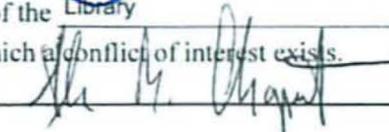
**TOP THREE PRIORITIES:** Please indicate by placing a "1", "2", or "3" alongside the Board, Agency, Commission or Authority which you choose.

BOARDS	AGENCIES	COMMISSIONS	AUTHORITIES
<ul style="list-style-type: none"> <li><input type="checkbox"/> Accommodations Tax</li> <li><input type="checkbox"/> Airports</li> <li><input type="checkbox"/> Alcohol and Drug Abuse</li> <li><input type="checkbox"/> Construction Adjustments &amp; Appeals</li> <li><input type="checkbox"/> Disabilities and Special Needs</li> <li><input type="checkbox"/> Historic Preservation Review</li> <li><input checked="" type="checkbox"/> Library</li> <li><input type="checkbox"/> Northern Corridor Review</li> <li><input type="checkbox"/> Parks and Leisure Services</li> <li><input type="checkbox"/> Planning *</li> <li><input type="checkbox"/> Rural and Critical Lands Preservation</li> <li><input type="checkbox"/> Solid Waste and Recycling</li> <li><input type="checkbox"/> Southern Corridor Review</li> <li><input type="checkbox"/> Stormwater Management Utility</li> <li><input type="checkbox"/> Tax Equalization</li> <li><input type="checkbox"/> Zoning Appeals</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Beaufort Memorial Hospital</li> <li><input type="checkbox"/> Bluffton Township Fire</li> <li><input type="checkbox"/> Daufuskie Island Fire</li> <li><input type="checkbox"/> Sheldon Township Fire</li> </ul> <p style="color: red; text-align: center;">Applicant to remain active. Date: 4/10/13 Time: 9:52 AM</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Burton Fire District</li> <li><input type="checkbox"/> LI/St. Helena Island Fire District</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> B/J Economic Opportunity Authority</li> <li><input type="checkbox"/> B/J Water and Sewer</li> <li><input type="checkbox"/> Coastal Zone Management Appellate Panel</li> <li><input type="checkbox"/> Forestry</li> <li><input type="checkbox"/> Foster Care</li> <li><input type="checkbox"/> Lowcountry Council of Governments</li> <li><input type="checkbox"/> Lowcountry Regional Transportation</li> <li><input type="checkbox"/> Social Services</li> </ul> <p style="color: blue; text-align: center;">achap54@aol.com 8/19/15 application to remain active</p>

**COUNTY COUNCIL DISTRICT:**

Please encircle your County Council District No. [1] [2] [3] [4] [5] **[6]** [7] [8] [9] ~~[10]~~ [11]

**CONFLICT OF INTEREST STATEMENT:** I, Alan B Chaput, as a voting member of the Library Board, Agency, Commission or Authority, agree to disqualify myself from voting on any issue(s) which may arise and in which a conflict of interest exists.

Applicant's Signature: 

Once completed, please return this form **and a brief resume'** to the Clerk to Council: You may mail it to Clerk to Council, County Council of Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901, email it to [boardsandcommissions@begov.net](mailto:boardsandcommissions@begov.net), or fax it to 843-255-9401. Applications without a brief resume' cannot be considered. Applications will be held three (3) years for consideration. All information contained on this application is subject to public disclosure.

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Alan B Chaput

Brief Resume

I have resided at 13 Eagle's Pointe Circle in Bluffton, SC for eight years. I am married and have six children.

I have a Bachelor of Arts degree (Chemistry Major) from Occidental College in Pasadena, California. I joined Dow Chemical Company as a salesman in 1963. I served in several sales management positions domestically and abroad. I retired from The Dow Chemical Company fifteen years ago.

Since that time my principle past time has been writing commercial fiction, primarily women's fiction. I have completed six novels. I am unpublished, but have placed first in six national writing contests. I have given writing workshops at three national conferences of the Romance Writers of America and have lectured on the subject at several RWA chapters.

I have a good grasp of the publishing business and am an avid reader.



Rcvd 1/2/19

COUNTY COUNCIL OF BEAUFORT COUNTY
County Boards, Agencies, Commissions, Authorities and Committees

Dec 1-2-19



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BOARDS AND COMMISSIONS

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Airports
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Rural and Critical Lands Preservation
Sheldon Fire
Social Services
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Southern Beaufort County Corridor Beautification
Stormwater Management Utility
Tax Equalization
Zoning

DATE: 12/18/2018 NAME: Corbin M. Stripling

VOTER REGISTRATION NUMBER: 470490333 OCCUPATION: Field Director - NOC

TELEPHONE: (Home) (229) 322-3847 (Office) (229) 322-3847 EMAIL: 8434600360

HOME ADDRESS: 14 Sago Palm Drive STATE: SC ZIP CODE: 29910

MAILING ADDRESS: 14 Sago Palm Drive STATE: SC ZIP CODE: 29910

COUNTY COUNCIL DISTRICT: 7

ETHNICITY: Caucasian

Are you presently serving on a Board, Agency, Commission, Authority or Committee? No

If "yes", when does term expire?

If recommended by a Council Member, indicate name:

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An incomplete application will be returned

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Applicant's Signature: Date:

# Corbin Stripling

## Field Director

Innovative, adaptable, highly motivated, out-going, and entrepreneurial master teacher with 6 years of successful professional teaching and leadership experience. Highly skilled at communication, leadership and organization. Exceptionally skilled at developing state compliant IEPs, understanding and developing curriculum for students with severe disabilities, implementing federal and state mandates under the Individuals with Disabilities Education Act(IDEA), and pushing those same students to pursue supported employment. Currently holding the position of Field Director with a focus on bringing my skills and experience as a leader, mentor, and manager to continue the mission of Neighborhood Outreach Connection, as well as, continue to grow the organization's ability to reach target populations exponentially throughout the next decade.



## Experience

08-2018 -  
present

### Field Director

*Neighborhood Outreach Connection*

#### Responsibilities:

- Utilizing limited funding to provide healthcare access, workforce development, adult education, and after-school tutoring to enhance opportunities for low-income residents of Beaufort County.
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- Keeping staff trained in up-to-date strategies for both learning and behavior management techniques.
- Maintaining strong relationships with key community stakeholders and Neighborhood Outreach Connection supporters.
- Sharing data with the local school district to ensure that Neighborhood Outreach Connection is making a valuable impact on the students served.
- Coordinate efforts to bolster center attendance and effectiveness.

06-2015 -  
08-2018

### Special Education Teacher

*Beaufort County School District*

#### Responsibilities:

- Served as leader of a school special education department for 2016 - 2017 school year.
- Was personally asked by administration to join the leadership team.
- Served as mentor for new special education teachers each year.
- Excelled at managing classroom and departmental budgets to maximize effective reach of the budget.
- Ensured that students received individualized instruction adapted to their varied disabilities.
- Regularly conducted file audits to ensure that student files were compliant with federal regulations.
- Received an award for leading our department to be the only high school level SPED department in our district (out of 6) to have 100% state



## Personal Info

### Address

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Bluffton, SC 29910

### Phone

229-322-3847

### E-mail

corbin.stripling@gmail.com

### LinkedIn

linkedin.com/in/corbin-stripling

compliance in the area of transition planning compliance with an exceptional rating.

- Excelled at using decomposition to build micro tasks used to teach complex problems to students with disabilities.
- Was responsible for developing departmental policies and objective implementation at Hilton Head island High School.

05-2018 -  
08-2018

### **Program Manager**

*Neighborhood Outreach Connection, Simmons Cay Apartments*

- Developed a virtual learning schedule for grades Pre-k to 10th using our centers computers.
- Managed a staff of 4 Adults and up to 3 Volunteers.
- Directly responsible for staffing center for summer hours.
- Managed a budget to provide multiple outlets for student activities.
- Responsible for maintaining adequate records to ensure our summer food program was within USDA compliance guidelines.
- Completed the summer without incurring any expenses other than wages.
- Successfully registered more than the registration target in an attempt to bolster attendance.
- Successfully changed the culture of the center to a more discipline centered approach that runs on respect, accountability, conflict deconstruction, and establishing a role model program for the older students.
- Kept all positions staffed, and properly corrected staff attendance issues when needed.



## **Education**

05-2013 -  
07-2014

### **Georgia Southern University**

#### **M.Ed. Special Education**

Coursework focused primarily on conducting research based upon cognitive perception and effective instructional techniques for people with severe and profound cognitive disabilities. Courses required exceptional writing and research skills.

01-2008 -  
12-2011

### **Columbus State University**

#### **BS in Special Education**

Coursework focused primarily on classroom management, teaching students with cognitive delays, and research practices. Heavy emphasis on decomposition of higher level mathematics and reading concepts to make learning accessible for students with significant cognitive and developmental disabilities.



## **Certifications**

05-2012

GA TEACHING LICENSE - SPED Adaptive/General Curriculum P-12  
(Reading, Science, Mathematics, Social Studies, ELA - P-8)

07-2015

SC Teaching License - SPED Multicategorical, Intellectual Disabilities P-12

08-2017

Crisis Prevention Training

07-2017

CPR/FIRST AID/AED

08-2017

BCSD Active Shooter Training/Emergency Action Plan Protocols