



REQUEST FOR PROPOSALS

Increased Access Hub Locations

HOURCAR is a nonprofit carsharing company based in the Twin Cities. Since 2012, HOURCAR has provided affordable, accessible, and sustainable transportation choices for Twin Cities residents. HOURCAR operates a fleet of 60 vehicles (cars, trucks, and SUVs) strategically positioned at 55 locations (hubs) throughout the Twin Cities. These vehicles are available for rent by the hour or by the day. In an effort to provide carsharing access to a greater number of Twin Cities residents, HOURCAR launched its Increased Access Hubs program in 2017. The Increased Access program reduces the cost of HOURCAR use by 25-30% at eight locations located in low-income neighborhoods in Saint Paul and Minneapolis. However, HOURCAR recognizes that reducing cost is not the only step to providing equitable access to carsharing to all Twin Cities communities.

HOURCAR seeks to partner with other nonprofit and community-based organizations (CBOs) to expand its Increased Access Hub program. We intend to add up to three (3) increased access hubs in 2018, and three (3) more such hubs in 2019. We are interested in locating such hubs at or near nonprofits and CBOs in support of their mission. We are releasing this request for proposals (RFP) to help us determine which partnerships may be the most productive and fruitful for us to pursue.

Please answer the following questions and return to HOURCAR by email or US mail by August 31, 2018 (postmark date accepted). You don't have to give long answers, but please answer each question thoroughly and accurately to the best of your ability.

For questions about the RFP, contact Operations Manager Meredith Benesh at meredithb@hourcar.org.

HOURCAR

Attn: Increased Access Hub program

1754 University Ave. W.

St. Paul, MN 55104

1. Tell us a little about your organization.

- a. What is your mission?
- b. Whom do you serve? Do you focus on a particular age, race/ethnicity, gender, veteran status, or other protected status?
- c. What kinds of services do you provide?
- d. How many people (unduplicated individuals) do you serve each year?

2. Tell us how you will make use of an HOURCAR located at or near one of your facilities.

- a. Who will make use of the HOURCAR?
 - i. If the HOURCAR will primarily be used by clients/community members, tell us about their age, race/ethnicity, income, gender, employment status, veteran status, immigration status, family status, and/or any other characteristics you think are relevant (note that we do not discriminate based on any of these classes, and actively seek to provide transportation services to disadvantaged populations).
 - ii. If the HOURCAR will be used by staff or volunteers in service to disadvantaged communities, please tell us a little about both your staff/volunteers and the people they serve.
- b. What kinds of activities do you anticipate they will use the HOURCAR for? (job searching, grocery shopping, doctors' appointments, transporting clients, home visits, etc).
- c. What type of vehicle would be best for these purposes? (small hatchback, sedan, SUV, large capacity vehicle/minivan)
- d. What days of the week and what hours of the day do you anticipate the HOURCAR usage will occur? (e.g., weekdays during business hours, weeknights, weekends)

3. Tell us what investments you will make to contribute to a successful partnership.

- a. Who will be involved in implementing your plan, and what will their roles be?
- b. How many hours per week of staff support will be dedicated to activities associated with the HOURCAR?
- c. What funding sources will you leverage to give appropriate support to this program?
- d. Do you intend to underwrite client/staff/volunteer use of the HOURCAR?
 - i. If yes, do you intend to pay for all or part of the cost of HOURCAR usage?
 - ii. If part, how much?
- e. What are some potential challenges or barriers to usage your participants might experience? (Examples might include lack of a drivers' license, unfamiliarity with carsharing technology, lack of access to computer/internet, not reading/speaking English, etc.)
 - i. How do you anticipate resolving or reducing those barriers? How can we support you?

4. Tell us what performance benchmarks you will achieve (note that we may reevaluate placement of underperforming increased access hubs, so be modest in your assessment).

- a. How many people (unduplicated individuals) do you anticipate will use the HOURCAR? (please distinguish between drivers and passengers if applicable)
 - i. months 1-3
 - ii. months 4-6
 - iii. months 7-12
 - iv. the second year

- b. What do you anticipate the number of round trips will be?
 - i. months 1-3
 - ii. months 4-6
 - iii. months 7-12
 - iv. the second year
- c. How long do you anticipate the average trip will be?
 - i. $\frac{1}{2}$ -1 hour
 - ii. 1-2 hours
 - iii. 2-4 hours
 - iv. 4-8 hours
 - v. 8+ hours
- d. How many miles do you anticipate the average trip will be?
 - i. 0-5 miles
 - ii. 5-10 miles
 - iii. 10-15 miles
 - iv. 15-20 miles
 - v. 20-25 miles
 - vi. More than 25 miles