**Scope of Work**

**Regional Recovery Hub Lyft Transportation**

**Overview:**

The purpose of this funding is to provide temporary Lyft funding (between $60,000.00 and $72,750.00) to 9 Regional Recovery Hubs (Artistic Recovery, Living In Transition Effectively (LITE), project.ME, Recovery Café Lafayette, Indiana Addictions Issues Coalition (IAIC), Connection Café, Wabash Valley Recovery Center, Safe Haven Recovery Engagement Center, 1Voice ) through MOUs to ensure transportation services are available to all Hoosiers in need of recovery support services. The vendor will serve as a passthrough between Lyft and the RRHs for the purposes of this agreement. The competitive bid is for administrative expenses to pass through between $60,000.00 and $72,750.00 as determined by DMHA to the RRHs.

**Contract** **Term:** August 01, 2025 – September 30, 2025

**Deliverables:**

**Lyft Transportation Report** – This report must include but is not limited to:

* Ride report must include the total number of rides given, destination of each ride, cost per ride and total cost per month.

**Lyft Administration Report** – This report must include but is not limited to:

* Invoice

**Conditions:**

* Contractor is expected to understand and follow all Additional Terms and Conditions, if included.
* Funds will be paid as detailed in Table below, following successful processing of claims invoice submissions.
* All invoices should be received by the 20th day of the month following the completion of the deliverable, unless otherwise noted. (Example: January monthly invoice is due no later than February 20th.)
* Contractor will submit invoices based on the activities below and will not invoice for amounts in excess of the allowable amount per activity.
* Forms, reports, and other documentation must be submitted along with invoices for consideration of successful completion of each project activity being billed.  Invoices submitted without appropriate documentation will not be processed until documentation is received.  Documentation required to be submitted with each monthly invoice and the corresponding line items are detailed in this document.
* Once contract is executed, an FSSA claims packet and claims form with instructions will be emailed to the appointed designee. Please follow all instructions on that form.
* Contractor is expected to “carbon copy” (CC) contract owner at DMHA when emailing claims for approval.

**Table 1:**

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Activity/ Deliverable** | **Due Date** | **Unit** | **Total Units** | **Unit Rate** | **Maximum Allowed** | **Documentation for Invoicing** |
| Lyft Transportation Report | August 1, 2025-September 30, 2025 | Actual Cost | Actual Cost | $1.00-$1.00 | $60,000-$72,750 | Lyft Transportation Report |
| Lyft Administration Report | Monthly | 1 | 2 | TBD | TBD | Lyft Administration Report |
|  |  |  |  | **Total** | **TBD** |  |

**Funding Source(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award/Fund Description** | **FAIN** | **CFDA#** | **State Fund #** | **Amount** |
| State Treatment Funds | **-** | **-** | 57879 | TBD |