

**Red Rose Consulting, LLC – Scope of Services**

- Oversee the content development and updating of social media for program promotion and awareness ( web Page, Facebook, etc )
- Oversee the development and updating of print material for program promotion and awareness
- Attend and participate in transit consortiums
- Attend and participate in FDOT regional and state wide meetings and trainings
- Organize and host regional and state wide FDOT meetings and trainings
- Address agency needs statewide relative to para transit training and preventive maintenance
- Schedule and organize paratransit training at Lively Technical College and various locations throughout the state
- Assist in securing equipment needed to adequately train
- Coordinate with vendors for instructor training in wheelchair lift, fire suppression and other vital components of para transit vehicles
- Arrange lodging accommodations for technician training
- Arrange transportation for technicians attending training sessions
- Ensure lodging, meals and transportation reimbursement for instructors and technicians is properly handled
- Coordinate with Lively Technical College to ensure training fees are accurate and paid
- Provide needed training and presentations as needed and required
- Make contact with transit agencies and other organizations and entities state wide to promote and increase awareness of the LPIP training
- Evaluate available paratransit agency audit information to determine needed training and instruction
- Share industry issues and recommend positive changes relative to paratransit maintenance statewide
- Coordinate with FDOT relative to legislative para transit vehicle standards, changes and revisions
- Submit any needed documentation to the FDOT