



SECAP PROGRAM AGREEMENT

This SECAP PROGRAM AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2013 by the Georgia Regional Transportation Authority, and _____ ("Client").

SECAP provides transit products, including monthly transit passes, tickets and the Breeze Card, to clients subject to the terms and conditions set forth in this Agreement.

NOW THEREFORE, FOR AND IN CONSIDERATION of the agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Order of Product: Client must place orders, in accordance with *Program Rules and Guidelines* ("Rules"), for all transit passes and other product to the Georgia Regional Transportation Authority by the 10th of the previous month for which transit passes and other product are active.

2. Delivery of Product. GRTA shall upload/deliver the transit passes and other product to Client on or around the 20th day of the month.

3. Unsold/Unused Transit Product. Client may not return unsold transit passes or other product to GRTA for credit or refund.

4. Payment. Payment of invoices is due within 30 days of receipt.

5. Late Payment. If Client has any amounts outstanding, future orders under the SECAP program will not be processed until all amounts due are paid in full. If timely payment problems persist, GRTA reserves the right to cancel all activity with your company. Person executing this Agreement on behalf of Client certifies that they have authority to guarantee payment from Client.

6. Promulgation of Rules. Client agrees to abide by SECAP Program and Guidelines and such Rules are hereby incorporated into this Agreement. This Agreement may not be assigned. Client or GRTA may terminate the Agreement upon thirty (30) days written notice. If client terminates agreement, client s existing financial obligations are still valid.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Client: _____

Date: _____

GRTA: _____

Date: _____

Client Information (Contact Information for 2 Persons is Required.)

Contact Person No. 1 *(Required)*

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Contact Person No. 2 *(Required)*

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Contact Person No. 3

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____



DECEMBER 2012 ORDER FORM

On or Before November 10, 2012:

This form should be returned via fax or email:

FAX: 404-522-0070

EMAIL: secap@grta.org

Company Name:

Program Administrator:

Contact Number:

Company Address:

MARTA Breeze Smart Card	Changes		Unit Price	Total No. Ordered*	Subtotal Amount Due
	Circle one; if 'Yes' is circled, a Breeze Order Spreadsheet <u>must</u> be emailed in *.xls format.				
MARTA Monthly Unlimited Breeze Smart Card (Unlimited rides during the month)	Yes	No	\$90.25		
Breeze Smart Cards for Inventory** <i>Order when your initial inventory runs low.</i>			\$1.00		

*If the "Total No. Ordered" indicated above on this Order Form does not match what is uploaded in the MARTA interface using the Breeze Order Spreadsheet, the number uploaded in the MARTA interface based upon the spreadsheet provided will be what you are invoiced for each month. For orders requiring changes in relation to the previous month's order, an order is only considered complete if a Breeze Order Spreadsheet is provided with this Order Form. The SECAP Program Rules and Guidelines apply to all orders.

** Plastic Breeze Smart Cards for inventory will be mailed directly by MARTA the following month to the address you have on file with GRTA.

Other Transit Passes and Products	Unit Price	Total No. Ordered	Subtotal Amount Due
MARTA 10-Trip Ticket ¹	\$25.50		
Cobb Community Transit (CCT) - Monthly Unlimited Pass	\$125.00		
Cobb Community Transit (CCT) - 20-Ride Pass ²	\$65.00		
Gwinnett County Transit (GCT) - Monthly Unlimited Pass ZONE 1	\$130.00		
Gwinnett County Transit (GCT) - Monthly Unlimited Pass ZONE 2	\$180.00		
GCT 10-Ride Express Ticket Book – ZONE 1 ^{1,3}	\$32.50		
GCT 10-Ride Express Ticket Book – ZONE 2 ^{1,3}	\$45.00		
Total Amount Due:	<input type="checkbox"/>		

¹ Good for 10 one-way trips
² Good for 20 one-way trips
³ ZONE 1 includes Routes 102, 410, and Reverse Commute Routes; ZONE 2 includes Routes 101, 103, 412 and 418

*TRANSIT PASSES AND PRODUCTS, INCLUDING BREEZE SMART CARD ORDERS, CANNOT BE RETURNED FOR CREDIT.

Program Administrator's Signature: _____

The full risk of loss for ordered transit passes is your responsibility immediately upon their delivery. Your organization will receive an invoice for the number of transit passes and other product ordered by the end of the month prior to the month for which passes are current. **Payment is due within 30 days upon receipt of invoice. Corporate checks, cashier's checks, and/or money orders must be made payable to the Georgia Regional Transportation Authority (GRTA) and should reference the invoice number or the month for which passes apply.** For complete rules and guidelines, please reference the SECAP Program Agreement and supplemental Program Rules and Guidelines. Please contact SECAP at secap@grta.org if you have any questions.

Welcome to the SECAP Program (State Employee Commuter Assistance Program)!

The Georgia Regional Transportation Authority is very excited to administer the SECAP program for state of Georgia agencies. Under this program, participating state agencies will now be able to place order for MARTA, GCT, CCT and Xpress passes. This will allow for a consolidation of transit pass orders under one system. The unit prices of the monthly transit passes, Breeze card and other fare media types are as follows:

FARE MEDIA	UNIT PRICE
Breeze Smart Cards for Inventory	\$1.00
MARTA Monthly Unlimited Breeze Smart Card	\$9025
MARTA 10-Trip Ticket	\$25.50
Cobb Community Transit (CCT) - Monthly Unlimited Pass	\$125.00
Cobb Community Transit (CCT) - 20-Ride Pass	\$65.00
Gwinnett County Transit (GCT) - Monthly Unlimited Pass - ZONE 1	\$130.00
Gwinnett County Transit (GCT) - Monthly Unlimited Pass - ZONE 2	\$180.00
GCT 10-Ride Express Ticket Book – ZONE 1	\$32.50
GCT 10-Ride Express Ticket Book – ZONE 2	\$45.00
GRTA 10 Ride Blue Zone	\$35.00
GRTA 31-day Ride Blue Zone	\$125.00
GRTA 10 Ride Green Zone	\$25.00
GRTA 31-day Ride Green Zone	\$100.00

PROGRAM RULES AND GUIDELINES

STEP 1 – Agreement

All interested agencies must sign and return the SECAP Program Agreement. The agreement should be signed by an agency individual who has the authority to accept responsibility for the agency's participation in the SECAP program. Contact information must be provided for at least two (2) agency staff members who will be involved in the agency's administration of the SECAP program.

STEP 2 – Ordering

At the onset of your company's participation in the SECAP program, GRTA will request your completion of initial information documenting the number of individuals who will purchase Xpress, GCT, CCT and MARTA transit passes. Xpress, GCT and CCT passes will be distributed on a monthly basis; however, the Breeze Card is a reusable, plastic "smart card" that enables convenient reloading and thereby eliminates the need to distribute passes each month.

The following rules apply to Xpress, GCT and CCT orders:

- 1) All order requests must be received by the 10th of each month.
- 2) Distribution of passes will be sent from GRTA by the 20th of each month.
- 3) Invoices must be paid within 30 days.

The following rules apply specifically to orders for the MARTA Breeze Card monthly unlimited pass and 10-Trip Ticket:

- 1) The Breeze Order Spreadsheet only tracks changes from one month's order to the next.
- 2) Breeze Order Spreadsheets must be submitted in Microsoft Office Excel (version 97–2003) in (*.xls) format.
- 3) The Breeze Order Spreadsheet should be sent to GRTA using the email address secap@grta.org.

- 4) The Breeze Order Spreadsheet **will not be edited after received**. The spreadsheet will be uploaded into the MARTA Breeze system "as is."
- 5) You cannot alter this spreadsheet in any way or it will be rejected by the MARTA Breeze system (do not hide or delete columns, re-type column headings, etc.)
- 6) If a discrepancy exists between the SECAP Order Form and the Breeze Order Spreadsheet regarding the number of monthly MARTA passes you have ordered, the Breeze Order Spreadsheet will serve as the official order quantity, and your company will be invoiced for that quantity (versus the quantity denoted on the SECAP Order Form).
- 7) The GRTA SECAP Administrator will only contact you in the event your Breeze Order Spreadsheet does not upload properly into the MARTA Breeze system. GRTA staff have a limited time-frame by which any errors can be remedied therefore it is the company's responsibility to coordinate and communicate with GRTA SECAP Administrator as soon as possible so that errors can be remedied. Please note that if you submit your SECAP Order Form and Breeze Order Spreadsheet on the 10th and the spreadsheet does not upload properly, there may not be time or an opportunity to correct the problem. This could result in no order placed, or no changes made to your order, for your company for Breeze Cards that month.

STEP 3 – Delivery of Passes

Transit passes, Breeze Cards and/or tickets for the next month (e.g. February) will be delivered via FedEx to your organization by approximately the 20th of each month (e.g., February 20th). Breeze Cards will only be delivered at the launch of the Breeze Card program (or at the start of your company's participation in the SECAP program) and thereafter when you request additional Breeze Cards for your "in-house" inventory of cards to provide to new individuals participating in the program for the first time, or to replace an individual participant's Breeze Card if it has been lost, stolen or damaged. Because the Breeze Card is an extended use plastic card that is reusable, distributing monthly MARTA passes to each individual each month is no longer necessary. The monthly pass value is uploaded electronically to each card each month by MARTA when GRTA successfully uploads your Breeze Order Spreadsheet. If your company has any special considerations concerning the delivery of transit passes and products, please contact GRTA via email or in writing at the time you place your monthly order.

STEP 4 –Distribution of Passes

Distribute the passes to your individual participants by the end of the month to ensure they have the passes available for the first of the month for which the passes are current. At the onset of your company's participation in the SECAP program, GRTA will request your completion of initial information documenting the number of individuals who will purchase the monthly MARTA pass. This information will be collected in the form of an initial Excel spreadsheet (the "Initial Spreadsheet") that you will use to internally monitor participants, the Breeze Card ID numbers (i.e. each card's serial number) and Employee ID numbers that you or MARTA will define. GRTA will then provide you with the initial Breeze Card supply for company participants. The Breeze Cards provided to your company will be encoded with SECAP on the back of each card and will have a Card ID number (i.e. serial number) that will be assigned to a specific employee for tracking purposes (note that it is the responsibility of the company program administrator to manage the assignment of the Breeze cards to their employees). The Breeze Card is loaded with fare electronically by GRTA and MARTA each month, so once an employee receives his or her Breeze Card, he or she does not have to do anything to reload the card for the next month's use other than place an order with you. (You must submit the proper order information to GRTA using the SECAP Order Form and Breeze Order Spreadsheet.) After the initial distribution you will only distribute *new* Breeze cards to new SECAP program participants. You will have to

internally keep track of employees, their participation, and the Breeze card ID numbers assigned to each employee.

STEP 5 – Invoicing

GRTA will invoice agencies for the number of Xpress, GCT, CCT and MARTA Breeze card benefits and/or tickets ordered. Payment is due within 30 days following the date of the invoice. Company checks, cashier's checks and money orders are the only acceptable forms of payment. Payment must be addressed to the Georgia Regional Transportation Authority with the invoice number or the month for which the payment applies clearly identified on each payment provided. GRTA reserves the right to require one form of monthly payment per participating company per month, if such a requirement is deemed necessary for the efficient management of the SECAP program. If your agency falls behind in its payment of any amount due, future orders under the SECAP program will not be processed until all amounts due are paid in full. If timely payment problems persist, GRTA reserves the right to cancel all activity with your company.

Under Commuter Choice (TEA-21, IRS Section 132(f)), employers may provide up to \$230 per month tax-free to employees who commute to work via transit or vanpools. The employer pays the benefit and deducts this amount as a regular cost of business on their income taxes. An alternative is for employees to set aside up to \$230 per month of pre-tax income to pay for transit or vanpools. Employees pay no payroll or income tax on the amount. Employers do not pay payroll taxes on the amount. Or a combination of the above can be done: employers may share the commute costs by paying part in addition to salary and allowing their employees to set aside part as pretax income. The total of both is subject to the \$230 per month rule.

GRTA Disclaimer

The guidelines presented represent GRTA's SECAP program. These guidelines may not be exhaustive or address all questions. If you have comments or questions, or need further information, please contact GRTA at 404.463.3000 or at secap@grta.org.

Mitzi: I think 10 trip tickets can now be loaded on the Breeze Card

10-Trip Ticket

The 10-Trip Ticket is a paper card designed to be used mostly by less frequent users of the MARTA system. The ticket is a "limited-use pass" and expires within 90 days of the date that it is issued by MARTA. The Downtown TMA sells MARTA's 10-Trip Ticket for \$20.50. Each 10-Trip Ticket includes the cost of 10 oneway trips plus an additional \$0.50 paper ticket fee. Taking into account delivery time between MARTA and the Downtown TMA, as well as delivery time between the TMA and your office, the Downtown TMA advises that a 10-Trip Ticket will likely expire approximately 75 days after you receive it from the TMA (rather than 90 days).