

October 7, 2025

Hon. Daniel P. McCoy
Albany County Executive
112 State Street
Albany, NY

Re: Letter of Intent for Universal Access

Dear County Executive McCoy,

This Letter of Intent (“LOI”) outlines the preliminary understanding between the **Capital District Transportation Authority** (“CDTA”) and **Albany County** (“the County”) regarding a proposed agreement to provide Universal Access to CDTA’s route network for Albany County employees.

1. Term of Agreement

The parties intend that the formal agreement will be effective for a one-year period beginning November 1, 2025 and continuing through October 31, 2026.

2. Scope of Services

Subject to final agreement, CDTA will provide Albany County employees with Universal Access to its route network, including:

- Regular fixed route services
- Paratransit services (STAR)
- FLEX On Demand
- Commuter services (Northway Xpress and Thruway Xpress)
- Bike sharing (CDPHP *Cycle!*)

3. Access

Access to the services through the Universal Access program will be provided via *Navigator* cards and CDTA will coordinate with the County to distribute any required materials.

4. Pricing and Payment

CDTA proposes a per-ride fee structure based on service type, with all billing based on verified usage data. A cost cap or fixed budget amount will be included in the final agreement.

5. Data and Reporting

CDTA will supply periodic usage reports, including trip counts and service utilization data, to support program analysis and budget tracking.

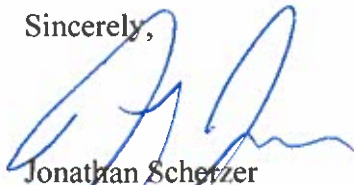
6. Compliance

Both parties agree that any formal agreement will comply with all applicable federal, state, and local laws and regulations.

This LOI is intended solely as a non-binding summary of the proposed arrangement. A definitive agreement, including full terms and conditions, will be subject to further negotiation and execution by both parties.

We look forward to working collaboratively to finalize this arrangement in partnership with Albany County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jonathan Scherzer", is positioned above the printed name.

Jonathan Scherzer
Director of Business Development
Capital District Transportation Authority