



R-19/20-09

Student Transportation Services

Issue Date: 4/30/2020

Questions Deadline: 5/19/2020 12:00 PM (CT)

Response Deadline: 5/26/2020 03:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: R-19/20-09
Title: Student Transportation Services
Type: Request for Proposal
Issue Date: 4/30/2020
Question Deadline: 5/19/2020 12:00 PM (CT)
Response Deadline: 5/26/2020 03:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for Student Transportation Services. This contract will include but is not limited to: qualified persons or firms to provide transportation services to certain students and parents (as required by law in certain situations in which a student may be considered to have special needs, or be homeless), on an as needed basis. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission helps eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms & Conditions

[Download](#)

1 - Sample Insurance Certificate.pdf

Certificate of Insurance

[View Online](#)

3 - E-Verify-LSR7_(1) (1).pdf

E-Verify

[View Online](#)

4 - MO Tax Exemption Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for Student Transportation. This contract will include but is not limited to: qualified persons or firms to provide transportation services to certain students and parents (as required by law in certain situations in which a student may be considered to have special needs , or be homeless), on an as needed basis. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.
(Required: Check if applicable)

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Step One: Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.

Key personnel that will be assigned to the District's project, and their experience with similar projects.

Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the services within the proposed timeframe.

Project approach including project schedule and detailed approach to provide services requested, familiarity with the District, process to respond to on road vehicle breakdowns, response to vehicle accidents, process of new student arrangements, employee training process and curriculum, identification of unique issues related to the services requested, and the process proposed for communications with District staff, School Board Members, and the public.

Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.**

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Mastercard P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

1 0 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

1 1 Proposal Requirement

PROPOSAL REQUIREMENTS

1 2 Scope

Specifications:

Response time criteria:

Under this contract, it is required that the vendor be available for service five (5) days a week, from 6 am to 5 pm (normal business hours). Service hours may differ under certain circumstances such as

parent/teacher conferences, extracurricular activities or after school practices.

The service provider shall provide a single telephone number to assure prompt response to calls from the District for the pickup of student(s). Service provider shall provide an initial response, via phone call and followed up with an email, to the District's request within 24 hours and shall provide a plan/ route to the District within 48 – 72 hours, via email. The method of assignment of a qualified driver to the call shall be the vendor's responsibility.

It shall be the District's responsibility, upon placing a call for service, to designate the response time needed and the location of the pick-up. Pick-ups of student(s) may include multiple sites within the Greater Kansas City area.

If service provider experiences any delays or a cancellation of routes in the morning, they must first call the parent and send an email to the designee at the Student Services Office. If service provider experiences any delays or a cancellation of routes in the afternoon, they must first call the school that the student is attending, then call the parent and follow up with the designee at the Student Services Office, via email.

Failure to deliver services in accordance with this contract and the contract terms and conditions, may result in the District, after due oral or written notice, contacting another service provider and requesting the work be performed by them. In this circumstance, the service provider shall not be entitled to any payment or damages and shall pay the District for any additional costs incurred. Failure to respond or report to the site within the agreed time frame, may be construed as a breach of this contract, and at the District's discretion, this contract may be terminated upon written notice by the District.

Post award information:

The service provider shall hire and train all drivers in accordance with all existing federal, state and municipal laws, ordinances and regulations that apply to public school district transportation. Such drivers shall have a Class E operator permit with an "S" endorsement. Such drivers shall be fully and properly licensed in accordance with section 302.272, RSMo, and 5 CSR 30-261.010(2) (A) 1-3:

No vehicle with a rate capacity, as defined by the manufacturer, to carry more than ten (10) passengers, including the driver shall be used.

The number of passengers, including students and driver, that may be transported at any one (1) time shall be limited to the number the manufacturer suggest as appropriate for that vehicle in accordance with section 304.060, RSMo, or it not posted in the vehicle, then limited to the number of seat belts in the vehicle.

The driver and each passenger shall be properly secured with the appropriate booster seat or child safety seat restraint system for appropriate ages, at all times while the vehicle is in motion.

Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker no older than 12 months.

Service providers who transport students to and from contracted public and private day schools will require additional training committed to best practices and safe behavior management methods that focus on prevention. Examples of approved training courses include Crisis Prevention Intervention (CPI) or MANDT. Other training may be considered but must be approved by the District.

The service provider shall require that all employees and independent contractor drivers and other individuals who may come in contact with student(s) shall be subjected to pre-employment, just cause and on-going random drug and alcohol testing, complete finger printing and criminal background checks with the FBI, including a criminal background check through the Missouri Highway Patrol and a child abuse/neglect background check through the Missouri Children's Division. Provider agrees to immediately dismiss any employee and independent contractor drivers who has tested positive for drugs and alcohol or who appear on the sex offenders or domestic violence lists.

The service provider shall utilize competent employees in performing the work. At the request of the District, the service provider shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employment. The District and the service provider shall each be promptly notified by the other of any complaints received.

The service provider shall be responsible for providing, maintaining and transporting all necessary and customary

equipment needed to fulfill the contract. In no event shall the District be responsible for any damages to any of the service provider's equipment damaged, destroyed or stolen.

The service provider shall maintain adequate records, including a record of students transported and miles driven each day. District shall have access to said records at any time upon request.

Compliance with FERPA: The service provider will comply with the Family Educational Rights and Privacy Act, 20 U.S.C.A. § 1232g, and will indemnify the District for any damages suffered by it by reason of Service Provider's failure to do so.

Independent Vendor: The relationship of the service provider to the District shall be that of an independent vendor. Neither the service provider nor any of its employees shall be held or deemed in any way to be an agent, employee or official of the District.

Assignment and Subcontracting: The service provider shall not assign or subcontract the work, or any part thereof.

Termination:

The District, upon written notice, may terminate this contract, or any part thereof, as a result of the service provider's failure to render to the satisfaction of the District, the material, work and/or services required of it, including progress of the work and such abandonment or termination shall not be deemed a breach by the District. The District shall be the sole determinant in all termination for cause issues. The service provider shall not be entitled, nor shall the District give any consideration to claims for this contract, or any part hereof, by the District for cause. Such termination may come about for the sole convenience of the District. Upon receipt of written notification from the District that this contract or any part hereof, is to be terminated, the service provider shall immediately cease operation of the work stipulated. The service provider and District's evaluation shall be entitled to just and equitable payment in accordance with this contract for any uncompensated work satisfactorily performed prior to such notice.

If written notice of termination is provided due to issues unrelated to breach, or service issues previously reported in writing to Service Provider, Service Provider reserves the right to meet with the District to review terms and conditions of agreement, determine the nature of the issue(s) causing the written notice of termination, and attempt to resolve outstanding issues in an effort to continue the agreement. In the event that resolution of outstanding issues cannot be achieved within five (5) working days, the written notice of termination will remain in effect, and contract will be terminated at the completion of thirty (30) days.

Services Provided:

Service provider shall provide transportation services in and around the District's boundaries for students and in some circumstances, their parents, for special activities, as directed by the District.

Service provider shall ensure the safety and security of students during pick-up and delivery. At all times, when transporting students, Service provider shall abide by all applicable laws and state regulations including but not limited to 5 C.S.R. § 30-261.010 which provides the requirements of school buses, and 5 C.S.R. § 30-261.045, which provides the requirements for transportation of students in vehicles other than school buses.

Service provider shall meet with District at least once monthly, in the beginning stages of the new contract period, to review and report on utilization, billing status and driving performance; and solicit feedback from District on performance, service issues and overall relationship. Once the relationship has been fully established and both parties feel things are running smoothly, it may be mutually agreed upon not to continue the meetings, unless requested by either the service provider or the District.

Service provider shall be compliant with all regulations, requirements and licensing of Missouri Intrastate Operating Authority and MoDOT Motor Carrier Services.

Upon request of the District, Service provider shall present for inspection:

Vehicles

Vehicle Records

Employee Training Records

Employee Background Checks

Transportation Guidelines:

Students shall be ready 1 hour prior to the specified drop time at their school building. Routes may change frequently with the addition/removal of students.

If a student will not need the cab or bus for any reason, the parent is expected to call the service provider directly, at least two (2) hours prior to scheduled pick-up time to cancel. Parent shall also call two (2) hours in advance if canceling the afternoon pick-up as well. Without at least one (2) hours notice for cancellation, a "no show" will result.

Three consecutive "no shows" will result in the District canceling transportation until contact is made with the parent or guardian and a plan is developed.

If transportation is not provided in the morning, it will not be provided home in the afternoon, unless parent/guardian contacts service provider at least one (1) hour prior to scheduled P.M. pick-up.

All changes in transportation (new address, student needing to stay late, etc.) must go through the Student Service Office. At least a 48 hour notice is needed to make changes. Service provider is not authorized to make changes to times or routes.

Students will not be allowed to get on or off at any address other than their own without prior approval by Homeless Liason.

Expectations, as well as consequences, shall be the same as in regular District transportation for students. They are expected to follow driver instructions. This includes seat assignment and use of seat belts/ booster seats. Hands, feet and items are to be kept to themselves and inside the vehicle.

Students are expected to help keep the vehicles clean and not purposely or carelessly destroy any transportation equipment. Any damage resulting from misbehavior shall be paid for by the student. Suspension from transportation will occur and continue until all damage is paid for.

Students will show consideration for the driver and other students by being courteous and well mannered. No profanity or other abusive language will be permitted. Sexual harassment will not be tolerated. No smoking or chewing. No fighting, roughhousing, harassment or verbal abuse will be tolerated. The use or possession of alcohol, tobacco or illegal drugs will be disciplined in accordance with the District policy. Insubordination or disrespect to the driver, flagrant safety violations, sexual harassment or hurting another student will result in 5 or 10 days off the bus/ taxi.

Food, drinks, gum and candy shall be at each driver's discretion.

Items that are not allowed in the transportation vehicles are: glass, knives, sharp objects, guns, water pistols, explosive devices, cologne, pets, toys and items too large to put on a lap.

Parents will assure that students follow the rules, including assuring that the student is properly fastened into the appropriate seat belt/ booster seat.

Payment and Reporting:

Service provider shall provide detailed bimonthly or monthly billing statements (including trip routes and per student mileage and cost spreadsheet) on or before the 15th of each month. District shall pay Service provider for student and parent transportation services in accordance with the payment structure set forth in Form 6 attached to this RFP document. Service provider shall not receive payment for a route listed in Form 6 if it is not run in any given year. Payment for mileage in excess of each base route will be calculated from the monthly odometer readings submitted by Service provider and will be paid on a monthly basis at the time of payment for each monthly base route.

Service provider shall split invoices for other surrounding school districts, including, but not limited to: Blue Springs, Independence, Raytown, Hickman Mills, Ray-Pec, Belton and Grandview or any other metro-area MO or KS school districts.

Upon receipt of a clean claim invoice for services delivered, the District shall work to process invoices in the interest of prompt payment, Net thirty (30) days.

I have read and understand.

(Required: Check if applicable)

1
3 **SPECIFIC REQUIREMENTS OF RFP:**

1. Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.
2. The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period.
3. To be considered, a consultant must be a full service transportation firm with expertise in the field of the transportation of minors and/ or special needs individuals. The Service provider should be able to demonstrate that its transportation services have been successfully implemented and maintained in at least three public school districts or governmental agencies of comparable size and scope.
4. Respondents are expected to bid on the equipment item as listed on the Equipment Specifications List. If there are any deviations from the specifications listed, the respondent is expected to make note on the bid form. The District reserves the right to determine the successful respondent and will make that decision based on the best interest of the District. (not needed for service)
5. Prices shall be fixed with minimum adjustments allowed. If the respondent is awarded an agreement under this RFP solicitation, the prices proposed by the respondent shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the respondent and/or to terminate the contract with the respondent based on such price adjustments.
6. The successful respondent(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the order. These purchases are tax exempt.
7. The Lee's Summit R7 School District will review all proposal submissions with regards to pricing, product performance, and equipment features. The District plans to award the RFP within 30 days after the RFP opening.

1
4 **Schedule of RFP Process**

Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification 4/30/2020
Receive Proposals 5/26/2020
School Board 6/18/2020
Notice to Proceed 6/30/2020

The District desires the execution of the contract to meet the following dates: Services need to begin after 6/30/2020.

1
5

No Deviations or Exceptions

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

(Required: Check if applicable)

1
6

Deviations and Exceptions

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

1
7

Cooperative Procurement with Other Jurisdictions

This section is optional; it will not affect the agreement.

1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No

(Optional: Check only one)

1
8 **Consultant Profile**

CONSULTANT PROFILE

1
9 **Lead Consultant Name**
Enter the Lead Consultant Firm(s) (or Joint Venture) name.

(Required: Maximum 1000 characters allowed)

2
0 **Lead Consultant Address**
Enter the Lead Consultant Firm(s) (or Joint Venture) address.
street
city, state zip

(Required: Maximum 4000 characters allowed)

2
1 **Lead Consultant Provider**
Please designate the service area provided by the lead consultant.

Local Regional National

(Required: Check only one)

2
2 **Year Provider Firm Established**
Please enter the year the provider's firm was established.

(Required: Numbers only)

2
3 **Years of Experience**
Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
4 **Licensed in Missouri**
Are you licensed to do business in the State of Missouri?

Yes No

(Required: Check only one)

2
5

Principal Contact

Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

2
6

Address of Office to Perform Work

Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

2
7

Number of Persons Committed to District's Project

Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

2
8

Joint Venture Areas of Responsibility

If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

2
9

Has This Joint Venture Previously Worked Together?

Has This Joint Venture Previously Worked Together?

Yes No

(Optional: Check only one)

3
0

Key Outside Consultants

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

3
1 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

3
2 **Subcontractor #1 Address**
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

3
3 **Specialty/Role with this Project**
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

3
4 **Worked with Lead Firm Before?**
Worked with Lead Firm Before?
 Yes No
(Optional: Check only one)

3
5 **Year Firm Established**
Year Firm Established

(Optional: Numbers only)

3
6 **Years of Experience**
Please provide number of years experience providing this service.

(Optional: Numbers only)

3
7 **Subcontractor #2 Name**
Please provide name of subcontractor #2.

(Optional: Maximum 1000 characters allowed)

3
8 **Subcontractor #2 Address**
Please provide address of subcontractor #2

(Optional: Maximum 1000 characters allowed)

39 **Specialty/Role with this Project**
Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

40 **Worked with Lead Firm Before?**
Has this Subcontractor worked with the lead firm before?
 Yes No
(Optional: Check only one)

41 **Year Firm Established**
Please provide year Subcontractors firm was established.

(Optional: Numbers only)

42 **Years of Experience**
Please provide subcontractors number of years of experience.

(Optional: Numbers only)

43 **Resume of Key Personnel**
Resume of Key Personnel

(Optional: Maximum 1000 characters allowed)

44 **Name of Key Personnel**
Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project.

(Optional: Maximum 1000 characters allowed)

45 **Title of Key Personnel**
Provide job title of key personnel assigned to District's project.

(Optional: Maximum 1000 characters allowed)

46 Assignment
Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.

(Optional: Maximum 4000 characters allowed)

47 Name of Firm with which Associated
Experience of Key Personnel: Provide name of firm which assignment was/is associated with.

(Optional: Maximum 4000 characters allowed)

48 Years of Experience with this Firm
Please provide assigned key personnel's experience with this firm.

(Optional: Numbers only)

49 Years of Experience with Other Firms
Please provide assigned key personnel's experience with other firms.

(Optional: Numbers only)

50 Education
Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

51 Current Registration(s)
Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

5
2

Other Experience & Qualifications

Please provide other Experience & Qualifications relevant to the proposed project

(Optional: Maximum 4000 characters allowed)

5
3

Project Narrative

Use this space to provide a detailed project approach OR upload a response in the response attachments section.

Including but not limited to:

- Schedule and detailed approach is reasonable/responsive to District’s needs
- Describe Training, Curriculum used and Certification of Staff
- Identify Background check process used for Staff
- Identify any and all proven techniques used for Transportation Service Offered
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by proposal/interview/site visit
- Identify/recognize critical or unique issues specific to the contract and unique approaches used elsewhere
- Proposed timeline for delivery of Transportation Services
- Describe Response to on the Road Vehicle Breakdowns
- Describe Response to Vehicle Accidents
- Explanation of Service Provider Chain of Command
- Detailed explanation of new student arrangement process and communications
- Proposed communication process
- Describe how you address students needing booster seats?
- Do you train your staff on crisis prevention? If so, please explain training and approach.

(Required: Maximum 4000 characters allowed)

5
4

PROPOSAL SCORING CRITERIA

PROPOSAL SCORING CRITERIA

**5
5 Evidence of Experience & References with Similar Accounts (Ref & Exp)
Evaluation Criteria**

Evidence of Experience & References with Similar Accounts (Ref & Exp)

Consider experience and references listed by the firm/provider. Is the firm/provider experienced in providing services similar to that requested in this RFP?

- Reliability of the firm, based on references given
- Experience with other similar sized schools/ businesses
- Experience with the transportation of special needs individuals

**5
6 Applicable Resources (Personnel Qualifications)
Evaluation Criteria**

Applicable Resources (Personnel Qualifications)

Evaluate the extent of applicable resources available to the provider to execute the contract.

- Number of vehicles in fleet and number of the appropriate type of vehicles to meet District transportation needs. Average age of fleet vehicles
- Number of experienced drivers, properly trained and screened for the services required in this RFP

**5
7 Cost
Evaluation Criteria**

Cost

The District will review and evaluate any/all proposals for the rate of commission proposed. Consider if the following conforms to the requirements of the RFP and the District:

- Base Route
- Excess Mileage Rate

**5
8 How many years has your company been in business?**

(Required: Numbers only)

**5
9 References**

List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:

60	Reference 1 Reference 1
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61	Reference #1 Contact Person's Name <i>(Required: Maximum 1000 characters allowed)</i>
----	---

62	Reference #1 - Contact Person's School District/Business <i>(Required: Maximum 1000 characters allowed)</i>
----	---

63	Reference #1 Address Enter Street address, city, state, zip code <i>(Required: Maximum 1000 characters allowed)</i>
----	--

64	Reference #1 Phone Number <input type="text" value="(____) ____ - _____"/> ext: <input type="text"/> <i>(Required)</i>
----	---

65	Reference #1 Email <input type="text"/> <i>(Required: Email address)</i>
----	---

66	Reference #1: Description of services performed and completion date Describe the services performed and completion date of project. <i>(Required: Maximum 4000 characters allowed)</i>
----	---

67	Reference 2 Reference 2
----	-----------------------------------

68	Reference #2 - Contact Person's Name <i>(Required: Maximum 1000 characters allowed)</i>
----	---

69 Reference #2 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

70 Reference #2 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

71 Reference #2 Phone Number

(____) _____ - _____ ext: _____

(Required)

72 Reference #2 Email

(Required: Email address)

73 Reference #2: Description of services performed and completion date

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

74 Reference #3

Reference #3

75 Reference #3 Contact Person's Name

(Required: Maximum 1000 characters allowed)

76 Reference #3 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

7
7 **Reference #3 Address: Street, City, State, Zip Code**

(Required: Maximum 1000 characters allowed)

7
8 **Reference #3 Phone Number**

(____) _____ - _____ ext: _____

(Required)

7
9 **Reference #3 Email**

(Required: Email address)

8
0 **Reference #3: Description of services performed and completion date**

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

8
1 **Additional References**

Additional References

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Bid Lines

1 Zone 1, Tier A

Price: \$ Total: \$

Item Notes:

Zone 1: Encompasses student locations up to 4 miles beyond the school location.

Tier A: Standard one-way rate to/from school/home for the first student along a route or a student with no multi-load opportunities.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2 Zone 1, Tier B

Price: \$ Total: \$

Item Notes:

Zone 1: Encompasses student locations up to 4 miles beyond the school location.

Tier B: Discounted rate used for pick-up of additional students and drop off at different locations.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

3 Zone 1, Tier C

Price: \$ Total: \$

Item Notes:

Zone 1: Encompasses student locations up to 4 miles beyond the school location.

Tier C: Discounted rate used for additional students picked up at the same location and being dropped off at the same location.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

4 Zone 2, Tier A

Price: \$

Total: \$

Item Notes:

Zone 2: Encompasses student locations up to 8 miles beyond the school location.

Tier A: Standard one-way rate to/from school/home for the first student along a route or a student with no multi-load opportunities.

- No bid
- Additional notes
(Attach separate sheet)

Supplier Notes: _____

5 Zone 2, Tier B

Price: \$

Total: \$

Item Notes:

Zone 2: Encompasses student locations up to 8 miles beyond the school location.

Tier B: Discounted rate used for pick-up of additional students and drop off at different locations.

- No bid
- Additional notes
(Attach separate sheet)

Supplier Notes: _____

6 Zone 2, Tier C

Price: \$

Total: \$

Item Notes:

Zone 2: Encompasses student locations up to 8 miles beyond the school location.

Tier C: Discounted rate used for additional students picked up at the same location and being dropped off at the same location.

- No bid
- Additional notes
(Attach separate sheet)

Supplier Notes: _____

7 Zone 3, Tier A

Price: \$

Total: \$

Item Notes:

Zone 3: Encompasses student locations up to 12 miles beyond the school location.

Tier A: Standard one-way rate to/from school/home for the first student along a route or a student with no multi-load opportunities.

No bid
 Additional notes
(Attach separate sheet)

Supplier Notes: _____

8 Zone 3, Tier B

Price: \$

Total: \$

Item Notes:

Zone 3: Encompasses student locations up to 12 miles beyond the school location.

Tier B: Discounted rate used for pick-up of additional students and drop off at different locations.

No bid
 Additional notes
(Attach separate sheet)

Supplier Notes: _____

9 Zone 3, Tier C

Price: \$

Total: \$

Item Notes:

Zone 3: Encompasses student locations up to 12 miles beyond the school location.

Tier C: Discounted rate used for additional students picked up at the same location and being dropped off at the same location.

No bid
 Additional notes
(Attach separate sheet)

Supplier Notes: _____

1 0	<p>Zone 4, Tier A</p> <p style="text-align: right;">Price: \$ <input style="width: 150px;" type="text"/></p> <p style="text-align: right;">Total: \$ <input style="width: 150px;" type="text"/></p> <p>Item Notes:</p> <p style="margin-left: 20px;">Zone 4: Encompasses student locations up to 16 miles beyond the school location.</p> <p style="margin-left: 20px;">Tier A: Standard one-way rate to/from school/home for the first student along a route or a student with no multi-load opportunities.</p> <p>Supplier Notes: _____</p> <p>_____</p>	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>
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1 1	<p>Zone 4, Tier B</p> <p style="text-align: right;">Price: \$ <input style="width: 150px;" type="text"/></p> <p style="text-align: right;">Total: \$ <input style="width: 150px;" type="text"/></p> <p>Item Notes:</p> <p style="margin-left: 20px;">Zone 4: Encompasses student locations up to 16 miles beyond the school location.</p> <p style="margin-left: 20px;">Tier B: Discounted rate used for pick-up of additional students and drop off at different locations.</p> <p>Supplier Notes: _____</p> <p>_____</p>	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>
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1 2	<p>Zone 4, Tier C</p> <p style="text-align: right;">Price: \$ <input style="width: 150px;" type="text"/></p> <p style="text-align: right;">Total: \$ <input style="width: 150px;" type="text"/></p> <p>Item Notes:</p> <p style="margin-left: 20px;">Zone 4: Encompasses student locations up to 16 miles beyond the school location.</p> <p style="margin-left: 20px;">Tier C: Discounted rate used for additional students picked up at the same location and being dropped off at the same location.</p> <p>Supplier Notes: _____</p> <p>_____</p>	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>
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1
3

Zone 5, Tier A

Price: \$

Total: \$

Item Notes:

Zone 5: Encompasses student locations 16 miles and beyond the school location.

Tier A: Standard one-way rate to/from school/home for the first student along a route or a student with no multi-load opportunities.

No bid

Additional notes
(Attach separate sheet)

Supplier Notes: _____

1
4

Zone 5, Tier B

Price: \$

Total: \$

Item Notes:

Zone 5: Encompasses student locations 16 miles and beyond the school location.

Tier B: Discounted rate used for pick-up of additional students and drop off at different locations.

No bid

Additional notes
(Attach separate sheet)

Supplier Notes: _____

1
5

Zone 5, Tier C

Price: \$

Total: \$

Item Notes:

Zone 5: Encompasses student locations 16 miles and beyond the school location.

Tier C: Discounted rate used for additional students picked up at the same location and being dropped off at the same location.

No bid

Additional notes
(Attach separate sheet)

Supplier Notes: _____

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature