



REQUEST FOR PROPOSALS

Transportation Services for:

Mary McLeod Bethune Elementary School of Literature & Technology
2401 Humanity St, New Orleans, LA 70122

Currently utilizing 8 regular busses and 3 special need busses

RFP ANNOUNCEMENT: March 1, 2018

PROPOSAL DUE DATE/TIME: March 30, 2018 @5:00 PM CST

SUBMIT

One copy via email to
Jennifer Grimes at jgrimes@4thsectorsolutions.com
and

One original hard copy to
Jennifer Grimes at
4th Sector Solutions
10455 Jefferson Hwy, Ste. 110
Baton Rouge, LA 70809
225-447-8313



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Introduction

Mary McLeod Bethune Elementary School of Literature & Technology (Hereafter School) is soliciting competitive proposals to identify a student transportation services vendor (hereafter Contractor) that provides exceptional service and competitive pricing for the School.

The key contact and reference information is as follows:

Jennifer Grimes
10455 Jefferson Hwy,
Ste. 110
Baton Rouge, LA 70809
Phone: (225) 447-8313
Email: jgrimes@4thsectorsolutions.com

These specifications outline all the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left for the Contractor to address.

The service shall include providing full-service student transportation unless specifically noted otherwise. The service will include the vehicles, air conditioning, cameras, routing software, facility, vehicle repairs, insurance, routing, parent contact, transportation management, drivers, attendants, mechanics, department staff, training, continuing education, and certifications necessary to provide the District's transportation, unless specifically excluded.

This RFP package consists of the following:

- RFP Narrative
- Pricing Requests
- Pricing Matrices

1. **RFP Calendar**

- a) **Requests for Information deadline:** Friday, March 16, 2018 @ 3:00PM CST
The School will make a concerted effort to respond to all inquiries in sufficient detail to satisfy the request. Submit to:

Jennifer Grimes
10455 Jefferson Hwy,
Ste. 110
Baton Rouge, LA 70809
Phone: (225) 447-8313
Email: jgrimes@4thsectorsolutions.com



- b) **Proposals Due:** Friday, March 30, 2018 @ 5:00PM CST
Jennifer Grimes
10455 Jefferson Hwy
Ste. 110
Baton Rouge, LA 70809
Phone: (225) 447-8313
Email: jgrimes@4thsectorsolutions.com
- c) **Award and Contract Process Commences:** Friday, April 13, 2018
- d) **Transportation Service Commences:**

2. **School Information:**

Name: Mary McLeod Bethune Elementary School

Tentative Starting Time: **8:00 a.m. Ending Time 3:30 p.m.**

Mary McLeod Bethune Elementary School is created to be a Type 1 Charter School Free to the public, located at 2401 Humanity St, New Orleans, LA 70122. Mary McLeod Bethune Elementary School's mission is to increase academic success by promoting educational development for all learners. Our vision prepares students to become lifelong learners and productive citizens in a global society. Our motto is "Basic isn't Good Enough, Mastery MUST be Pursued!"

Start-up and back-office support for the School shall be provided locally by 4th Sector Solutions (4SS). 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations and human resources.

All service providers will work closely with the School's Director of Operations, and with 4SS to ensure timely, compliant work and efficient accounts payable.

3. **Objectives for RFP**

The School intends to provide their patrons with superior pupil transportation service at a fiscally responsible cost. While the Contractor's cost is of great importance, proposing the lowest price will not assure award of the service. The School will demand safe, reliable, on-time and efficient service; failure to address District concerns and/or requirements for any such matter will disqualify the Contractor from consideration.

The School intends to alter the past transportation pricing methodology to align with its current bus service practices and schedules, shifting prime-time bus services into a base tier pricing model and away from a-la-carte pricing. The new pricing model will provide the Contractors with more certainty for determining revenue streams and bus driver pay minimums, and provide incentive for The School and the Contractor to efficiently package bus runs.



The School will require the Contractor to provide professional transportation management and adequate workforce and service supervision, such that the School is not burdened with facilitating the day to day operations and customer service requirements.

The School is requesting proposals for all of its transportation services (regular and special needs) services. The School may, or may not, outsource its special needs services. All proposals must include regular education program pricing; submission of special needs program pricing and combined package pricing is encouraged, but is not required. It is Mary McLeod Bethune Elementary School's intent to award service to a single provider.

4. Contractor Minimum Requirements

Qualified Contractors will have at least five (5) years of contracted student transportation experience.

Qualified Contractors will be financially stable and not currently engaged in bankruptcy proceedings, being acquired, merging with another company, or a party to a material lawsuit. Contractor must confirm in writing within the executive summary its compliance with this requirement. The School reserves the option of validating financial and control status and matters with the Contractor before awarding the services.

Qualified Contractors must provide satisfactory assurance as to the financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Proposal or its supporting exhibits. Failure to satisfy this concern may cause the School to reject the proposal.

5. Evaluation Criteria

The firm's qualifications will be evaluated by based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Capability of providing transportation services in an excellent manner
3. Past experience with providing services to educational entities, preferably elementary schools
4. Provision of indemnity and insurance consistent with requirements
5. Proposed cost of service to the School and their consultants, 4th Sector Solutions expressly reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in Mary McLeod Bethune Elementary School' sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a Contractor; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any Contractor that has



submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more Contractors in any manner the School deems fit, (such negotiations may be concurrent or sequential as the School determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in Mary McLeod Bethune Elementary School' best interest to do so. No Contractor shall have any rights against The Charter School arising at any stage of the solicitation from any negotiations that take place, or from the fact that The Charter School does not select a Contractor for negotiations. Contractors are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will the School reimburse the Contractor for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of the School not selecting a Contractor to perform the work under this RFP.

6. Proposal Authorities, Restrictions & Clauses

- a) School's Authorities and Options
 - i) School reserves the right to reject any and all proposals for any reason.
 - ii) School reserves the right to negotiate any and all proposals for any reason.
- b) Negative Assurances
 - i) School cannot assure that student enrollment or transportation requirements will escalate, decline or remain at status quo. If this is a factor, the Contractor should indicate any minimum or maximum constraints in its proposal.
 - ii) School cannot assure that the services will be awarded to any Contractor at any time.
- c) Prohibitions
 - i) School shall assess, negotiate and decide on this Proposal without influence from the Contractor's employees, the Contractor's representatives or agents, the Contractor's vendors, or any other parties with a business, financial or family relationship to the Contractor.
 - ii) The Contractor is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon the District, its Board, and its agents; violators will be prosecuted to the extent of the laws pertinent to the District.
 - iii) The Contractor is prohibited from contacting any School representatives other than those listed as "School Contact"(s), unless so authorized in writing or email by the Contact.

7. Responsibility of the Contractor

- d) Inspection of all documents to assure completeness, legibility, etc.
- e) It is the Contractor's duty to understand the proposal; any misunderstanding is the responsibility of the Contractor; the School has no obligation to correct, reject or question any portion of the proposal.
- f) Abide by all Proposal Requirements, else the Proposal may be rejected by the School regardless of type or significance of noncompliance.



8. Living Wage Requirements

The School has a Living Wage Policy. Any contractor to the School with a contract valued at \$50,000 or more must comply with the School's policy and pay all its employees a Living Wage or better. All School contractors are encouraged to pay a living wage. The Living Wage is set July 1 of each year based on the State of Louisiana, Living Wage which is set by the State's Division of Labor and Industry.

9. Proposal Requirements

- a. Executive Summary (3-page maximum)
 - b. Company Overview
 - i. Experience within Parish, Community or Region
 - ii. Performance History, Safety, Reputation & Financial Strength
 - iii. Customer Service & Management Methodology
 - iv. Cost Containment & Service Efficiency Strategies
 - v. Company Information
 1. Current ownership
 2. Client list
 3. 3 reference letters from existing clients
 4. 1 reference from previous client
 - c. Proposal Overview – herein describe how the Contractor will provide service, including transportation management, dispatch, recruiting, facility, fleet, and all related aspects of the service.
 - i. Implementation/Transition Plan
 1. Manager
 2. Driver recruiting and/or staff transition
 3. Safety program
 4. Facility, site, property, etc.
 5. Routing and run packaging
 - ii. Organization & Staff
 1. Organizational Chart
 2. Resumes of key contributors
 3. Training & professional development program
 - iii. Vehicles & Related Equipment
 1. List of proposed fleets (model year, size, lift y/n)
 2. Special equipment
 - d. Pricing Exhibits
 - i. Provide per day pricing for each element of service (this is to be the contracted pricing amount)
 - ii. Extend pricing to an annual estimate based upon the parameters (bus, runs, hours, etc.) provided by Mary McLeod Bethune Elementary School.
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- iii. This annual estimate is for informational and comparison purposes only and is not binding.
- e. Insurance
 - i. Evidence of insurance or insurability (copy of certificate is acceptable)
- f. Checklist of Required Elements
- g. Submission – The proposal should include:
 - i. 1 master, bound copy sealed in an envelope – marked ORIGINAL
 - ii. 1 PDF or Word version (electronic copy) of proposal narrative
 - iii. 1 PDF or Word version (electronic copy) of pricing matrix



Attachment #1-Pricing Matrix

Daily Home to School & Shuttle Services

Note: Mileage should be Home to School.

Services	Hours per Bus/Day	Daily Rate per Bus	Number of busses
Regular Routes: Door-to-Door		\$	
Regular Routes: Centralized Pick-up Points		\$	
Are your buses equipped with A/C?	Yes <input type="radio"/> No <input type="radio"/>		

Bus Monitor	Daily Rate per Monitor
Cost per Monitor	\$

Daily Additional Service Pricing

Services	Rate per Trip or Bus
Mid-day Shuttles	\$
Field Trips	\$
Afterschool Trips	\$
Summer School	\$
Air-Conditioned Vehicles (per day)	\$
Cameras (per day)	\$



Attachment #2- Special Needs Home to School & Shuttle Prime-Time Services (SN)

Daily Home to School & Shuttle Services

Services	Daily Rate per Bus
SN Routes	\$

Bus Monitor	Daily Rate per Attend
Cost per Monitor	\$



Attachment #3- Other Services Pricing

Services	Hourly Rate	Mileage Rate	Minimum Hours
Extra Route Hours (as approved)	\$	\$	
Activities – Field Trips, Special Events, Sports Events, etc.	\$	\$	
Bus Monitors – Activities	\$	\$	
Activities – Overnight Fee	\$	\$	