

**REQUEST FOR PROPOSALS
FOR SCHOOL BUS TRANSPORTATION SERVICES FOR 2018-2019 SCHOOL YEAR
IMPACT PUBLIC SCHOOLS**

Please submit all proposals electronically to:
Noah Wepman, Chief Financial and Operating Officer
nwepman@impactps.org
Due: April 3, 2018 at 4:00 PM, PST

Administrative and General Information

School Information: Impact Public Schools (IPS) is a nonprofit organization based in Tukwila, Washington that has been authorized by the Washington State Charter School Commission to open and operate a public K-5 school in Tukwila, Impact | Puget Sound Elementary (PSE). PSE will serve grades K-1 during the 2018-2019 school year and will grow by a grade year until the school serves grades K-5.

Year	Grades	Anticipated Student Enrollment
SY 2018-2019	K-1	168
SY 2019-2020	K-2	252
SY 2020-2021	K-3	336
SY 2021-2022	K-4	420
SY 2022-2023	K-5	504

School requiring service in 2018-2019:

Address	3438 S 148 th St, Tukwila, WA 98168	
Grade(s) in FY 2018-2019	Kindergarten & 1 st grade	
Bus Arrival/Unloading AM	7:45am	M,T,W,Th,F
Bus Depart AM	8:15am	M,T,W,Th,F
Bus Arrival PM	3:15pm	M,T,W,Th,F
Bus Loading PM	3:30pm	M,T,W,Th,F
Bus Depart PM	3:45pm	M,T,W,Th,F

Purpose: IPS seeks proposals from qualified respondents (the “Proposers”) interested in providing student transportation services as described in this proposal.

IPS will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed service.

The Proposer is responsible for all day-to-day student transportation operations (refer to Scope of Services). IPS expects Proposer to have the staffing, resources, and expertise necessary to complete the service required as well as a plan to deliver high-quality, dependable transportation service. Proposers are to have a management structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with the IPS operations team and parents. Proposers are expected to offer the requested service at a competitive price, and all of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide positive references, and is to have sound business practices that show fiscal responsibility.

Contract Period: This proposal addresses the contract period August 1, 2018 through July 30, 2019. The contract may be renewed and extended upon mutual written agreement by both parties.

Proposal Authorities, Restrictions, and Clauses

IPS Authorities and Options

- IPS reserves the right to reject any and all proposals for any reason.
- IPS reserves the right to negotiate any and all proposals for any reason.
- IPS has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from IPS.
- Final prices will be negotiated between the Proposer and IPS.

Proposer Requirements/Scope of Services

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services **pass an OSPI background check and drug screening as well as an annual motor vehicle record (MVR) check** prior to commencing with providing services to IPS and that copies of these are provided to IPS if requested. All drivers must be authorized by the Office of Superintendent of Public Instruction as a school bus driver in Washington State.

The Proposer will, at the request of the Chief Executive Officer, Chief Financial and Operating Officer, Principal or Director of School Operations, immediately remove from providing services to IPS any person who, in the opinion of IPS, has been conducting himself or herself improperly. The Proposer will not permit a person so removed to remain on or return to any IPS location unless prior written consent is provided by IPS. IPS may request and require all drivers and supervisors to attend professional development with the school on topics such as school culture or behavior management.

Bus Drivers: The Proposer is responsible for the hiring, assigning, training, and managing of all

bus drivers. Both regular and substitute drivers shall be assigned as consistently as possible to the same bus run for the purpose of route familiarization and student behavior management. It is the express desire of IPS that the rate of driver turnover be minimal. IPS delegates to the Proposer's drivers the necessary authority to maintain orderly behavior on buses, and drivers must have the training and experience necessary to control student conduct. Any change in bus drivers or use of substitute drivers should be communicated to IPS with as much notice as possible and always prior to the start of the route.

Student Behavior and Discipline: The Proposer shall collaborate with IPS to establish best practices regarding student behavior and discipline on the bus, and align on appropriate disciplinary procedures prior to the start of the school year.

Buses: All school buses shall be DOT certified, and comply with Washington's specifications and registrations. The Proposer shall ensure that all buses have first aid kits, fire extinguishers, operational and lighted stop arms, back-up alarms, functional exit doors, working two-way radios (or other means of communication between the bus and the school), an up-to-date inspection sticker, and a working interior camera system.

Fleet Maintenance: The Proposer is responsible for maintenance and repairs on all vehicles utilized under the contract at its own cost. The Proposer is to ensure there is no disruption in daily transportation by providing sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for maintenance or repairs. The Proposer shall also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no condition may an unsafe bus be used to transport students. The Proposer will keep on file the completed inspection sheets and submit copies of the sheets to IPS if requested. The Proposer shall provide daily interior cleaning of all vehicles. Exterior cleaning will be done at least twice a month while school is in session. Vehicle windows must be clean and clear, and vehicle numbering must be visible at all times.

Safety: The Proposer is responsible for implementing and administering a comprehensive safety program that ensures the safety of all IPS students and faculty. The program must include continuing on-the-road training and classroom training for all drivers as well as yearly emergency exit drills (documented) for all students. The safety of the transported children is our primary priority. Additionally, all buses are to be equipped with a working camera system with full viewing capabilities of the entrance and all seats in the vehicle, and School personnel shall be given access to the security videos as requested.

Assignments: The Proposer will not make any assignments or subcontract for the work without prior written permission from IPS.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Safety and Health Act and laws related specifically to students transportation that may be enacted by the state of Washington or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify IPS concerning any litigation or claims filed with any federal or Washington State agency involving the Proposer or its parent or subsidiary companies.

Insurance: Proposer must indemnify and provide insurance coverage that will minimize IPS's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than
- \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Proposer must name IPS as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing IPS as "additional insured" must be provided to IPS prior to commencement of services and kept up-to-date.

Inspection and Supervision: The Director of School Operations will inspect the operations on a regular basis and call upon the Proposer when it is determined the service is not adequate. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 48 hours. Additionally, the Proposer will meet with the Director of School Operations on a regular basis to ensure open and regular feedback and communication.

Pricing: All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**. For any service that the Proposer includes in a price on another line, please indicate such with **INC (for "Included in the price")** and reference the applicable line. For example, if cameras are included in the base cost at no extra charge, write "INC" under the section for cameras. Provide details as requested in all boxes and additional information as necessary. Field trip pricing may be calculated in mileage or per trip.

Invoices and Payments: IPS's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month.

In the event the Proposer presents IPS with invoices, statements, reports, etc. that are incomplete, or inaccurate, IPS may be required to perform substantial research which could result in delay of payment. IPS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

Ridership Reporting: The Proposer will prepare and submit monthly ridership reports to the school with the transportation invoice. Ridership data will comply with Washington State statutes and will include student counts for both AM and PM basic program and special education transportation. Ridership reports will include total daily counts that calculate morning ridership from "home to school" and afternoon ridership from "school to home." Student ridership counts will be taken by the bus drivers at the school load zone.

Contract Type: The preferred contract type to be awarded is a fee per route contract. However,

if the Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer is encouraged to offer that better pricing option as an alternative in its submitted proposal. IPS will consider that type of contract as it compares with other recommended contract options. The contract type providing the best value, over the longest period of time is what IPS seeks.

Routing Services

It is expected that the Proposer provide Routing Services to IPS. All stops and routes are to meet the specifications below and abide by any applicable laws and regulations but shall otherwise be designed to be as convenient as possible for the families and students utilizing these transportation services.

If Routing Services are included in your proposed prices, please indicate as such and include the information requested below. If Routing Services are available at an additional cost, please indicate as such.

Proposers must be able to deliver on the following expectations:

1. **Data Management:** Proposer must work with IPS to effectively and regularly communicate student demographic information, bus rosters, and routes across all pertinent systems, including IPS' Student Information System, the Proposer's Routing System, and the Proposer's Dispatch System.
2. **Roster/Route Maintenance:** The Proposer shall update Rosters at least WEEKLY during the first four weeks of school and students can be re-assigned to existing stops on that schedule by the school. This is to ensure that drivers have access to the most up-to-date ridership information and contact information following changes in the school's Student Information System. Routes will be updated within 5 business days when requested by the school to accommodate new students or to best meet the needs of families and students and to continuously improve operations. Route changes pertaining to homeless students will be implemented within 48 hours and will be in compliance with the McKinney – Vento Homeless Assistance Act.
3. **Special Considerations for SPED Service:** It is the expectation of IPS that any updates to Special Needs Bus Service will be completed within 48 hours of the Proposer receiving the request.
4. **Additional Routing Services:** IPS may run extra academic programming that will require the creation and maintenance of new routes during the school year. The Proposer must expect (and have capacity to support) a large number of roster and route changes during the first two weeks of school of any year. Proposer may be asked to build new routes from existing stops based on a limited student roster for afterschool programming, Saturday school, Summer School, inter-sessions, regular athletic programs, etc.
5. **Confidentiality:** Student information shared with the Proposer must be kept confidential. For example, the federal McKinney-Vento Homeless Assistance Act

specifically requires drivers to maintain the confidentiality of homeless student information. All student medical information also must be handled with strict confidentiality.

Proposal Requirements

Carefully read all instructions, requirements, and specifications. Fill out all sections completely.

Please submit the following documents as part of your proposal:

1. Executive Summary detailing qualifications (2 page Maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry and in Tukwila, Seattle, and the surrounding areas
 - b. Organization chart
 - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
 - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
 - a. Employee sourcing, screening, and hiring procedures
 - b. Frequency and type of background checks performed
 - c. Staff training/professional development program
 - d. Safety and security program
4. Performance History & Preparedness for IPS
 - a. Proposer's references (3 minimum from other school districts where possible)
 - b. Summary of ability to take on the additional workload expected by the Proposer
5. Customer Service Proposal
 - a. Management/supervision structure
 - b. How Proposer plans to monitor, measure, and communicate service quality
 - c. Contingency/coverage plan for expected and unexpected absences or staff turnover
 - d. Other methods for ensuring high-quality service
6. Implementation Plan for IPS
 - a. Employee recruiting and/or existing staff transition plan
 - b. Training/on-boarding plan
 - c. Proposed implementation timeline
7. Cost/Pricing Proposal – Attachment A
8. Contact Information – Attachment B
9. Checklist of Required Elements – Attachment C

Evaluation Criteria

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Price (20%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- **Service Capability Plan (20%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- **Performance History and Reputation (20%):** Proposer has a demonstrated track record of success in the industry and/or in Washington State and provides positive references.
- **Personnel and Management (20%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel policies and procedures that support staff development and outline expectations for experience, training, safety adherence, and professional conduct.
- **Financial Stability (10%):** Proposer provides requested information to show fiscal responsibility and sound business practice.
- **Customer Service and Management Methodology (10%):** Proposer's management structure will ensure high quality customer

Attachment A (page 1 of 2)
Cost/Pricing Proposal Pricing

Proposers must use the below chart to indicate their proposed unit prices. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, and any other costs necessary to provide school bus transportation services. If pricing structure is different than below chart, please attach an additional pricing menu to proposal):

Proposers shall submit pricing by RUN, defined as a single round trip for a bus from an initial stop to a school at the beginning of the day or from a school to a final stop at the end of the school day. A regular (un-tiered) bus that carries children to one school in the AM and then back home from that school in the PM completes 2 RUNS per day.

- Any service that will NOT be offered must be indicated by filling in the appropriate cell with **N/A**.
- For any service that the Proposer will include in a price on another line, please indicate such with **INC** and reference the applicable line.

The Proposer must offer pricing for regular school buses. Proposers may submit different prices for mini-bus, van, taxi, wheelchair-accessible bus, or other vehicles. Proposers must indicate estimated passenger counts for non-standard buses.

Costs Per Run

	Regular Bus	Wheelchair Bus	Mini Bus Or Van	Other (Please Specify)
Per Bus (5-Hour Minimum) 1 AM run and 1 PM run				
In-Town Field Trip Per Bus				
Out-Of-Town Field Trip (Less than 100 miles) Per Bus				

Attachment A (page 2 of 2)

Additional Services

(If included in above prices, please indicate with “INC”; if not offered, please indicate with “N/A”)

	Regular Bus	Wheelchair Bus	Mini Bus Or Van
Real-Time GPS Positioning additional cost per bus per day			
Cameras on Exterior of Bus additional cost per bus per day			
Electronic Bus Pass/Ridership Tracking System additional cost per bus per day			
Special Needs Trained Monitor additional cost per bus per day			
Other Optional Features (Please specify)			

Attachment B

CONTACT INFORMATION

Primary Contact Name Primary Contact Phone Number Primary Contact Email Address	
Company Legal Name Company Address Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in Washington State	
Number of Clients	
Number of Employees	
Authorized Representative Name	
Authorized Representative Signature	

Attachment C

Checklist of Required Elements

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for IPS			
Customer Service Proposal			
Implementation Plan			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	N/A		