



# REQUEST FOR PROPOSALS: Student Transportation

**Request for Proposals Issued: 12/15/2020**

**Deadline for Submittal of Proposals: 02/15/2021**

# Perea Elementary School – Student Transport RFP

## Instructions

Perea Elementary School (Perea ES) is seeking proposals from qualified transportation firms to assist the school with student transportation for before and after school.

Interested firms are invited to submit digital copies in PDF format to Perea ES via email. Proposals should be submitted no later than 02/15/2021 to the following address:

PESproposals@pereaelementary.org.

The Request for Proposal (RFP) does not commit to award a contract or pay any cost incurred in the preparation of a proposal responsive to this request. The School reserves the right to accept all or part of any proposal or to cancel this RFP in part or in its entirety. The School further reserves the right to accept the proposal that it considers to be in the best interest of the School.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the School. Firms are responsible for checking periodically for any updates or revisions to the RFP.

IF there are any exclusions, please note them in a separate section under

## Requests for Information

Questions related to this RFP should be submitted via email to Shandra Brooks, Director of Operations, no later than 02/01/2021 at the following address: [brookss@pereaelementary.org](mailto:brookss@pereaelementary.org)

### I. BACKGROUND

Perea ES is a public charter school located in North Memphis. Opened in Fall 2018, our school brings a unique, nationally acclaimed elementary school model to Memphis. Perea ES applies thoroughly researched practices best to prepare our students academically, socially, and emotionally for success today and tomorrow. Our wholistic approach to education prepares students for success beyond the classroom.

### II. SCOPE OF WORK

Perea ES is seeking to consult with a transportation contractor to pick-up students in the 38127 and 38128 area code each morning to school and transporting students back to their drop off locations in the afternoon safely. The qualified form will work closely with Perea ES to satisfactory provide the following:



# Perea Elementary School – Student Transport RFP

## Safety Protocols

- Require staff and students to wear masks
- Use tape or dividers to practice social distancing
- Fully disinfect the bus before and after each route
- Install plexiglass or other separation measure for driver

## **Project Purpose(s)**

- Provide one school bus with multiple routes
- Deliver students safely to school and designated drop off locations
- Assist Perea ES with building bus routes and stops
- Build a bus route for 1 to 1.5 hours of transport for students
- Ability to deliver students to school each day by 7:30am
- Ability to begin bus routes at 6:00am
- Ability to adjust to school's calendar
- Provide all state-mandated and legally required driver training and follow-up training
- Provide Perea ES with all driver's license and training certificates upon request, including driving records
- Provide call reporting for buses and report of all calls related to Perea ES contracted buses to the school upon request
- Provide the school with vehicle maintenance information on all vehicles
- Provide the school with regular inspection reports as mandated by the state
- Perea ES reserves the right to refuse drivers

### **III. CONTENTS FOR PROPOSALS**

For proposals to be considered, said proposal must be clear, concise, complete, well-organized, and demonstrate both the respondent's qualifications and its ability to follow instructions.

The proposal shall be organized in the format listed below (excluding attachments and appendices). Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with School requirements. Failure to provide all requested information or deviation from the required format may result in disqualification. Restate each item prior to addressing said item.



# Perea Elementary School – Student Transport RFP

## **Instruction to Bidders**

### **I. Submittal Letter**

Include the RFP's title and submittal due date, the name, address, email address, and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for a period and when the staff proposed is available to work on this project. The person authorized by the firm to negotiate a contract with the School shall sign the cover letter.

### **II. Description of Firm**

This section should provide information regarding the size, location, nature of work performed, years in business, and the approach that will be used in meeting the needs of the School.

### **III. Organizational Structure**

Describe your firm's organizational structure. Supply the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

### **IV. References and Description of Experience**

This section should identify similar projects that the firm has completed as outlined in the RFP. Use this section to indicate the areas of expertise of your firm and how the firm's expertise will enable the School to benefit from that expertise. Include the size of at least one (1) school with similar demographics and student performance, along with the name of an individual familiar with your work that can be contacted by School staff.

### **V. Project Overview**

This section should clearly convey the consultant's understanding of the nature of the work related to student academic and/or school operational performance and the general approach the consultant will use to complete the project. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

### **VI. Detailed Work Plan**

This section of the RFP should include a full description of the steps your firm would follow in completing the project. The work description should be in enough detail to show a clear understanding of the work and proposed approach. This section should also include a description of the format, content, and level of detail that can be expected for each deliverable. A schedule showing the important milestones should also be included. Also, other repairs needed.

### **VII. Cost Proposal**

This section must provide a full description of the expected expenditures for the work described in this RFP. The cost proposal must include all costs. Additional costs that must be referenced include, but are not limited to, consultant fees, preparation of deliverables, travel expenses, printing, etc.



# Perea Elementary School – Student Transport RFP

## VIII. Proof of insurance

Upon approval of proposal, contractor must provide proof of \$1Million general liability insurance with Perea ES added as an additional insured on a primary and non-contributory basis.

## IX. Exclusions

This section must provide a full description of any exclusions for the proposed bid

## Selection Criteria

**Transportation** firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the School. The selection criteria will include, but not be limited to, the items listed below:

- I. Demonstrated understanding and responsiveness to the RFP
- II. Proposals and experience of firm and personnel named in the proposal
- III. Experience in assisting schools or similar institutions with similar projects
- IV. Project understanding and approach including an understanding of the School
- V. Satisfaction of previous clients
- VI. Oral interview
- VII. Completeness and quality of the proposal
- VIII. Cost proposal



# Perea Elementary School – Student Transport RFP

## Process for Selecting Firm

Proposals will be ranked in the order of their qualifications. The firm deemed to be the most highly qualified to perform the required work will be selected.

The School may choose to interview any, all, or none of the respondents as may be in the best interest of the School. If interviews are held, the School will notify those companies selected as to the place, date, and time. The School will make investigations as necessary regarding the financial stability of any or all respondents and may require review by the School’s legal counsel. The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments, and evaluation scores, the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing via email after the conclusion of the selection process.

### Expected Timeline

- **12/15/2020** - Process RFP distributed to vendors
- **02/01/2021** - Deadline for RFP questions
- **02/15/2021** - Proposals due
- **03/15/2021** - School review completion
- **03/31/2021** - Contract fully executed
- **08/01/2021** - Anticipated earliest begin date

\*Late bids will be returned to the bidder unopened



## **Award**

### **I. Evaluation of Bid Proposals**

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this RFP, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and School experience with the vendor. The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of the School will be based on the following: Cost, Safety, Sustainability, Purchasing Power, and Technology.

### **II. Award of Contract**

The award of the Contract will be made to the responsive firm whose bid conforms, as specified in this document, and that is most advantageous to the School, price, and other factors being considered. The School reserves the right to reject all bids or part thereof and waive any irregularities.

### **III. Timeline to Start Work**

Start time to begin the work shall be determined after approval.