

FRIENDS OF KING SCHOOL DISTRICT

**1617 Caffin Avenue
New Orleans, LA 70117
504.940.2243**

Mrs. Hilda Young, Board President
Dr. Doris R. Hicks, CEO



Student Transportation Request for Proposal (RFP)

INTRODUCTION Includes Pricing Forms and Submission Checklist

The Friends of King School District (District) is requesting proposals for contracted student transportation services. The key contact and reference information is as follows:

Friends of King Charter School

Lelia H. Walker

Director of Transportation

1617 Caffin Ave

New Orleans, LA 70117

lwalker@mlknola.org

504-940-2243

504-308-3375

These specifications outline the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left for the Proposer to address. The service shall provide full-service student transportation. The service will include the vehicles, fuel, maintenance, insurance, transportation management, drivers and routing system. The Friends of King expect that all buses meet the following requirements: buses are to be no older than five years old, have working air-conditions and camera system on every bus.

Neither the Friends of King School Board (Board) nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this invitation. Proposers should prepare their responses simply and economically, providing straightforward and concise responses. Submitted proposals shall be typed.

The envelope containing the Proposal shall be addressed as set forth above and shall be identified with the Proposer's name and address. If the Proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation "PROPOSAL ENCLOSED" on the face thereof. Proposers shall assume full responsibility for timely delivery at location designated for receipt of Proposals above. Proposals received after the closing time and date for receipt of Proposals will not be considered. Proposals shall be deposited at the designated location prior to the time and date for receipt of Proposals or any extension thereof made by addendum. Oral, electronic, telephonic or telegraphic proposals are INVALID and will not receive consideration.

RFP SPECIFICS

1) RFP Calendar

- a) **Issuance date:** June 12, 2017
- b) **Requests for Information deadline:** The District will make a concerted effort to respond to all written inquiries in sufficient detail to satisfy their quest. All inquiries must be in writing to:

Lelia H. Walker

Director of Transportation

Dr. Martin L King, Jr. Charter School

1617 Caffin Ave

New Orleans, LA. 70117 lwalker@mlknola.org

- c) **Proposals Due:** July 10, 2017 9:00 A.M C.S.T.
- d) **Proposal Evaluation:** July 10, 2017- July 13, 2017,
- e) **Award and Contract Process Commences:** July 14, 2017
- f) **Transportation Service Commences:** August 21, 2017
- g) **Term of Contract:** August 21, 2017- May 25 ,2018

2) School Information

a) Dr Martin L King, Jr. Charter

Dr. King Charter School (King) will house approximately 700 Pre-K through 8th grade students for the 2017- 2018 school year.

The contract requires the availability of (4) buses for King Charter to service students in Pre K-8th grade to and from school. Currently there are (2) buses for New Orleans East, (1) bus for Gentilly and the Ninth Ward and (1) Uptown bus. Each bus makes multiple stops.

School starts at 8:00 a.m. The PreK-8 buses are to arrive at the school no later than 7:30 a.m... Students are dismissed at 3:00 p.m. Four (4) busses are responsible for transporting students home. Buses are expected to arrive at the school at least 10 minutes prior to dismissal.

b) Joseph A. Craig CharterSchool

Joseph A. Craig Charter School (Craig) will house approximately 400 Pre-K through 8th grade students for the 2017-2018 school year.

The contracts require the availability of (4) regular education buses and (1) special needs bus to service students grade Pre K to 8th Grade to and from school. Current ly there is (1) bus for each of the following areas: New Orleans East, Uptown, Gentilly and Ninth Ward. Each bus makes multiple stops.

School starts at 8:00 a.m. The Pre K -8 buses are to arrive at the school no later than 7:30 a.m... Students are dismissed at 3:00 p.m. Buses are expected to arrive at the school at least 10 minutes prior to dismissal. There is one Special Education bus that requires door to door transportation and a daily rider log.

c) Dr. Martin Luther King High School

Dr. King Charter High School will house approximately 600 students 9th through 12th grade for the 2017-18 school year.

The contract requires the availability of 5 buses to transport students to and from school from various locations in the New Orleans Area. These locations include but are not limited to the area of New Orleans East, Ninth Ward Gentilly and Uptown and Westbank. Specific stops to be determined based on the demographics of existing and incoming students.

School starts at 8:00 a.m., students should arrive at school no later than 7:30 am. Students are dismissed at 3:15. Buses are expected to arrive at least 10 minutes prior to dismissal.

Please note that enrollment and routes are subject to change based on student enrollment and demographic. Also the District voluntarily provides bus monitors for each bus, who ride the bus to and from school with the students.

Students at King Charter, King High and Craig schools will begin school on August 21, 2017. The district plans to have 177 instructional days during the 2017-2018 school year. However, this may change due to unforeseen circumstances including the weather. The Proposer will allow the District to make any necessary adjustments to routes and number of buses needed, based on enrollment and student demographics.

King will have a daily LEAP tutoring program that meets for an estimated 3-4 months of the year. The tutoring program may require 1 to 2 buses to transport students to the various stops. Craig Charter will also have a daily LEAP tutoring program that meets for an estimated 3-4 months of the year. The tutoring program at Craig may require 2 buses to transport student to various stops.

The pricing for these programs should be listed separately in the pricing sheet.

3) Determining Bus Routes

School bus routes must be designed so they begin at the farthest point from the school or schools served and proceed on the shortest charted course. Exceptions may exist when local school officials determine it is more economical to do otherwise and/or when there are hazardous conditions. Route timing should be calculated beginning at the first pick-up location and ending at the last drop-off location.

4) Objectives for the RFP

The purpose for this proposal is multi-faceted. While the Proposer's cost is of great importance, proposing the lowest price will not assure award of the service. The District will demand safe, reliable, on-time, and efficient service; failure to address District concerns and/or requirements for any such matter will disqualify the Proposer from consideration. The District will require the awarded Contractor to provide professional transportation management and adequate workforce and service supervision, such that the District is not burdened with facilitating the day to day operations.

5) Contractor Minimum Requirements

Qualified Proposers will have at least five years of contracted student transportation experience. Qualified Proposers will be financially stable and not currently engaged in bankruptcy proceedings, being acquired, merging with another company, or a party to a material lawsuit. Proposer must confirm in writing within the executive summary its compliance with this requirement. The District reserves the option of validating financial and control status matters with the Proposer before awarding the services.

Qualified Proposers must provide satisfactory assurance as to the financial capacity to purchase, lease, or otherwise supply the quantity of vehicles, in satisfactory condition, as specified. Failure to satisfy this concern may cause the District to reject the proposal.

6) Evaluation Criteria

A variety of criteria will be considered in evaluating the proposals. This evaluation will be made based upon information provided within the Proposal, by the Proposer during RFP specific presentations or negotiations, client references, industry references, vendors and related sources, and any other sources. The determination as to the finalist(s) will be made based upon unspecified, weighted criteria for each of the following four key areas:

- a) Annual Cost
- b) Performance History, Reputation & Financial Strength. Proposer's references, history with like-sized districts, ability to take-on additional workload of the District, financial condition, etc.
- c) Customer Service & Management Methodology. Proposer's management structure that will service Friends of King School, methods for ensuring high quality customer service, and plan to maintain responsiveness/communication with the District's leadership team.
- d) DBE Contracting Requirements. Consistent with the District's policies, the District reaffirms its commitment of ensuring all contractors and any tier subcontractors that are awarded a contract in excess of \$25,000 by the District shall take all necessary and reasonable steps to provide Disadvantaged Business Enterprises (DBEs) with the maximum opportunity to participate in the performance of contracts awarded by the District. A Disadvantaged Business Enterprise is a business enterprise that is 51% or more owned, controlled, and actively operated by one or more persons who are classified as part of a socially and economically disadvantaged group. Such socially disadvantaged persons include African-Americans, Hispanic Americans, Native Americans, and Asian Americans. The District requires that all contractors and any tier subcontractors shall, to the greatest extent feasible direct their subcontracting opportunities to DBEs in the amount of at least 35% of the total value of the contract.

Within Customer Service & Responsiveness References portion of the proposal response, Proposer must include the following:

- a) List of all school district transportation contracts terminated in the last five years. Proposers must include the district name, address, contact person, email address and telephone number. Failure to provide such information could result in rejection of the Proposal.
- b) List of school clients in New Orleans, and/or list of districts similar in size and operation to the District in other states for which the firm has provided transportation services with contact

names and phone numbers.

- c) List the Louisiana school district customers that the firm has lost/non-renewed in the last five (5) years with district contact person. If the firm has lost no business in Louisiana in the last five (5) years, please list all other school contracts lost in other states in the last three (3) years with district contact person.
- d) List of school districts which elected to cancel classes as a result, whether direct or indirect, of contractor's failure to perform. Reasons include, but are not limited to a lack of proper personnel qualifications, routing complications, equipment or employee shortages, labor issues, insufficient or non-compliant school bus fleet.

Failure to adequately address these questions may deem the Company's proposal to be non-responsive.

Proposer shall disclose information related to its Performance History & Reputation. Such information shall be evaluated by the Board in making its proposal award. Proposer must accurately answer the following questions as part of its proposal submission. All questions must pertain to the last three years:

- a) Has your firm been notified by any state Department of Public Safety that the Department considered revoking your pupil transportation license for violations of pupil transportation and/or school bus operating regulations?
- b) Is your firm serving/has your firm served probation from any Department of Public Safety?
- c) List all judgments in the last five years for back taxes or from any state or government agency. List all litigation.
- d) Has the bidding company, its shareholders (if private company), or any affiliated company ever filed for bankruptcy protection?
- e) Has the bidding company, its shareholders (if private company), or any affiliated company ever been charged through grand jury indictment or criminal information for bid rigging, conspiracy to commit bid rigging or other anti-competitive behavior?
- f) Has the bidding company, its shareholders (if private company), or any affiliated company ever been debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency?

7) Proposal Authorities, Restrictions & Clauses

- a) District Authorities and Options
 - i. The District reserves the right to reject any and all proposals for any reason.
 - ii. The District reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of the District to do so.
 - iii. The District reserves the right to negotiate any and all proposals for any reason.
 - iv. The District reserves the right to award to more than one Proposer, however the District may not award less buses (or other minimum business level) than the Proposer has established in its Proposal.

- v. The District has 120 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 120 period without mutual consent with the District.
- vi. During the term of the contract the District has the option to change the number of buses required pursuant to the contract. Any rates and/or fees will be prorated accordingly. By contracting with District, vendor expressly agrees there will be no penalty assessed if District reduces the number of buses required pursuant to the contract.

b) Negative Assurances

- i. The District cannot assure that student enrollment or transportation requirements will escalate, decline or remain at status quo. If this is a factor, the Proposer should indicate any minimum or maximum constraints in its proposal.
- ii. The District cannot assure that the services will be awarded to any Proposer at any time.

c) Prohibitions

- i. The District shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- ii. The Proposer 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. Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

8) Responsibilities of the Proposer

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

9) Proposer Requirements

- a) Executive Summary (2 page maximum)
- b) Company Overview
 - i. Experience with current or similar sized District(s), Communities or Regions
 - ii. Experience in the industry
- c) Implementation/Transition Plan
 - i. Manager
 - ii. Safety program
 - iii. Data exchange plan

- iv. Reporting (operational and customer service)- include how bus request forms must be submitted and the required advance notice to book busses for services other than daily routes.

d) Organization & Staff

- i. Organizational Chart
- ii. Contact information of Key Contributors
- iii. Frequency and type of background checks performed

e) Customer Service & Responsiveness

- i. Proposer's management structure that will service the District
- ii. Methods for ensuring high quality customer service
- iii. Plan to maintain responsiveness/communication with the District's leadership team
- iv. When/how does the Proposer keep clients informed of service quality

f) Performance History & Reputation

- I. Proposer's references, history with like-sized districts
- II. History/relationship with labor unions (if applicable)
- III. Financial condition and bank references
- IV. Completed and signed Form W-9

g) Pricing Forms

- i. Utilize form provided — no exceptions
- ii. Provide per day pricing for each element of service (this is to be the contracted pricing amount)

h) Extend pricing to an annual estimate based upon the projected number of buses or bus runs; this is for informational purposes only, and the projections are not binding unless specified by the Proposer Insurance

- i. Evidence of insurance (copy of certificate is acceptable)

i) Checklist of Required Elements

j) Submission

- i. One (1) master, bound copy sealed in an envelope — marked ORIGINAL
- ii. Six (6) additional bound copies with all attachments
- iii. One (1) PDF or Word version (electronic copy) of proposal narrative
- iv. One (1) PDF or Word version (electronic copy) of pricing matrix

10) **DEBARMENT AND SUSPENSION**

To ensure that the Orleans Parish School Board does not enter into a contract with a debarred or suspended company or individual, each responsive bidder must include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred or suspended by a Federal Agency. It is the responsibility of each bidder to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified, declared non responsive.

11) **CONTRACTS OVER \$100,000:**

The Bidder must comply with the applicable standards, orders or requirements issued under Section 306 of the Clean Air Act [(42 USC 1837 (h))], Section 508 of the Clean Water Act (32 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR, Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included in the EPA list of violating facilities. Bidder shall report any violations to the Orleans Parish School Board, the Department of Agriculture and to the Environmental Protection Agency Assistant Administrator for enforcement.

12) **LAWS AND REQUIREMENTS AFFECTING LABOR:**

All contractors and subcontractors shall comply and conform to all applicable federal, state, and municipal labor laws and various acts mandatory and supplementary thereto, as well as, all other applicable laws, ordinances and legal requirements regarding the employment of labor to include, if applicable, to contracts which exceed \$2,500.00 and which involve the employment of mechanics or laborers, the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor Regulations (29 CFR, Part 5). The latter requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market.

End of RFP Narrative –

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS EXCEEDING \$100,000 IN FEDERAL FUNDS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME/ADDRESS OF VENDOR _____

TITLE/TITLE OF SUBMITTING OFFICIAL _____

SIGNATURE _____ DATE _____



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

EXHIBIT A

Pricing & Annual Cost Projections

Home to School Service - Regular and Special Needs

Transportation Contractor Owned Buses

<u>B u s e s</u>	Daily Rate per Bus	# of Route Buses	Extended Price (Daily Rate x Buses)
13 buses used in morning and afternoon		8	
1 Special Needs Bus used in morning and afternoon		1	

Other Services

Service	Rate	Basis	Daily Frequency	Extended Price (Daily Rate x Frequency)
Peak Period Activity Trip (Peak = 7:00-9:30 AM, 2:15 - 4:00 (PM))	\$	Per Hour (2 hr. min.)	hours	\$
Off-Peak Activity Trip and Other Bus Services	\$	Per Hour (2 hr. min.)	hours	\$
LEAP tutoring(2 to 3 buses daily for an estimated 3 -4 months)				

Checklist of Required Elements

Item	Description	Provided	Initials
	Executive Summary		
	Company Overview		
	Transition Plan		
	Organization & Staffing		
	Customer Service & Responsiveness		
	Performance History & Reputation (References)		
	Completed and Signed Form W-9		
	Pricing Forms		
	Evidence of Insurability / Certificate		
	Checklist Completed		
	Sealed Original + 6 Copies + Electronic		

Confirmation of Proposal and Submission Compliance

Proposer's Legal Name	
Address	
City, State	
Phone Number	
Fax Number	
Authorized Representative	
Authorized Signature	
Email Address	
Date of Execution	