

Request for Proposal

This Request for Proposals (RFP) is for the purpose of obtaining competitive proposals to provide Transportation Services for CSUSA schools (see Attachment B).

The goal of CSUSA’s transportation service program is to provide transportation to all eligible students in a safe and effective manner.

General Information (further details provided within the RFP statement):

Date Issued:	Wednesday, March 7, 2018
Period of Performance	Date of Award plus one calendar year
Services Requested	Transportation
School(s) Requesting Bids:	See Attachment B
Contract Terms:	One (1) Calendar Year from date of award – with possible contract extension based on mutual agreement
Proposal Opening Date:	March 7, 2018
Proposal Closing Date:	March 21, 2018 at 4:00pm
Return Instructions:	Hand deliver or mail via certified delivery and email to: CSUSA 4900 Julian Ave Indianapolis, IN 46201; Attn: Bonnie Hester - Controller bhester@emmadonnanms.org
Contact:	Questions regarding this RFP should be directed in writing to: Bonnie Hester, Regional Controller CSUSA 4900 Julian Ave Indianapolis, IN 46201 Or via email at: bhester@emmadonnanms.org

RFP Submission and Award

1. Proposals will be accepted until 4:00 pm EDT on Wednesday, March 21, 2018. Proposals shall be submitted as follows:
 - a. (1) electronic copy emailed to: bhester@emmadonnanms.org, and
 - b. (1) hard copy in a sealed envelope marked “Transportation Service Proposal” and delivered to the point of contact identified above through USPS. All postage must reflect the date and time received and processed by the USPS.
2. CSUSA reserves the right to reject any or all proposals.
3. Awards shall be made based on price, past performance, and quality of work performed as well as commitment to the ongoing performance of work as specified in this solicitation and as

judged by CSUSA.

4. It is the responsibility of the prospective vendor to fully inform themselves of the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the vendor's own risk.

5. Proposals shall be formatted in Times New Roman 12 pitch font, all pages shall be numbered and shall include the company name in the header. Standard one-inch margins shall be used. Page length limits are shown in item 6 below.

6. Proposals shall include the following information:

- a. Brief overview of the company including the company profile. (not to exceed 1 page)
- b. Provide details and specifics on all products/equipment to be utilized to meet this RFP. At a minimum, details shall include type of equipment used, age of equipment, maintenance schedule, history of major modifications to equipment (such as engine failures and replacement, reconstruction of body due to accident, etc.).
- c. Provide Past Performance Statements to include contract type, vendor, contract value, period of performance and quality of performance specifications.
- d. Provide a narrative statement that fully addresses the following performance requirements:
 - i. Process details (include all aspects from receiving transportation requests to delivery of students)
 - ii. Buses to support afterschool activities and/or athletics.
 - iii. Field trip procedures.
 - iv. Emergency response requirements to include early or out-of-schedule student release due to weather or other student safety issues.
 - v. Invoicing and reporting
 - vi. Further value added details.
- e. Provide all pricing details based on specifications listed in "Attachment B". Pricing shall be provided on a cost per student per year basis. Separate pricing shall be provided for field trip requirements.
- f. Provide three (3) current references for similar work performed. The references shall include company name, name of corporate representative overseeing work performed, full mailing address, phone number (including area code) and email address of corporate representative. (not to exceed one page)

6. If additional information is required, please contact Bonnie Hester, Regional Controller, in writing at:

CSUSA
4900 Julian Ave
Indianapolis, IN 46201

Or via email at: bhester@emmadonnanms.org

Background Investigations: Immediately upon contract award or start of work for each employee, the vendor shall cause each employee who shall perform the services designated under this RFP to undergo a full background investigation conducted by the Indiana State Police. The Indiana's Electronic Fingerprinting Network, named Inkless is an electronic applicant fingerprint processing services. This process provides a National Full Criminal History report containing all reported arrests, charges, and dispositions from all state and federal jurisdictions in the United States. This service is fee based and is offered through various enrollment centers. This system will generally provide the results of the background investigations in a matter of hours.

The vendor shall pay any and all costs to conduct background screenings for their employees. The vendor shall not allow employees to begin provision of services under this RFP or contract award until a satisfactory fingerprint designation has been received through the Indiana Inkless system. Copies of the satisfactory fingerprint process shall be provided to the CSUSA Regional Controller prior to the employee's first day of work under this contract.

Should the Indiana Inkless system reveal that the Vendor and/or its employees, who will perform the services, are unsatisfactory and/or have been convicted of a crime involving moral turpitude, the vendor's employee shall not be engaged to provide the requested services.

ATTACHMENT A

Transportation Service Specifications

Vendor shall deliver complete service, in accordance with the specifications listed in this RFP and all normal standards of the Indiana student transportation industry. Furthermore, vendor shall commence work, proceed diligently, and complete the scope of work in accordance with a schedule satisfactory to and in the sequence of completion as directed by the CSUSA and the Regional Controller in coordination with the schools.

Vendor shall enforce strict discipline and good behavior among all service employees and shall take all steps necessary to assure that all employees are familiar with and abide by all safety and school regulations. All employees shall be uniformed and identifiable with company name tags at all times.

Due to the critical importance of maintaining good customer relations, all contracted services shall be performed by authorized individuals only. Specifically, these individuals must be properly trained in customer service and/or experienced in the field of Indiana student bus transportation. The school has an absolute right to prohibit anyone, with or without cause, from doing service work in or for the schools.

1. Routing-

- a. Vendor shall receive student transportation requests from the schools that reflect both the recommitted and new students.
 - i. The routing process shall begin no later than 30 days before the first day of school.
 - ii. Vendor shall provide each school with a passenger manifest for each route, **no later than two weeks prior to the start of school.**
 - iii. Vendor shall continue to accept requests, even while routing, and based on the stated capacity of the buses, continue to fill all available seats. Once all of the available seats on the buses are filled to capacity, the vendor shall immediately notify in writing to begin to develop and maintain a student wait list.
 - iv. The school will provide the wait list to the vendor and the vendor shall map out and determine potential bus routes for each student pending seat availability. The vendor is responsible for coordinating this wait list with the schools and notifying the schools when a seat is available; the school in turn will notify the parent/guardian of the student.
- b. The vendor shall identify all bus routes and stops to ensure safety, accessibility and minimize ride times; all routes shall be submitted in writing to the CSUSA Regional Controller and the schools for approval. All routes shall meet the Indiana State standards for transportation of students.
- c. Vendor shall be responsible for sending an electronic export of all routes and stops to the CSUSA Regional Controller, for input to the appropriate student information system, in a comma delimited or current Microsoft Excel format. In addition, the vendor shall ensure that the CSUSA Regional Controller and the schools have access to the appropriate

software/website in order to view stop/route information.

- d. Vendor shall not refuse students access to the bus transportation without school agreement which will include negotiation or direction from the school.
2. **Estimated Volume-** The table below provides the number of current riders and routes for the 2016-2017 school year. This information is provided as a guideline for bidders. CSUSA does not guarantee a minimum or maximum number of routes per day for the next school year (2018-2019). Total volume of students will depend on demand and eligibility.

School	Current Riders (2017-18)	Current Routes (2017-18)
Emma Donnan Elementary School	158	3
Emma Donnan Middle School	328	4
Emmerich Manual High School	382	7
TC Howe Community High School	334	5

The projected riders for 2018-2019 will be no greater than the estimated enrollment for 2018-2019 [see Attachment B].

3. **Equipment** - The vendor shall:
- a. Acquire approved equipment that meets all local, State and Federal guidelines, including inspection and maintenance of said equipment.
 - b. Create and adhere to a rotation schedule of equipment that would result in having a relatively new fleet of buses that meet or exceed all safety requirements for the State of Indiana transportation of students and possess a presentable appearance.
 - c. Clearly identify the corporate name on the buses in a manner that is both presentable and easily read.
 - d. Include in your pricing the cost of having cameras capable of recording at least one week's worth of activity on each bus.
 - e. Provide enough buses to transport all eligible students at each school. If the need arises for additional buses, vendor shall obtain approval for the additional cost from CSUSA Regional Controller prior to implementation.
4. **Daily Transportation Services-** Vendor shall pick up all students listed on the approved rosters, at the pre-determined stops and routes, at the approved and published times and locations. Vendor shall ensure the orderly and safe transportation of students and shall report any problems to the school and CSUSA Regional Controller immediately via written referral.
- a. **Drivers shall take student rider attendance every day**, both in the morning and afternoon runs. If a student does not ride the bus for five (5) consecutive school days, the vendor shall notify the school and the CSUSA Regional Controller in writing prior to the close of the fifth consecutive missed school day.

- b. Vendor shall report behavior problems to the school immediately following the event via a written bus referral. The CSUSA Regional Controller and the school administration, upon receipt of the written referral will take responsibility for discipline and will determine whether the student shall be allowed to remain on the bus. It will be the sole responsibility of the school to contact the parents. Vendor shall not refuse students access to the bus transportation without school agreement which will include negotiation or direction from the school.
- c. Vendor shall adhere to the time schedule as requested by each school, arriving no later than 15 minutes before the start of the school day and leaving no later than 15 minutes after dismissal on designated school days.
- d. Vendor shall ensure that ride times do not exceed the maximum allowable time according to the Indiana State and federal regulations/laws on the transportation of students.

5. Drivers-

- a. Vendor shall ensure drivers meet or exceed the following:
 - i. Is at least twenty-one (21) years of age
 - ii. Possess at least 5 years licensed driving experience
 - iii. Holds a valid public passenger chauffeur's license or commercial driver's license issued by the State of Indiana.
 - iv. Successfully complete local school district driver training courses.
 - v. Submit to a criminal background check
 - vi. Submit to drug testing
 - vii. Maintain a clean and safe driving record
 - viii. Possesses the following required physical characteristics:
 - (1) The full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
 - (2) Freedom from any communicable disease that:
 - (a) May be transmitted through airborne or droplet means; or
 - (b) Requires isolation of the infected person under 410 IAC 1-2.3.
 - (3) Freedom from any mental, nervous, organic, or functional disease that might impair the person's ability to properly operate a school bus.
 - (4) Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with one hundred fifty (150) degree minimum and with depth perception of at least eighty percent (80%).
 - ix. The Vendor shall ensure that all drivers are fully trained and have full knowledge of their routes before transporting students. CSUSA and the School will not tolerate lateness or missed stops because of lack of training.

- 6. **Insurance-** Vendor shall be liable and shall indemnify, defend and hold harmless the contracted school and CSUSA from all claims, suits, judgments or damages including court costs and attorney's fees arising from the operations and/or services performed by the vendor on behalf of the school and CSUSA. The vendor shall acquire and maintain the following

insurance requirements for the full period of performance.

- a. Commercial and General Liability Insurance:
 - i. Minimum Limits: One Million Dollars (\$1,000,000) per occurrence/Two Million Dollars (\$2,000,000) aggregate Coverage should apply on the first dollar basis.
 - b. Automobile Liability Insurance: As per above and to include owned, non-owned and hired automobiles, buses and other vehicles used in connection with this agreement. In the event the Transportation Company does not own any vehicles, we will accept hired and non-owned coverage in the amounts listed above. In addition, we shall require an affidavit signed by the Transportation Company indicating the following:
 - i. The Transportation Company does not own any vehicles. In the event we acquire any vehicles throughout the term of this agreement, the Transportation Company agrees to and shall provide proof of "Owned Auto" coverage effective the date of acquisition.
 - c. Additional Insured:
 - i. The Transportation Company shall include the Company, its members, officers, employees and agents as "Additional Insured's" on the required Liability Insurances. The certificate shall be clearly marked and the additional insured endorsement attached to the certificate.
 - d. Workers' Compensation/Employer's Liability: The Transportation Company shall provide, maintain and keep in force Workers' Compensation and Employer's Liability Insurance that are covered in the latest edition of the Standard of Workers Compensation as is statutorily required per the state in which the Transportation Company is hired and/or operates. Should the Transportation not be statutorily required to obtain Workers' Compensation/Employers' Liability Insurance they must file for exempt status per their states requirements and show that certificate in lieu of a Workers' Compensation Certificate of Insurance.
 - e. Proof of insurance policy shall be delivered to both the CSUSA Regional Controller and the schools. Proof of continued maintenance of such policy shall be provided upon request.
7. **Penalties-** The vendor will receive written notice of any failures to comply with the requirements stated above. If the same issue occurs a second time or more, within the same semester, the vendor will be subject to a penalty; the penalty will be in the form of a deduction equal to the total trip cost for the day.

ATTACHMENT B
SCHOOL LISTING

School Name	Address	Current Grade Levels	Enrollment (2017-2018)
Emma Donnan Elementary & Middle School	1202 East Troy Avenue Indianapolis, IN 46203	K-8	650
TC Howe Community High School	4900 Julian Avenue Indianapolis, IN 46201	7-12	515
Emmerich Manual High School	2405 Madison Avenue Indianapolis, IN 46225	9-12	725