



Élan Academy, Inc.

Request for Proposal – Student Transportation

RFP Announcement: September 25, 2020, at 10:00 AM

Question Submittal Deadline: October 9, 2020, at 5:00 PM

Proposal Submittal Deadline: October 29, 2020, at 5:00 PM

Award Notification Deadline: November 11, 2020, at 5:00 PM

SUBMIT

Via email to

Robert Carter III at rcarter@elanacademy.org

General Information

Élan Academy is a free, public college preparatory charter school in New Orleans, Louisiana. Élan Academy will serve pre-kindergarten, kindergarten, first, second, third, fourth and fifth grades beginning in August 2020.

The winning Proposer shall provide full-service student transportation. Full-Service is defined as including all vehicles, consumables, maintenance, insurance, staffing, supervision, and management necessary to operate school buses as well as running a staffed Dispatch operation. The Proposer may also include route creation and routing support if desired. The primary obligation of the Proposer is to operate its affairs so that Élan Academy will be assured of continuous, reliable service and such that Élan Academy is not responsible for day-to-day operations.

Élan Academy expects the 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. The proposer is to have a management structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with Élan Academy leadership and parents. The proposer is expected to offer the requested service at a competitive price, and all 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.

The Proposer is responsible for all day-to-day Student Transportation operations. The intent of this RFP is for Élan Academy to hold the Proposer accountable for the reliable and efficient operation of a Transportation system that services our students both efficiently and effectively. It is not the intent of this contract to specify required practices or procedures but to hold the Proposer to a very high level of performance. While the Proposer's cost is of great importance, proposing the lowest price will not assure award of the service. Élan Academy demands comprehensive, reliable, efficient, professional service and high-quality customer service. Failure to address Élan Academy requirements or concerns about any matter will disqualify the Proposer from consideration.

Contract Period: This RFP addresses the remaining Contract Period from August 1, 2020, through June 30, 2021. The contract will be renewable by mutual written agreement with one-year extensions through June 30, 2022. The contract will expire naturally at the end of this contract term, but Élan Academy reserves the right to terminate the Contract with thirty (30) days advance written notice in the event of inferior quality of service, product, and/or reductions or termination of funding. Élan Academy also reserves the right to terminate the contract immediately in the event that there are unresolved safety or liability concerns.

Questions: All questions regarding this RFP must be emailed directly to Robert Carter III, Director of Operations, at rcarter@elanacademy.org by 5:00 PM on Friday, October 9, 2020. Questions received by that time will be compiled and answered by 5:00 PM on Thursday, October 15, 2020. Answers to questions and another addendum to this RFP will be available on the Élan Academy website at <http://www.elanacademy.org/rfps>.

Submission: Bids are due at 5:00pm CDT on Thursday, October 29, 2020. The Proposer is required to submit their bid electronically via email to Robert Carter (rcarter@elanacademy.org). Bids received after this deadline may not be considered.

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

Proposal Authorities, Restrictions & Clauses

Élan Authorities and Options

- Élan Academy reserves the right to reject any and all proposals for any reason.
- Élan Academy reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of Élan Academy to do so.
- Élan Academy reserves the right to negotiate any and all proposals for any reason.
- Élan Academy reserves the right to disqualify any proposals that do not meet the submittal requirements.
- Élan Academy reserves the right to award to more than one Proposer or to no Proposer.
- Élan Academy has 90 days to accept a submitted proposal. The Proposer cannot withdraw a proposal within that 90 day period without mutual consent with Élan Academy.
- Élan Academy reserves the right to require a performance bond. If such is required, the cost of that bond will not be reimbursed to the Proposer by Élan Academy.
- Élan Academy reserves the right to contract with parents, guardians, and others for the transportation of students.
- Final prices will be negotiated between the Proposer and Élan Academy. Élan Academy reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Proposer Prohibitions

- Élan Academy 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.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon Élan Academy, its Board(s) and its agents; violators will be prosecuted to the extent of the pertinent laws.
- Proposers must submit a firm bid. A Proposer will not stipulate in its proposal any conditions not contained in contract documents. Any qualifying statements or conditions may be declared irregular and non-responsive to the RFP.

Proposer Responsibilities

- It is the Proposer's duty to inspect all submitted documents to assure completeness and legibility.
- It is the Proposer's duty to understand the proposal; any misunderstanding is the responsibility of the Proposer; Élan Academy has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all proposal requirements; the proposal may be rejected by Élan Academy regardless of the type or significance of noncompliance.

Contract Terms and Termination

- The initial contract period will be August 1, 2020, through June 30, 2021.
- Contract will be renewable by mutual agreement, no later than May 1st, with one-year extensions through June 30, 2023.
- The contract will expire naturally at the end of the contract term.
- Élan Academy reserves the right to terminate the contract with 30-days advance, written notice.
- Élan Academy reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service, and/or reductions and/or termination of funding.
- Élan Academy reserves the right to terminate the contract immediately in the event of unresolved safety or liability concerns.

Scope of Work

The winning Proposer will provide full-service student transportation. Full-service is defined as including all vehicles, fuel and other consumables, fleet maintenance and repairs, fleet parking and storage, insurance, staffing, supervision, and management necessary to operate school buses as well as running a staffed dispatch operation. The primary obligation of the Proposer is to operate its affairs so that Élan Academy will be assured of continuous, safe, and reliable service such that Élan Academy is not burdened with day-to-day operations.

Full-service student transportation also includes comprehensive routing services such as creating routes, generating stops, offering ongoing routing support, and maintaining accurate rosters for each bus. The Proposer must use a software system when creating routes and generating stops.

Additionally, full-service student transportation includes all traditional morning and afternoon routes including Special Education routes, and field trip routes. Please note that Élan academy does not generally request bus monitors on field trip and activity routes, but when requested by Élan Academy, the Proposer must have the capacity to provide monitoring services.

Élan Academy operates approximately 185 school days per academic year. The proposer should include tiered pricing based on the various enrollment projections below.

Table 1 - EACS 2019-20 Morning and Afternoon Routes with Varied Enrollment Projections

School Name	Address	Zip	Grades	# Students	# Reg Routes ²	# Tiered Routes
Élan Academy	709 Park Blvd	70114	PK-4	50	2	0
Élan Academy	709 Park Blvd	70114	PK-4	75	2	0
Élan Academy	709 Park Blvd	70114	PK-4	100	2	0
Élan Academy	709 Park Blvd	70114	PK-4	125	3	0
Élan Academy	709 Park Blvd	70114	PK-4	150	3	0

Table 2 - EACS 2019-20 Arrival and Dismissal Times

School Name	Day	Arrival	Dismissal
Élan Academy	Monday-Thursday	7:20am	3:45pm
	Friday	7:20am	2:00pm

Definitions

- Shall and Will– The terms “shall” and “will” denote mandatory requirements.
- Must - The term “must” denotes mandatory requirements.
- May and Can- The terms “may” and “can” denote an advisory or permissible action.
- Should– The term “should” denotes a desirable action.
- Contractor– Any person having a contract with a governmental body; the selected Proposer.
- Proposer– A firm or individual who responds to this RFP.
- RFP– Request for Proposal
- Route– A set of Runs assigned to a particular unit. A route consists of 2 runs (1 morning and 1 afternoon).
- Run– A path a bus follows from an initial pickup location to a final drop-off location for a set of students.

Proposal Expectations

Although Élan Academy is not requiring documentation in support of the items below, by submitting a proposal in response to this RFP, each Proposer is agreeing to all the terms and expectations listed here. Failure to comply with any of these expectations may result in rejection of the proposal or the immediate issuance of a termination of contract notice.

Staffing

The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin, or sexual orientation. The Proposer will ensure that all employees involved in their services pass a drug screening test and background check prior to employment and will submit those test and background check results to Élan Academy upon request. The Proposer will, at the request of Élan Academy, immediately remove from the facility any employee who, in the opinion of Élan Academy, is incompetent or who has been conducting himself or herself improperly. The Proposer will not permit a person so removed to remain on or return to that facility or any other Élan Academy facility. The Proposer will maintain adequate staffing always. All the Proposer's employees will be neatly dressed, presentable, helpful, friendly and cooperative at all times. Drivers and all other persons encountering children must uphold the highest professional standards and maintain the highest moral character. Élan Academy places and the Proposer accepts full responsibility of assuring such qualities in all personnel.

Appointment of Supervision

The Proposer will appoint an experienced Supervisor to be responsible for all work required under the contract. The Supervisor must be acceptable to Élan Academy and receive on behalf of the Proposer any order or communication relating to the work on this contract. The Supervisor will be readily accessible to Élan Academy personnel at all times and will have communication equipment (cell phone and email).

Safety

The Proposer is responsible for implementing and administering a comprehensive safety program. The program must include continuing on-the-road training and classroom training for all drivers as well as annual, documented emergency exit drills and, if requested by Élan Academy, annual presentations for all students. The safety of our students is our primary priority. The Proposer must include their comprehensive safety training and management plan. Any health and safety issues, including all accidents involving a bus carrying Élan Academy students, must be reported immediately to Élan Academy.

Assignments

The Proposer will not make any assignments or subcontract for the work without obtaining written permission from Élan Academy.

Confidentiality

Confidentiality is required from the Proposer and its employees at all times.

Legal and Responsibility

The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations. The Proposer must be knowledgeable of and abide by all provisions of legislative enactments, by-laws, and regulations regarding safety.

Responsibility and Control of Work

The Proposer will be responsible for all damage caused by its employees or its equipment to the School's property, grounds, equipment, or, buildings. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or vehicles. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, State statute and local regulations regarding safety.

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by Élan Academy about this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by Élan Academy.

Élan Academy discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Ownership of Proposals

All materials submitted in response to this request become the property of Élan Academy. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by Élan Academy and not returned to Proposers.

Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Changes, Addenda, Withdrawals

Élan Academy reserves the right to change the calendar of events at any time. Élan Academy also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes or addenda, such changes or addenda shall be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and shall be submitted in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by Élan Academy to award a contract. Élan Academy reserve the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of Élan Academy to do so.

Waiver of Administrative Informalities

Élan Academy reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

Errors and Omissions in Proposal

Élan Academy will not be liable for any errors or omissions in proposals. Élan Academy reserves the right to make corrections or amendments due to errors identified in proposals by Élan Academy or the proposer. Élan Academy, at its option, has the right to request clarification or additional information from the proposers.

Proposal Requirements

The Proposer must answer all questions in this section and must include all requested documentation in order for the Proposer's bid to be considered. A complete list of required elements in Attachment #. For each of the items below the Proposer must provide the requested **company information**. The Proposer can provide this information in any form provided that all items are addressed and that Élan is assured that the Proposer has a history of high performance and strong systems in place to ensure continuity of performance at that level.

1. **Cover Letter:** Brief cover letter on official company letterhead explaining that the Proposer understands the requirements of this RFP, signed by an individual who is authorized to make proposals of this nature in the name of the Proposer.
2. **Company Information,** to include headquarter location, website, year founded, years' operating with K-12 school clients, years' operating in New Orleans, organization chart, SLDBE or woman/minority-owned status, and bid authorization contact information.
3. **Fleet Information:** Current fleet information (number of buses, age range, etc.).
4. **Insurance Certificates:** Current insurance certificates demonstrating existing coverage for worker's compensations/employer's liability insurance, comprehensive general liability insurance, and automobile liability and physical damage insurance
5. **On-Time Performance Data** in schools of similar size
6. **Driver Retention Rate** for a minimum of the last 2 years
7. **Accident History** for a minimum of the last 2 years
8. **Resumes** of key executives and key contributors who will work with this contract if it is awarded
9. A minimum of three (3) **References**, at least 2 of which must be current or former clients
10. Contact information for at least 3 **Current Accounts** of similar size

For each of the following **assurances** the Proposer must provide sufficient documentation to prove their ability to meet these expectations and deliverables.

1. **Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. The Proposer will ensure that all employees involved in their services pass a drug screening and background check prior to employment and will submit those tests to Élan Academy upon request. The Proposer will, at the request of Élan Academy, immediately remove from service to Élan Academy any employee who, in the opinion of Élan Academy, is incompetent or who has been conducting him- or herself improperly. The Proposer shall maintain adequate staffing at all times. All the Proposer's employees shall be neatly dressed and shall be presentable, helpful, friendly and cooperative at all times. Drivers and all other persons coming in contact with the children must be of stable personality and of the highest moral character. Élan Academy places and the Proposer accepts full responsibility of assuring such qualities in personnel.

- 2. Management and Support Personnel:** The Proposer is responsible for hiring and training necessary staff to ensure consistent, reliable, and high-quality service. While specific employees are at the discretion of the Proposer, Élan Academy expects experienced and qualified dispatch, maintenance, training, and supervisor-level employees. The Proposer must have a strong system in place to manage employee timeliness and performance that includes the following procedures:
- Contingency/coverage plan for expected and unexpected absences or staff turnover
 - Plan for regular monitoring and measurement of performance that includes a feedback system to drive improvement or replacement of under-performing employees.
- 3. 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 pupil control. It is the express desire of Élan Academy that the rate of driver turnover be minimal. Élan Academy 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. Proposer must provide their driver screening, training, assignment and management plans, as well as plans describing how Proposer manages unplanned driver absence.
- 4. Fleet:** The Proposer shall ensure that all buses have first aid kits, fire extinguishers, operational and lighted stop arms, back-up alarms, functional exit doors, a functional front arm extension, working two-way radios, and an up-to-date inspection sticker. Élan Academy reserves the right to request its name and/or logo appear on all buses and, if exercising this right, will work with the Proposer in good faith to ensure the placement of the name and/or logo meets the needs of both Élan Academy and the Proposer. The School Name (Élan Academy) must be posted on midline of all buses (both sides). The Route Number must be posted on the side of the bus and on the front of the bus, visible to potential passengers. The Proposer is responsible for providing sufficient storage space for all buses and vehicles. The Proposer will allow adequate transportation time, including traffic and delays, from the storage facility to school locations.
- 5. 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 provide sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for maintenance or repairs. The Proposer will 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 Élan Academy when requested. The Proposer will provide daily interior cleaning of all vehicles. Exterior cleaning will be done at least twice a month from August through June. Vehicle windows must be clean and clear, and vehicle numbering must be visible at all times. All vandalism or damage to the Proposer's equipment will be the responsibility of the Proposer unless such damages result from the negligence of Élan Academy; however, Élan Academy will assist the Proposer in attempting to collect from the responsible party for damage to the Proposer's property.
- 6. Safety:** The Proposer is responsible for implementing and administering a comprehensive safety program. The program must include continuing on-the-road training and classroom training for all drivers as well as yearly emergency exit drills (documented) and yearly classroom presentations for all students. The safety of the transported children is our primary priority. Proposer must include their comprehensive safety training and management plan.
- 7. Camera System:** The Proposer is responsible for providing a working camera system on all buses. The Proposer will ensure a working system by planning for equipment failure or malfunction. If a camera or recording system is not functioning properly, the Proposer will repair or replace the system within 48 hours. The Proposer will collaborate with Élan Academy; to set policies for viewing a recording.
- 8. Routing Services:** The Proposer is responsible for providing routing services to Élan Academy; as described in the scope of work. Élan Academy; expects routes and stops to be as convenient as possible for students and parents and for routes to maximize efficiency to reduce costs.

9. Data Management: The Proposer must work with Élan Academy; to effectively and regularly communicate student demographic information, bus rosters, and routes across all pertinent systems, including the Élan Academy; student information system, the Proposer's routing system, and the Proposer's dispatch system. The proposal must include software information, communication methods, import/export specs, etc.

10. Transition Plan: The Proposer must have all staff, equipment, and procedures in place BEFORE regular transportation service begins on 10/6/19. The Proposer already providing transportation service in the greater New Orleans area must assure their ability to increase their operational capacity. The Proposer not currently providing services in the New Orleans are must outline their plans to set up operations in New Orleans and must address land, vehicles, staffing, and insurance.

11. Legal and Responsibility: The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations, including the Occupational Health and Safety Act. The Proposer will be responsible for all damage to the School's property, equipment, and buildings caused by its employees or its equipment. The Proposer will also be responsible for any injuries to persons caused by its staff or equipment. The Proposer must notify Élan Academy concerning any litigation involving the Proposer or its parent or subsidiary companies.

12. Insurance: The Proposer must be able to provide **proof** of insurance coverage that will minimize Élan Academy's risk exposure to the extent outlined below:

- 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
- Excess umbrella liability policy in the amount not less than \$10,000,000 per incident

For each of the **short answer questions** below the Proposer must provide a detailed response (approximately 1 page) and can include additional documentation or forms if desired. The Proposer must answer every question.

1. Communication Plan: The Proposer must run a Dispatching operation that stays in regular communication with Élan Academy leadership and acts as the primary contact for Élan Academy families needing bus information. Dispatch must be adequately staffed every day that buses are running for Élan Academy, including nights and weekends. The Proposer is expected to provide a direct phone number by which Élan Academy leadership can reach Dispatch as well as a direct phone number for Élan Academy parents and students in order to ensure consistent, courteous, professional assistance to our families. In the event of a bus breakdown or an accident involving a bus, the Proposer will work proactively with Élan Academy to communicate the necessary information to affected families. How will your company run Dispatch?

2. Field Trips: The proposer is responsible for following a field policy and procedures that will clearly delineate the request procedure, required forms to be used, confirmation/reminder expectations and schedule of process. Proposer must also include their plan to properly assign buses and drivers who do not have other obligations during the field trip's times. Drivers are expected to stay with the bus at all times when on Field Trip. Field trips bills are to be consolidated by school by month. How will your company manage field trips?

3. Feedback System: The Proposer will enact a rigorous feedback system so that Élan Academy and the Proposer both have regular opportunities to celebrate achievements, critique issues, and identify concerns to address. The feedback schedule must include weekly meetings during start-up, monthly meetings that focus on customer service, and quarterly anonymous surveys submitted to students, parents, and school leadership. What is your company's feedback system, how will it be administered, and how will the data be reviewed?

4. Situation Analysis: A 6-year-old student arrives at her bus stop at the prescribed time of a PM route but no adult is there to receive her. What do you do to keep that child safe, get all the other students home in a timely fashion, and help make sure that unmet child gets home at a reasonable hour? Please detail your procedure here as well as how you would communicate throughout the process.

Proposed Pricing

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.

The average route that a unit will run over the course of an average morning will be 45 miles. The same route in the afternoon would average another 45 miles for a total (average) of **90 miles per day**. Routes, each morning or afternoon, are single-tier, running a long run from the bus yard to a distant first stop, then to a school across town, then back to the bus barn. Some routes may be longer or shorter than this average.

The average single-tier route will average 2.25 hours each morning and each afternoon for a total average of **4.5 hours per day**. The Proposer is to include all mileage costs in their proposed route price based on this average of 90 miles per route per day. If the average length of all routes exceeds 99 miles (representing a 10% increase) then Élan Academy and the Proposer may renegotiate the price per route.

The Proposer is to include all fuel costs in their proposed route price based on the average (local) market price per gallon on the day of bid submission and the potential for that price to fluctuate 10% in either direction. If the cost per gallon of fuel fluctuates outside of that range then Élan Academy and the Proposer may renegotiate the price per route.

The Proposer **MUST** completely fill out Table 3. Any service that will not be offered must be indicated by filling in the appropriate cell with **N/A**. Proposer **MUST** offer pricing for regular school buses and **MUST** include any conditions or limits per the additional information requested for each service. Élan Academy will require some Special Needs buses but that quantity cannot be determined until student enrollment at each school is finalized. For the purpose of this RFP, Proposers should estimate a need for 1 wheelchair-accessible bus. The Proposer must provide pricing for at tiered enrollment levels (0, 75, 100, 125, and 150).

Table 3 – Proposed Pricing

	Regular Bus	Wheelchair Bus	Mini Bus or Van
Cost Per Route Per Day			
Capacity of Vehicle Indicate Number of Students And Number of Adults And Number of Wheelchairs			
3-Point Camera System Indicate if per day or per year			
Real-Time GPS Positioning Must sync with Routing Software Indicate if per day or per year			
Air Conditioning Indicate if per day or per year Indicate Installation Timeline			
Discipline/Behavior Trained Monitor Indicate if Per Run or Per Hour Indicate Minimum (if applicable)			
Special Needs Trained Monitor			
In-Town Field Trip (Orleans/Jefferson)			

Indicate if Per Bus Per Round-Trip Or If Per Hour			
Out-Of-Town Field Trip (Other Parishes/Sates) Indicate if Per Bus Per Round-Trip Or If Per Hour			

Attachment A – Summary of Required Proposal Elements

1. Information and Data

- a. Company Information
- b. On-Time Performance
- c. Driver Turnover Rate
- d. Accident History
- e. Resumes
- f. References
- g. Current Accounts

2. Assurances

- a. Staffing
- b. Supervisor
- c. Bus Drivers
- d. Buses
- e. Fleet Maintenance
- f. Safety
- g. Transition Plan
- h. Legal Responsibility
- i. Insurance

3. Short Answer
 - a. Communication Plan
 - b. Field Trips
 - c. Feedback System
 - d. Situation Analysis
4. Routing Services
 - a. Pricing
 - b. Router Resumes
 - c. Data Management Plan
 - d. Roster/Route Maintenance
5. Pricing
6. Any Additional Information

Attachment B – Bid Scoring Criteria

Bid Scoring Criteria¹

Measure	Weight	Evaluation Criteria
Proposal Quality	0-40	Proposal provides the best value to EACS based on quality, availability, delivery, specifications, terms and conditions.
Price	0-30	The lowest bid(s) will receive 30 points; the highest bid(s) will receive 0 point; all other bids will receive 15 points. Total bid amounts will be calculated using a combination of the per unit costs and the anticipated annual cost of the services proposed.
Professional References	0-30	Proposals with multiple positive references will receive 30 points; Proposals with references indicating reservations concerning Proposer quality will receive 0 points. Consideration is given to the Proposer’s ability to perform successfully under the terms and conditions and their past performance record.
Company Financials	0-30	Proposer must provide three years of recent company financials and all must be in order to receive 30 points.
Headquartered in Orleans Parish	0-20	Principal of Business and Registered Office is in Orleans Parish as listed with the Louisiana Secretary of State.
State and Local Disadvantaged Business Enterprise	0-20	Proposer is listed in the SLDBE Directory on the City of New Orleans website.
Executive and Key Participant Resumes	0-10	Relevant professional experience, but no expertise in student transportation will receive 1 point; between 5 and 10 years of specified expertise in transportation will receive 7 points; more than 10 years of expertise in student transportation will receive 10 points.
Community Involvement	0-10	Proposer demonstrates organizational commitment to programs or public service initiatives serving the youth of New Orleans.
Innovation	0-10	Proposer demonstrates organizational commitment to business practices and methodologies that promote continuous professional development and technical training of employees; promote the health, safety, and wellness of employees; and innovative practices that minimize the long-term costs to EACS while still meeting all service expectations.
Total	200 points	

¹Scoring measures, weights, and evaluation criteria are subject to change up to and until bids are unsealed without prior notification

Attachment C

Please add any additional notes, comments or assumptions below.

Notes, Comments, and Assumptions			
Capacity of Vehicle	Regular Bus	Wheelchair Bus	Mini Bus or Van
For elementary students			
One Run / Day 1 AM run or 1 PM run			
In-town Field Trip (Orleans/Jefferson) Per bus per round-trip			
Out-of-town Field Trip (Other Parishes/States) Per bus per round trip			

END OF RFP DOCUMENT