

# **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)**

Includes Pricing Forms and Submission Checklist

### **INTRODUCTION**

The Friends of King Charter School (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 (work)  
504-210-6917 (cell)

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, and drivers. Busses should be no older than five years old and air-conditioned.

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 7, 2013

**b) Requests for Information deadline:**

The District will make a concerted effort to respond to all written inquiries in sufficient detail to satisfy the request. All inquiries must be in writing. Inquiries can be made 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 8, 2013, 3:00 PM C.S.T.

d) **Proposal Evaluation:** July 15-19, 2013

e) **Award and Contract Process Commences:** July 22, 2013

f) **Transportation Service Commences:** August 12, 2013

g) **Term of Contract:** August 12, 2013- May 16, 2014

### **2) School Information**

**a) Dr Martin L King, Jr. Charter**

Dr King Charter School (King) will house approximately 780 Pre-K through 12<sup>th</sup> grade students for the 2013-2014 school year. There are 3 King school bus pick up and drop off locations. They are as follows:

- The corner of St. Claude Avenue and Elysian Fields Avenue, New Orleans, LA 70117 (Downtown location)
- The corner of Lake Forest Blvd. and Read Blvd., New Orleans, LA 70127 (N.O. East location)
- The corner of Simon Bolivar Ave and St. Andrew St., New Orleans, LA 70113 (Uptown location)

The contract requires 4 busses for King: one high school bus and 3 busses for grades Pre-K through 8. The one high school bus will depart at 6:30 am from the New Orleans East location and goes directly to the school. This bus may be required to double back to the New Orleans East location to pick up an overflow of

students. The 3 remaining busses depart their locations at 7:10 am and arrive at the school no later than 7:30 am. Pre –K through 8<sup>th</sup> grade students are dismissed at 3:00 pm and 3 busses are responsible for transporting them home. High school students are dismissed at 3:45 pm and one bus transports them to the 3 stops indicated above. The bus that picks up students at the Uptown location also picks up the overflow of students at the Downtown location. This is only for the King route.

## **b) Joseph A. Craig Charter Schools**

Joseph A. Craig Charter School (Craig) will house approximately 420 Pre-K through 8<sup>th</sup> grade students for the 2013-2014 school year. There are 4 regular education busses for Craig school. The pick up and drop off locations for each bus are listed below. The 4 busses will depart at 7:00 am from each location and arrive at the school no later than 8:30 am. The students are dismissed at 3:00 pm and the 4 busses are responsible for transporting them home. There is one Special Education bus that requires door to door transportation.

### **New Orleans East**

- Corner of Read Blvd. and Lake Forest Blvd, New Orleans, LA 70127
- Dwyer Road and Mayo Road, New Orleans, LA 70126
- Downman Road (By Louisiana Pride Seafood), New Orleans, LA 70126

### **New Orleans Gentilly**

- Morrison Road and Bundy Road, New Orleans, LA 70127
- Franklin Avenue and North Galvez Street, New Orleans, LA 70117
- Elysian Fields Avenue and Gentilly Blvd., New Orleans, LA 70122
- Elysian Fields Avenue and North Roman Street, New Orleans, LA 70117
- Elysian Fields Avenue and St. Claude Street, New Orleans, LA 70117

### **New Orleans Uptown**

- Simon Bolivar Avenue and St. Andrew Street (Near Mt. Zion Church), New Orleans, LA 70113
- Carrollton and Stroelitz (Dollar General), New Orleans, LA 70118
- St. Bernard Avenue and Harrison Avenue, New Orleans, LA 70122
- St. Bernard Avenue and North Johnson Street, New Orleans, LA 70116
- St. Bernard Avenue and North Broad Street, New Orleans, LA 70119

### **New Orleans Lower Ninth Ward**

- Alvar Street and France Road Parkway, New Orleans, LA 70117
- Poland Avenue and North Galvez Street, New Orleans, LA 70117
- Caffin Avenue and North Claiborne Avenue (Near Dr. M. L. King Jr. School), New Orleans, LA 70117
- North Claiborne Avenue and Desire Street, New Orleans, LA 70117

The District provides bus monitors for each location, who ride the bus to and from school with the students.

Students at King and Craig schools will begin school on August 12, 2013. The district plans to have 177 instructional days during the 2013-2014 school year. However, this may change due to unforeseen circumstances including the weather. The Proposer will allow a three week window for the District to make any necessary adjustments to routes, based on student demographics.

King will have a daily LEAP tutoring program that meets daily for an estimated 3-

4 months of the year. The tutoring program requires 2 busses. 1 bus transports students to the New Orleans East location and the second bus transports students to the Colton and Uptown locations. The pricing for this program 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, specified in this. 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.

Proposers must include, within Customer Service & Responsiveness References, a listing of all school district transportation contracts terminated in the last five years. Proposers must include the district name, address, contact person, email address and phone number. Failure to provide such information could result in rejection of the Proposal.

1. Provide a 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.
2. 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.
3. Provide a 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.

***A 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 pertain to the last three years:

- 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?
- Is your firm serving/has your firm served probation from any Department of Public Safety?
- List all judgments in the last five years for back taxes or from any state or government agency. List all litigation.
- Has the bidding company, its shareholders (if private company), or any affiliated company ever filed for bankruptcy protection?
- 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?
- 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.

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**

- d. Inspection of all documents to assure completeness, legibility, etc.
- e. 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.
- f. 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)
  - iii) 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
- h) Insurance
  - i) Evidence of insurance (copy of certificate is acceptable)
- j) Checklist of Required Elements
- k) Submission
  - i) 1 master, bound copy sealed in an envelope — marked ORIGINAL
  - ii) 6 additional bound copies with all attachments
  - iii) 1 PDF or Word version (electronic copy) of proposal narrative
  - iv) 1 PDF or Word version (electronic copy) of pricing matrix

End of RFP Narrative –



**EXHIBIT A**  
**Pricing & Annual Cost Projections**

**Home to School Service - Regular and Special Needs Transportation**

**Contractor Owned Buses**

<b><u>Buses</u></b>	Daily Rate per Bus	# of Route Buses	Extended Price (Daily Rate x Buses)
7 busses used in morning and afternoon		7	
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 busses 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	