# COLLEGIATE A CADEMIES

# **REQUEST FOR QUOTATION**

### Collegiate Academies STUDENT TRANSPORTATION SERVICES RFQ No. CA\_Transportation\_CBR\_RFQ\_2024

**RFQ ANNOUNCEMENT** 

Friday, March 08, 2024

### **QUOTE DUE DATE & TIME**

Monday, April 17, 2024 at 4:30pm Collegiate Academies, 2625 Thalia St, New Orleans, LA 70113

### SUBMIT

One copy via email to

Kathleen Welch at <a href="https://www.kwelch@collegiateacademies.org">kwelch@collegiateacademies.org</a>

and

One original hard copy to

Kathleen Welch at Collegiate Academies, 2625 Thalia St, New Orleans, LA 70113

**Request for Quote – Student Transportation Services** 

### ADMINISTRATIVE AND GENERAL INFORMATION

#### Background

Collegiate Academies (hereafter "CA") is a network of academically rigorous non-selective charter schools in New Orleans and Baton Rouge, committed to providing underserved high school students with enriching educational environments. Our mission is to build world-class public schools that prepare all students for college success and lives of unlimited opportunity in an open-enrollment high school program that accepts any student who wishes to attend; no student is excluded or limited for any reason. Our network is serving upwards of 2,900 students this year and our scholars come from some of the most underserved populations: 99% are from ethnic minority groups, 92% are economically disadvantaged, 11% are English-language Learners, and 20% receive special education services.

In the fifteen years since Collegiate Academies opened its doors to its first class of freshmen, our commitment to the success of *all* students has driven remarkable growth and changed the trajectory of our students' lives. On average, our students enter the 9<sup>th</sup> grade on a 6<sup>th</sup> grade reading level. During their four years at Collegiate, they grow 7 grade levels and are graduating on time and college ready with 98% accepted to college and 85% of these students will be first-generation college attendees.

In the 2024-25 school year CA will operate 5 high schools and 1 school for students with significant disabilities in New Orleans and Baton Rouge. Detailed information about each campus can be found in Attachment B.

CA expects the Quoter to have the staffing, resources, and expertise necessary to deliver exceptional and reliable student transportation services for Collegiate Baton Rouge. Furthermore, CA expects the Quoter to have a management structure that will ensure high-quality customer service as well as a plan to maintain responsive and effective communication with CA leadership. The Quoter is expected to deliver the requested services at a competitive price and demonstrate a track record of success in the industry by providing professional references and displaying sound business practices that show fiscal responsibility.

The intent of the contract that will emerge from this process is to hold the Quoter accountable for the day-to-day operation of a student transportation system that serves Collegiate Baton Rouge safely, effectively, and efficiently. It is not the intent of the contract to specify the practices or procedures but instead to establish the high bar of performance that will be expected of the Quoter. The Quoter is given the flexibility to develop and perform its own programs to ensure that the service expectations established within the RFQ are met.

## The awarded Quoter under this RFQ will be responsible for providing students transportation services at all current and future CA schools in Baton Rouge.

We appreciate your interest in partnering with CA and look forward to receiving your quote.

Sincerely,

Justin Pickel Chief Operating Officer

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### AUTHORITIES, RESTRICTIONS & CLAUSES

#### **CA Authorities and Options**

- 1. CA reserves the right to reject any and all quotes for any reason.
- 2. CA reserves the right to correct or waive irregularities in submitted quotes should it be deemed in the best interest of CA to do so.
- 3. CA reserves the right to negotiate any and all quotes for any reason.
- 4. CA reserves the right to award to more than one Quoter or to no Quoter.
- 5. CA has 90 days to accept a submitted quote. The Quoter cannot withdraw a quote within that 90 day period without mutual consent with CA.
- 6. CA reserves the right to require a performance bond. If such is required, the cost of that bond will not be reimbursed to the Quoter by CA.
- 7. Final prices will be negotiated between the Quoter and CA. CA reserves the right to cancel the contract award if the Quoter cannot commit to a contract that has prices within five percent of the initial quote.

#### **Quoter Prohibitions**

- 1. CA will assess, negotiate, and decide on this quote without influence from the Quoter's employees, representatives, agents, vendors, or any other parties with a business, financial, or familial relationship to the Quoter.
- 2. The Quoter is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon CA, its board, and its agents. Violators will be prosecuted to the extent of the laws pertinent to CA.
- 3. Quoters must submit a firm quote. A Quoter will not stipulate in its quote any conditions not contained in contract documents. Any qualifying statements or conditions may be declared irregular and non-responsive to the RFQ.
- 4. The Quoter is prohibited from submitting a quote contingent upon winning multiple contracts. CA will disqualify any such quote.

#### **Quoter Responsibilities**

- 1. It is the Quoter's duty to inspect all submitted documents to assure completeness, legibility, etc.
- 2. It is the Quoter's duty to understand the quote. Any misunderstanding is the responsibility of the Quoter. CA has no obligation to correct, reject, or question any portion of the quote.
- 3. The Quoter must abide by all quote requirements. The quote may be rejected by CA regardless of the type or significance of noncompliance.

#### **Contract Terms and Termination**

- 1. The initial contract period will be July 1, 2024 through June 30, 2027.
- 2. Contract will be renewable by mutual agreement with one-year extensions through June 30, 2029.
- 3. The contract will expire naturally at the end of the contract term.
- 4. CA reserves the right to terminate the contract with 30-days advance, written notice.
- 5. CA reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service, and/or reductions and/or termination of funding.
- 6. CA reserves the right to terminate the contract immediately in the event of unresolved safety or liability concerns.

#### Definitions

- Shall and Will- The terms "shall" and "will" denote mandatory requirements.
- <u>Must</u> The term "must" denotes mandatory requirements.
- <u>May</u> and <u>Can</u>- The terms "may" and "can" denote an advisory or permissible action.
- <u>Should</u> The term "should" denotes a desirable action.
- <u>Contractor</u> Any person having a contract with a governmental body; the selected Quoter.
- <u>Quoter</u> A firm or individual who responds to this RFQ.
- <u>RFQ</u> Request for Quote
- <u>Route</u> A set of Runs assigned to a particular unit. A route may consist of 2 runs (1 AM and 1 PM), 3 runs (1 AM and 2 PM), 4 runs (2 AM and 2 PM), etc. A route may serve multiple schools each day.
- Run A path a bus follows from an initial pickup location to a final drop-off location for a set of students.

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### ADMINISTRATIVE & GENERAL INFORMATION

#### **General Information**

Currently CA contracts with a single student transportation vendor for services in New Orleans and Baton Rouge to service CA's 2800 students with 43 regular home-to-school buses; 5 tiered home-to-school, 18 Special Education buses routes.

CA's current contract will naturally expire on June 30, 2024.

#### **Transportation Policies**

See Attachment H for CA's School Transportation Policies.

#### **Transportation Zone**

Collegiate Baton Rouge is a Type 2 charter and there are no geographical boundaries that limit where students must live to attend school there.

#### Schedule

Event	Date, Time, and Location
RFQ Announcement	Friday, March 08, 2024
Pre-Quote Meeting	Wednesday, March 20, 2024 at 3:00 pm at 2625 Thalia St, New Orleans, LA 70113 or via video link. This meeting is mandatory.
Questions Due	Wednesday, March 27, 2024 at 5:00pm emailed to kwelch@collegiateacademies.org
Answers to Questions Posted	Wednesday, April 10, 2024 at 5:00pm on CA website RFQ page
Quote Submission Deadline	Monday, April 17, 2024 at 4:30pm at Collegiate Academies Central Office
	2625 Thalia St. New Orleans, LA 70113 and emailed to kwelchl@collegiateacademies.org
Quoter Interviews	Friday, April 25, 2024 from 9:00 AM - 5:00 PM as needed CA will schedule 1 hour
(by request from CA)	interviews with quoters.
	Invitations to these will be sent by 5:00 PM Wednesday, April 24, 2024
Award Notification	Friday, May 3, 2024 at 3:30pm on CA website RFQ page
Contract Execution	Friday, May 31, 2024

#### Questions

- 1. All questions regarding this RFQ must be emailed to CA Director of Facilities, Kathleen Welch at <a href="https://www.kwelc@collegiateacademies.org">kwelc@collegiateacademies.org</a> by Wednesday, March 27, 2024 at 5:00pm.
- 2. Questions received by that time will be compiled and answered by Wednesday, April 10, 2024 at 5:00pm.
- 3. Questions received after that time will not be answered unless the answers have already been made public to all potential Quoters.
- 4. Answers to questions and any addenda to this RFQ will be available on the RFQ page of the CA website.

#### **Submission**

- 1. Quoters must submit a complete copy of their quote electronically via email to Kathleen Welch at <a href="https://www.kwelch@collegiateacademies.org">kwelch@collegiateacademies.org</a> by Wednesday, April 17, 2024 at 4:30pm
- 2. Quoters must also submit one hard copy of their quote to Kathleen Welch, Director of Facilities, Collegiate Academies, 2625 Thalia St. New Orleans, LA 70113
- 3. Hard copies of quotes can be delivered via mail, courier service, or in person but must be postmarked no later than Wednesday, April 17, 2024 at 4:30pm.

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4. Quotes received or postmarked after this deadline will not be considered.

#### **Evaluation and Scoring**

While cost is of great importance, proposing the lowest price received through this RFQ process will not assure award of the contract. A variety of criteria in addition to pricing will be considered in evaluating quotes, including but not limited to demonstrated understanding of CA's expectations, quality of procedural/safety structures, management model, communication system, references, perceived ability to deliver, insurance/risk management portfolio, and willingness to partner with CA. This evaluation will be made based on the quote as well as information from news articles, press releases, client references, industry references, vendors, related sources, and any other source relevant to the Quoter or CA.

#### **Contract Award, Formation and Execution**

CA reserves the right to enter into a Contract without further discussion of the quote submitted based on the initial offer received. CA reserves the right to contract for all or a partial list of services offered in the quote.

The RFQ and Quote of the selected quoter will become part of any contract initiated by CA. CAs standard contract is provided in Attachment I. All Quoters must submit any proposed edits to the contract as part of their proposal.

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#### **Bid Scoring Criteria**<sup>1</sup>

Measure	Weight	Evaluation Criteria
Quote Quality	0-50	Quote provides the best value to CA based on quality, availability, delivery, specifications, terms and conditions.
Price	0-30	The lowest bid(s) will receive 35 points; the highest bid(s) will receive 0 point; all other bids will receive 20 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	0-20	Quotes with multiple positive references will receive 35 points; quotes with references indicating reservations concerning Quoter quality will receive 0 points. Consideration is given to the Quoter's ability to perform successfully under the terms and conditions and their past performance record.
Company Financials	0-30	Quoter must provide three years of recent company financials and all must be in order to receive 30 points.
Headquartered in Louisiana	0-10	Principal Place of Business and Registered Office is in Louisiana as listed with the Louisiana Secretary of State.
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.
Total	150 points	

<sup>&</sup>lt;sup>1</sup> Scoring measures, weights, and evaluation criteria are subject to change up to and until bids are unsealed without prior notification

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### QUOTE EXPECTATIONS

Although CA is not requiring documentation in support of the items below, by submitting a quote in response to this RFQ, each Quoter is agreeing to all of the terms and expectations listed here. Failure to comply with any of these expectations may result in rejection of the quote.

#### Staffing

The Quoter 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 Quoter will ensure that all employees involved in their services pass a drug screening test and background check investigation as described in R.S. 17:15 and 15:587.1 prior to employment and will submit those test and background check results to CA upon request.

The Quoter, agrees to meet the standards set forth in the Contract and applicable law in regard to driver training, licensing, and qualification. Reference Section 19: Operations Personnel/Drivers of the contract for requirements.

The Quoter will, at the request of CA, immediately remove from any CA route any employee who, in the opinion of CA, is incompetent or who has been conducting themselves improperly. The Quoter will not permit a person so removed to remain on or return to that route or any other CA Route. The Quoter will maintain adequate staffing at all times. All of the Quoter's employees will be neatly dressed, presentable, helpful, friendly and cooperative at all times. Drivers and all other persons coming in contact with children must uphold the highest professional standards and maintain the highest moral character. CA places and the Quoter accepts full responsibility of assuring such qualities in all personnel.

#### **Appointment of Management Personnel**

The Quoter shall meet the requirements of the Contract in regard to management personnel.

Contractor shall employ management personnel who shall be responsible for the efficient operation of the transportation services furnished hereunder and who shall be Contractor's liaison to Network. Contractor will designate a crisis management contact person for emergency contact with the Network. Prior to the start of the school year, Contractor shall inform Network of the name(s), contact telephone number(s) and address(es) of such management personnel.

#### Safety

The Quoter is responsible for meeting the requirements of the Contract in regard to student safety.

Contractor shall be responsible for implementing, maintaining, and reviewing annually a comprehensive pupil transportation safety program.

Once a Network student boards the Contractor's student transportation vehicle, the Contractor shall be responsible for the safety of the student from pick-up until the student is delivered to his/her designated scheduled stop pursuant to Section 6 of the Contract. Contractor shall also be responsible for ensuring that designated Network minor students who are incapable of taking care of their persons either due to age or mental disabilities are left in the custody of either their parent or legal guardian as provided by Network.

The Quoter must include their comprehensive safety training and management plan. Any health and safety issues, including all accidents involving a bus carrying CA students, must be reported immediately to CA.

#### **Employee Training**

The Quoter is responsible for meeting the requirements of the Contract in regard to employee and driver training.

Contractor shall provide thorough instruction to drivers in compliance with state and federal safety and operations guidelines and regulations. The Network shall have the right to review course content.

Prior to the start of the school year, Contractor will provide time at one of its driver orientation sessions so that Network administrators may address drivers assigned to work under this Agreement on matters relating to the expectations for student

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conduct and to familiarize drivers with members of the school administration. Such orientation will be at a time and place mutually agreed upon by Contractor and Network. Network may not distribute materials to drivers without Contractor approval.

Drivers and Bus Monitors serving students with specialized behavioral and/or health plans may at times be required to attend short training sessions conducted by school personnel to ensure that they can provide appropriate supports to these students. School personnel will coordinate the dates and times of these trainings with management to minimize the additional time required.

#### Assignments

The Quoter will not make any assignments or subcontract for the work without obtaining written permission from an authorized representative of CA.

#### Confidentiality

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

#### Legal and Responsibility

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

#### **Responsibility and Control of Work**

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

#### **Costs Incurred in Preparation of Quotes**

All costs directly or indirectly related to preparation of a quotes responding to this RFQ, any oral presentations required to supplement and/or clarify a quote, and any reasonable appearance which may be required by CA in connection with this Request for Quote, shall be the sole responsibility of the Quoter, and shall not be reimbursed in any manner by CA.

CA discourages lengthy and costly quotes. Quotes should be prepared simply and economically and provide a straightforward, concise description of the Quoter's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

#### **Ownership of Quotes**

All materials submitted in response to this request become the property of CA. Selection or rejection of a quote does not affect this right. All quotes submitted will be retained by CA and not returned to Quoters.

#### **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 quote identified as such must be clearly marked in the quote. Any quote marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

#### Changes, Addenda, Withdrawals

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

#### **Cancellation of RFQ or Rejection of Quotes**

Issuance of this RFQ in no way constitutes a commitment by CA to award a contract. CA reserves the right to accept and reject any or all quotes, or to cancel this RFQ if in the best interest of CA to do so.

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#### **Waiver of Administrative Informalities**

CA reserves the right, at its sole discretion, to waive administrative informalities contained in any quote.

#### **Acceptance of Quotes Content**

The mandatory RFQ requirements shall become contractual obligations if a contract ensues. Failure of the successful Quoters to accept these obligations shall result in the rejection of the quote.

#### **Errors and Omissions in Quote**

CA will not be liable for any errors in quotes. CA reserves the right to make corrections or amendments due to errors identified in quotes by CA or the Quoter. CA, at its option, has the right to request clarification or additional information from the Quoters.

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### SCOPE OF WORK

The winning Quoter will provide full-service student transportation for Collegiate Baton Rouge. 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 Quoter is to operate its affairs so that CA will be assured of continuous, safe, and reliable service such that CA is not burdened with day-to-day operations.

#### The services covered by this RFQ are divided into 2 categories (Regular Services and Additional Services) defined below.

#### **1. Regular Services**

Full-service student transportation for all daily Regular and Special Education AM and PM routes during the regular academic year, summer school, and Extended School Year (see Days of Operation for details) also includes comprehensive routing services such as creating routes, generating stops, offering ongoing routing support, and maintaining accurate rosters for each bus. The Quoter must use a software system when creating routes and generating stops.

#### **Serving All Students**

CA operates open enrollment schools that serve all students regardless of their specific needs or disability. As the winning Quoter must be prepared to make reasonable accommodations to serve all CA students. Quotes that do not include services for Students with Disabilities riding Special Education AM/PM Routes will be rejected without further consideration or recourse.

Drivers and Bus Monitors serving students with specialized behavioral and/or health plans may at times be required to attend short training sessions conducted by school personnel to ensure that they can provide appropriate supports to these students. School personnel will coordinate the dates and times of these trainings with management to minimize the additional time required.

#### **General Service Requirements**

- Daily transportation to and from school for all students in the Baton Rouge area who live more than one mile from their school
- Stops must be within .5 miles of a student's home
- Cannot be in a location on a divided highway such that a student, in order to walk between the bus and his home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus
- No AM pickup times before 6:05 AM
- Busses must arrive no less than 10 minutes before designated Arrival and Dismissal times
- During arrival students must remain on the bus until they are retrieved by a CA staff member (on average this is no more than 5-10 minutes after the stated Arrival time)
- No student may be on a bus more than four hours per day
- All busses must have 3-point camera systems
- All Special Education busses must have a bus monitor, air conditioning, and be wheelchair accessible

#### **Days of Operation**

Collegiate Baton Rouge operates approximately 180 school days over 37 weeks during the regular academic year. The route projections below reflect the schedule on which Collegiate Baton Rouge operates Monday through Friday. In addition to the regular academic year each school also offers 2-3 weeks of summer school in June and 6-8 weeks of Extended School Year for students with disabilities in June-July. **See Attachment C for our 2024-25 Academic Calendar**.

Special Note Regarding Services in July 2024

• Extended School Year: Collegiate Baton Rouge has one week of classes Mon. - Fri. July 15 - July 19 for approximately 60 students with disabilities that will be held on campus.

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#### **Collegiate Baton Rouge 2024-25 Regular Service Projections<sup>2</sup>**

#### Collegiate Baton Rouge 2024-25 Morning and Afternoon Routes

School Name	Address	Grades	# Students	# Reg Routes*	Tiered Routes*	# SpEd Routes*	Day	Arrival <sup>6</sup>	Dismissal <sup>3</sup>
Collegiate Baton Rouge (CBR)	282 Lobdell Blvd. Baton Rouge, LA 70806	9-12	479	6	0	1	M W T-Th-F	7:38 7:35 7:37	2:48 2:48 2:48

#### 2. Additional Services

Additional Services including all after-school activity routes, athletic competitions, field trips, and any additional event transportation **may** be awarded to the winning Quoter as an exclusive contract **or** to multiple Quoters as non-exclusive contracts for as needed services. Quotes that do not include rates for these Additional Services **may** be rejected without further consideration or recourse. Please note that CA does not generally request bus monitors on Additional Service routes, but when requested by CA, the Quoter must have the capacity to provide monitoring services.

<sup>&</sup>lt;sup>2</sup> Growth projections for 2024-2029 can be found in Attachment B

<sup>&</sup>lt;sup>3</sup> Arrival and dismissal times are estimates. These estimates are subject to change.

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### QUOTE REQUIREMENTS

The Quoter must answer all questions and include all requested documentation in order for the Quoter's bid to be considered. A complete list of required elements is available in Attachment D.

#### **| Company Information**

For each of the following items the Quoter must provide the requested **company information**. The Quoter can provide this information in any form desired provided that all items are addressed to the extent that CA is assured that the Quoter has a history of high performance and strong systems in place to ensure continuity of performance at a satisfactory level.

- a) **Cover Letter:** Brief cover letter on official company letterhead explaining that the Quoter understands the requirements of this RFQ, signed by an individual who is authorized to make quotes of this nature in the name of the Quoter.
- b) **Operating Information:** Company operating information, to include headquarters location, website, year founded, years operating with K-12 school clients, years operating in Louisiana, and current cities of operation. Refer to and complete Attachment E: Contact Information & Bid Authorization
- c) Fleet Information: Current fleet information (number of buses, model year, size, lift y/n, air conditioning y/n, etc.).
- d) Financial Information: Company financial information for each of the last three fiscal years.
- e) Insurance Certificates: Current insurance certificates demonstrating existing coverage for worker's compensations/employer's liability insurance, comprehensive general liability insurance, and automobile liability and excess or umbrella coverage insurance
- f) **Résumés:** Résumés of three key contributors who will work with this contract if it is awarded, one of which must be for the proposed account manager or a current account manager with similar responsibilities to this contract.
- g) **Current Accounts:** Basic information for at least two current accounts of similar size, including the date of the relationship's inception and contact information with those clients.
- h) Additional References: Two additional references, one of which must be a former client.
- i) Comprehensive Safety Training and Management Plan: Quoter to submit a copy of this plan.
- j) Standard Contract Terms and Conditions: Quoter to submit any proposed edits to the contract provided by CA. Final terms and conditions will be determined during Contract Execution.

#### **II Assurances**

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

- a) **Management and Support Personnel:** The Quoter 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 Quoter, CA expects experienced and qualified dispatch, maintenance, training, and supervisor- level employees. The Quoter 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.
- b) Drivers: The Quoter is responsible for the hiring, assigning, training, and managing all bus drivers. Both regular and substitute drivers will 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 CA that the rate of driver turnover be minimal. CA delegates to the Quoter's drivers the necessary authority to maintain orderly behavior on buses in accordance with CA cultural norms, and the Quoter must ensure drivers receive the training and experience necessary to manage student conduct. The Quoter must provide their driver screening, assignment and management plans as well as plans describing how the Quoter manages unplanned driver absences.

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- c) **Fleet:** The Quoter will ensure all buses meet or exceed the standards established by the applicable laws and regulations as outlined in the contract, and referenced in Section 21: Equipment.
- d) Fleet Maintenance: The Quoter is responsible for maintenance and repairs on all vehicles utilized under the contract at its own cost. The Quoter is to provide sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for maintenance or repairs. The Quoter 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 Quoter will keep on file the completed inspection sheets and submit copies of the sheets to CA when requested. The Quoter 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 Quoter's equipment will be the responsibility of the Quoter unless such damages result from the negligence of CA; however, CA will assist the Quoter in attempting to collect from the responsible party for damage to the Quoter's property.
- e) **Fleet Storage:** The Quoter is responsible for providing sufficient storage space for all buses and vehicles. The Quoter will allow adequate transportation time, including traffic and delays, from the storage facility to school locations.
- f) Camera System: The Quoter is responsible for providing a working 3-point camera system on all buses. The Quoter will ensure a working system by planning for equipment failure or malfunction. If a camera or recording system is not functioning properly, the Quoter will repair or replace the system within 48 hours. The Quoter will collaborate with CA to set policies for viewing a recording.
- g) **Routing Services:** The Quoter is responsible for providing routing services to CA as described in the scope of work. CA expects routes and stops to be as convenient as possible for students and parents and for routes to maximize efficiency to reduce costs.
- h) **Data Management:** The Quoter must work with CA to effectively and regularly communicate student demographic information, bus rosters, and routes across all pertinent systems, including the CA student information system, the Quoter's routing system, and the Quoter's dispatch system. <u>The quote must include software information, communication methods, import/export specs, etc.</u>
- i) **Roster/Route Maintenance:** Rosters are to be updated weekly to ensure that drivers have access to the most up-to-date ridership information and contact information. The Quoter can reassign students to existing stops on that schedule. Routes will be updated monthly in order to best meet the needs of parents and students and to continuously improve operations.
- j) Transition Plan: The Quoter must have all staff, equipment, and procedures in place prior to August 1, 2024. Any Quoter already providing transportation service in Baton Rouge area must assure their ability to increase their operational capacity. Quoters not currently providing services in Baton Rouge area must outline their plans to set up operations in Baton Rouge and must address land, vehicles, staffing, and insurance. The plan should include milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Quoter is selected.
- k) Insurance: Quoter shall obtain and maintain, at all times this Agreement is in effect, insurance with carriers having an AM Best rating of A-VII, against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of Contractor business including, but not limited to, the following minimum limits set forth below:
  - Commercial general liability: \$1,000,000.00 per occurrence; \$2,000,000 general aggregate; General Liability must not exclude sexual abuse coverage.
  - Business automobile insurance covering all owned, hired, and non-owned vehicles: \$1,000,000.00 combined single limit.
  - Workers' compensation: as required by state law with statutory limits and also minimum Employers Liability limits of \$1,000,000.
  - Excess or Umbrella coverage with limits of not less than \$2,000,000 which shall be excess over the general liability, Employer's Liability, and automobile liability coverages.

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Such policies shall name the school (specific name and its officers, employees, agents, volunteers, etc. as developed by their legal counsel) as additional insured for both ongoing and completed operations on Auto Liability and General Liability. Such policies shall evidence the insurer's waiver of subrogation in favor of School with regard to general liability, auto, and workers' compensation policies, be primary and noncontributory with any coverage maintained by School, and provide that notice of cancellation shall be provided to School in accordance with policy provisions.) Contractor shall provide duly executed certificates evidencing such types and limits of insurance as required above. Such certificates shall be deposited with School on or before the Commencement Date of this Agreement and upon renewals of such policies, not less than thirty (30) days following renewal of each policy. The Contractor's failure to provide a certificate or Owner's acceptance of a non-conforming certificate does not waive these contractual insurance requirements.

<u>All</u> insurance certificates <u>must</u> be sent directly from the email address of the insurance representative named on the Certificate of Insurance to Justin Pickel, Chief Operating Officer at jpickel@collegiateacademies.org.

#### **III Pricing**

a) Pricing & Service Quote: Quotes must include electronic submission of Attachment A: Pricing & Service Quote with all components completed. Any service that will not be offered must be indicated by filling in the appropriate cell with N/A. Quoter MUST offer pricing for ALL Regular Services including Special Education Routes and Additional Services. Quotes MUST include any conditions or limits per the additional information requested for each service.

#### Pricing Assumptions

Quoted rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, fuel, and any other costs necessary to provide school bus transportation services. CA intends to maximize bus usage as much as possible and will demand aggressive tiering, maximizing ridership, and minimizing bus downtime.

**Request for Quote – Student Transportation Services** 

### ATTACHMENT A | PRICING & SERVICE QUOTES

All tables in this Attachment <u>must</u> be submitted as an Excel file with your final quote. The template can be downloaded <u>HERE</u>

#### **IMPORTANT REMINDERS:**

#### **Serving All Students**

Quotes that do not include services for Students with Disabilities riding Special Education AM/PM Routes will be rejected without further consideration or recourse.

**Request for Quote – Student Transportation Services** 

### ATTACHMENT B | ENROLLMENT PROJECTIONS & LOCATION

#### 2024-2025 Enrollment Projections

	2023-24	2024-25	2025-26	2026-27
Collegiate Baton Rouge	479	500	500	500

#### 2024-25 School Locations

School Name	Address
Collegiate Baton Rouge	282 Lobdell Blvd. Baton Rouge, LA 70806

**Request for Quote – Student Transportation Services** 

### ATTACHMENT C | 2024-25 ACADEMIC CALENDARS

#### 2024-25 Collegiate Baton Rouge High School Network Academic Calendar

All holidays and network professional development days shown are shared by all schools. Each CA school has also the autonomy to add professional development days to their school's calendar. In addition to the academic days below each school also offers 2-3 weeks of Summer School in June and 6-8 weeks of Extended School Year for students with disabilities in June-July.

Staff Events & Holidays		Sta	ff PD		Holi	days				Sto	art/Ei	nd of	Quo	arter				Staff Ev	ents & Holidays
July				Ju	Jy 20	24						Janu	uary 2	2025				January	
1-5 Summer Closure		S	Μ	T	w	Th	F	S		S	м	T	w	Th	F	S		1-3	Winter Break
4 July 4th Holiday			1	2	3	4	5	6					1	2	3	4		6	Staff PD
8-12 New Teacher Training/CMI		7	8	9	10	11	12	13		5	6	7	8	9	10	11	20	7	Q3 Starts
15-19 Network LEAP Connect ESY	A	14	15	16	17	18	19	20		12	13	14	15	16	17	18	21	20	Martin Luther King Jr. Day
15-31 Summer Staff PD	В	21	22	23	24	25	26	27		19	20	21	22	23	24	25	22		
*network days: F 7/19 and T 7/23	c	28	29	30	31					26	27	28	29	30	31		23		
August				Au	gust 2	2024						Febr	uary 2	2025			Ĺ	February	
1-2 Summer Staff PD		S	м	т	w	Th	F	S		S	м	т	w	Th	F	S			Staff PD
5 First Day of School / Q1 Starts		-		-		1	2	3		-		-			-	1	1		
	1	4	5	6	7	8	9	10		2	3	4	5	6	7	8	24		
	2	11	12	13	14	15	16	17		9	10	11	12	13	14	15	25		
	3	18	19	20	21	22	23	24		16	17	18	19	20	21	22	26		
	4	25	26	27	28	29	30	31		23	24	25	26	27	28		27		
Samlambar.				Conte	mbo	r 2024	1		- 6			Ma	reh 2	025			i i	March	
2 Labor Day		S	м	Septe T	W	Th	F	S		S	м	Ma T	rch 20 W	Th	F	S			Mardi Gras Break
2 (000) Day	5	1	2	3	4	5	6	7		5					· ·	1	1		Q3 Ends
	4	8	9	10	11	12	13	14		2	3	4	5	6	7	8			Q4 Starts
	7	15	16	17	18	19	20	21		2	10	11	12	13	14	15	28		Network PD Day #2
	, 8	22	23	24	25	26	20	28		7	17	18	12	20	21	22	29	20	Network PD Day #2
	Ĭ	22	30	24	25	20	21	20		23	24	25	26	20	28	29	30		
		2/								30	31	2.5	10		20	2/			
O status	_			0.1	- <b>b</b> - a	0004			- 5					05			i.		
10 Q1 Ends		c c		T	ober W	2024 Th	F	S		c	м	AP T	oril 20 w	25 Th	F	S		April	Spring Break
11-14 Fall Break	9	S	M	1	2	3	г 4	5		S	M	1	2	3	r 4	5	31		State Testing
	10	,	7		2	-		-		,	7		2 9			12	32	27-30	sidle resiling
15 Q2 Starts	11	6 13	14	8 15		10	11 18	12	-	6 13	14	8 15	7	10 17	11	12	33		
	12	20	21		16					-							33		
	12	20	21	22	23 30	24 31	25	26		20 27	21 28	22 29	23 30	24	25	26	34		
		21	20	27	30	31				21	20	27	30				34		
November				Nove	embe	r 2024	1					M	ay 20	25				May	
5 Election Day		S	м	т	w	Th	F	S		S	м	т	w	Th	F	S			State Testing
8 Network PD Day #1							1	2						1	2	3	1	23	Last Day of School / Q4 En
25-29 Thanksgiving Break	14	3	4	5	6	7	8	9		4	5	6	7	8	9	10	35		Memorial Day
	15	10	11	12	13	14	15	16		11	12	13	14	15	16	17	36	27-30	Staff PD
	16	17	18	19	20	21	22	23		18	19	20	21	22	23	24	37		
		24	25	26	27	28	29	30		25	26	27	28	29	30	31	1		
December				Dece	mbe	r 2024	1					Ju	ne 20	25		_	i I	June	
2-13 State Testing		S	м	T	W	Th	F	S		S	м	т	W	Th	F	S			Staff PD???
	17																		Summer School / ESY
20 Q2 Ends		1	2	3	4	5	6	7		1	2	3	4	5	6	7			Network LEAP Connect ES
23-31 Winter Break	18	8	9	10	11	12	13	14		8	9	10	11	12	13	14	\$1		Juneteenth
	19	15	16	17	18	19	20	21		15	16	17	18	19	20	21	\$2	30-31	Summer Closure
		22	23	24	25	26	27	28		22	23	24	25	26	27	28	\$3		
				_												20			

Request for Quote – Student Transportation Services

### ATTACHMENT D | QUOTE REQUIREMENTS

#### **Company Information**

- a) Cover Letter
- b) Operating Information
- c) Fleet Information
- d) Financial Information
- e) Insurance Certificates -- With additional copies sent directly from the email address of the insurance representative named on the Certificate of Insurance to Justin Pickel, Chief Operating Officer at jpickel@collegiateacademies.org.
- f) Résumés
- g) Current Accounts
- h) Additional References
- i) Comprehensive Safety Training and Management plan
- j) Standard Contract Terms and Conditions Proposed Edits

#### II Assurances

- a) Management and Support Personnel
- b) Drivers
- c) Fleet
- d) Fleet Maintenance
- e) Fleet Storage
- f) Camera System
- g) Routing Services
- h) Data Management
- i) Roster/Route Maintenance
- j) Transition Plan
- k) Insurance

#### **III Pricing**

- a) Quote with all components of Attachment A: Pricing & Service Quote Excel file completed
- b) Electronic submission of Attachment A: Pricing & Service Quote Excel file completed
- c) Additional Quotes (Optional)

#### **V** Certifications

- a) Non-collusion Statement (Attachment F)
- b) Responsibility Disclosure (Attachment G)

Request for Quote – Student Transportation Services

### ATTACHMENT E | CONTACT INFORMATION & BID AUTHORIZATION

#### Download an editable copy of this attachment HERE

Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	

Company Legal Name			
Company Address			
Company Phone Number			
Company Website			
Year Company Founded			
Years Operating with K-12 school client			
Years Operating in Louisiana			
Number of Clients	Total:	_ Louisiana:	Baton Rouge:
Number of Employees			
Certified SLDBE (yes/no)			
If YES, Year Certified			

#### By signing the box below I am submitting my bids for RFQ No. CA\_Transportation\_CBR\_RFQ\_2024:

Authorized Representative Name	
Authorized Representative Signature	
Date of RFQ Bid Submittal	

**Request for Quote – Student Transportation Services** 

### ATTACHMENT F | NON-COLLUSION

#### AFFIDAVIT

RFQ No: CA\_Transportation\_CBR\_RFQ\_2024

#### STATE OF LOUISIANA

BEFORE ME, the undersigned authority, personally came and appeared, \_\_\_\_\_\_, (Affiant) who after

being duly sworn, deposed and said that he/she is the fully authorized \_\_\_\_\_\_ of \_\_\_\_\_ (Entity),

the party who submitted a quote/Contract/Bid/RFQ/SOQ No. CA\_Transportation\_CBR\_RFQ\_2024, to Collegiate Academies.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant	Date
SWORN TO AND SUBSCRIBED	
BEFORE ME ON THIS DAY OF	, 20

NOTARY PUBLIC

**Request for Quote – Student Transportation Services** 

### ATTACHMENT G | RESPONSIBILITY DISCLOSURES

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for custodial services. **\_\_\_ Yes \_\_\_ No** 

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. <u>Yes</u> No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. <u>Yes</u> No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date

**Request for Quote – Student Transportation Services** 

### ATTACHMENT H | CA STUDENT TRANSPORTATION POLICIES

#### **Student Transportation Policies**

Daily transportation to and from school is provided for all students in Baton Rouge who live more than one mile from their school. The school bus will pick students up Monday through Friday in time to arrive at school on time. The bus will pick up students at the close of the school day to take them home. If a student misses the bus for any reason, it is her/his responsibility to find a way to or from school.

#### **Bus Stops**

CA will contract with (Transportation Vendor) who will be responsible for all routing, day-to-day operations, maintenance, driver training, and supervision. Prior to the start of the school year school staff will provide student address data to the vendor for stop assignment and routing. Once routes are complete school staff will communicate each student's bus number, stop location, pickup, and dropoff times to his/her parent via phone call and text.

Stop Requirements

- Be within 0.5 miles of a student's home
- Complies with all provisions of R.S. 32:1
- Cannot be in a location on a divided highway such that a student, in order to walk between the bus and his home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus

#### **Assigning New Stops**

If a student requires a new bus stop location because the student has moved or the stop assigned is unsafe, the school will assign the student a temporary stop and contact the vendor to have a permanent stop assigned. Students who receive a temporary stop will be give a pass by the front office that indicates his/her temporary stop. This pass will be presented to the student's bus driver the next time he/she boards the bus. All temporary and permanent stop assignments will be communicated to the student's guardian before they are issued to the student.

#### **Students with Special Needs**

If a student's IEP requires that a guardian meet the student at his or her stop and the guardian is not present when the bus arrives the bus driver will return the student to the school. A member of the school's staff will contact the guardian and ask that they pick up the student from school. The student will remain under the supervision of a school staff member until the guardian arrives.

If the student's guardian fails to respond or pickup the student:

- **First occurance:** A school administrator will schedule a conference with the parent to review the student's transportation information and the requirement to have an adult at the stop to receive the student. The parent will also be notified that upon the second occurance the school may file a report with DCFS requesting an investigation. At the conference the parent will sign an acknowledgement that includes everything discussed.
- Any subsequent occurrences: The school may file a report with DCFS requesting an investigation for child abandonment.

#### **School Bus Conduct**

Students must comply with the Student Code of Conduct while traveling on a school bus to and from their homes or school-sponsored activities. If a student commits an infraction covered in the Student Code of Conduct on a school bus or at the school bus stop, the school bus driver/monitor will notify the principal or designee who will require the completion of the School Bus Behavior Report. Based on the severity of the consequence, the principal's discretion for consequences include regular school-based consequences, as well as bus suspension or bus expulsion and/or assigned seating. If a child is suspended from the bus, it is the parent/guardian's responsibility to ensure that the child gets to school on time. The school will provide public bus fare for students who lose bus privileges if the student's family is unable to bring the student to school.

#### Bus Specific Conduct

Beyond the expectations outline in the Student Code of Conduct all students on the school bus must:

- Remain seated facing forward at all times
- Follow the instructions of the bus driver
- Keep their body inside the bus
- Avoid yelling or engaging on other activities that might distract the bus driver

**Request for Quote – Student Transportation Services** 

### ATTACHMENT I | CA TRANSPORTATION SERVICE AGREEMENT

The transportation contract can be downloaded <u>here</u>.



**Request for Quote – Student Transportation Services** 

# END OF RFQ DOCUMENT

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