

## Request For Proposal Student Transportation Services

### Schedule

RFP Release Date:	April 13, 2018
Optional Pre-Bid Meeting:	April 24, 2018
Questions Due:	April 25, 2018
Responses Posted:	April 30, 2018
Submission Deadline:	May 11, 2018
Finalist Notification:	May 18, 2018
Award Notification:	May 24, 2018

## Overview

Audubon Schools is a charter management organization that will operate two schools in 2018-2019. The current Audubon Charter Uptown offers French Education and Montessori Education. The new campus, Audubon Charter Gentilly will offer a bilingual Montessori education.

Audubon Schools (hereafter “Audubon”) is actively seeking proposals from qualified companies interested in providing contracted student transportation service for Audubon students in one or more of the following categories

<b>Audubon Charter Gentilly</b>	<b>Audubon Charter Uptown</b>
Elementary Schools (Grade PK – 8)	N/A
Field/Trips/Activity/Athletics	Field Trips/Activity/Athletics
Special Education (Grades PK-8), if deemed necessary	Special Education (Grades PK – 8), if deemed necessary
Campus to Campus shuttle	Campus to Campus shuttle

All interested firms are invited to submit a proposal to provide transportation services for all Audubon students, as indicated in the table above. The terms of the initial is 2018-2019 school year, with renewal one-year extensions through 2020-2021 school year. Only those proposers that are identified through this RFP process as sufficiently qualified and experience will be considered to provide the requested services for Audubon.

Audubon expects the proposer to have the staffing, resources and expertise necessary to deliver exceptional and reliable student transportation service. Audubon expects the proposer to have a management structure that will ensure high-quality customer service as well as a plan to maintain responsive and effective communication with Audubon leadership. The proposer is expected to deliver the requested services at a competitive price and all necessary factors that contribute to the price must be included in the proposed price. The proposer is expected to demonstrate a track record of success in the industry, provide professional references and display sound business practices that show fiscal responsibility.

Audubon’s intent is to hold the proposer accountable for the operational responsibilities associated with student transportation, such that, Audubon staff is not involved with facilitating or coordinating the day-to-day operations. 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 in regards to safety and student transportation. A description of the services needed, and other pertinent information follow in the Request for Proposal (RFP).

Audubon recognizes the short timeline associated with this RFP and is committed to making a decision quickly in order to allow the selected proposer to mobilize quickly. We appreciate your interest in partnering with Audubon and look forward to receiving your proposal.

Alisa Davillier Dupré  
Director of Operations

HOW TO SUBMIT:

Using the information listed below, please submit one original hard copy in a sealed package, via mail (post marked no later than May 11, 2018), courier, or hand delivered, and one copy via email to:

Audubon Schools

Attention: Alisa Davillier Dupré  
Director of Operations  
[adupre@asnola.org](mailto:adupre@asnola.org)  
428 Broadway Street, New Orleans, LA 70118  
Phone: (504) 324-7115  
Facsimile: (504) 301-3465

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**Audubon Schools**

Attention: Alisa Davillier Dupré, Director of Operations  
428 Broadway Street, New Orleans, LA 70118  
E-mail: [adupre@asnola.org](mailto:adupre@asnola.org)  
Phone: (504) 324-7115  
Facsimile: (504) 301-3465

**Submissions must be received no later than 4:00 P.M. CST on  
May 11, 2018**

All emailed communications should include: Your Company Name/Transportation RFP 2018/19 in the subject line.

Follow up questions or requests for clarification related to this RFP must be submitted in writing, or email on or before 4:00 p.m. on April 25, 2018 using the above contact information.

## Administrative & General Information

### Reservation of Rights

This RFP is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by Audubon to select a vendor and/or award a contract. Audubon reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Audubon has 30 days to accept a submitted proposal. The proposer cannot withdraw a proposal within that 30 day period without mutual consent with Audubon. 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 proposals.

### Schedule of Events

EVENT	DATE/TIME	LOCATION
RFP Release	April 13, 2018	<a href="http://www.auduboncharter.org">www.auduboncharter.org</a>
Optional Pre-Bid Meeting	April 24, 2018 @ 9:30 am	Audubon Charter Gentilly 4720 Painters Street, N.O., LA 70122
Questions Due	April 25, 2018 @ 4pm Central	Via email to <a href="mailto:adupre@asnola.org">adupre@asnola.org</a>
Responses Posted	April 30, 2018	<a href="http://www.auduboncharter.org/RFP">www.auduboncharter.org/RFP</a>
Submission Deadline	May 4, 2018 by 3 pm Central time	428 Broadway St., NOLA 70118 and via email to <a href="mailto:adupre@asnola.org">adupre@asnola.org</a>
Finalist Notification	May 11, 2018 by 4pm	N/A
Award Notification	May 22, 2018 by 4pm	N/A

### Proposer Responsibilities

It is the proposer's responsibility to inspect all submitted documents to assure completeness, legibility, etc. It is the proposer's responsibility to understand the proposal. Any misunderstanding is the responsibility of the proposer. Audubon has no obligation to correct, reject or question any portion of the proposal. All costs directly or indirectly related to preparation of a proposal responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by Audubon in connection with this Request for Proposal, shall be the sole responsibility of the proposer, and shall not be reimbursed in any manner by Audubon.

### Ownership of Proposals

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

**Subcontracting Information**

The selected firm shall be the prime proposer to Audubon Schools. Proposers may enter sub proposer arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub proposer. Beyond the initial agreement, the proposer shall not make any additional assignments or subcontract without obtaining a written permission from Audubon.

**Proposer Prohibitions**

1. Audubon will assess, negotiate, and decide on this proposal without influence from the proposer's employees, representatives, agents, vendors, and or any other parties with a business, financial, or familial relationship to the proposer.
2. The proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon Audubon, its board, and its agents. Violators will be prosecuted to the extent of the laws pertinent to Audubon.
3. 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.
4. The proposer is prohibited from submitting a proposal contingent upon winning multiple contracts. Audubon will disqualify any such proposal.

**Questions**

Questions regarding this RFP must be emailed to Audubon's Director of Operations, Alisa Dupré at [adupre@asnola.org](mailto:adupre@asnola.org) no later than 4:00 p.m. central time on April 25, 2018. Questions received by that time will be compiled and answered by 4:00 p.m. central time on April 27, 2018. Questions received after that time will not be answered unless the answers have already been made public to all potential proposers. Answers to questions and any addenda to this RFP will be available on Audubon's website at [www.auduboncharter.org/RFP](http://www.auduboncharter.org/RFP).

## **Proposer Expectations**

Audubon expects all proposers to sufficiently address the following terms within the submitted proposal:

### **Staffing**

The proposer agrees not to discriminate against any employee 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 the names of employees, drug test and background check results to Audubon Schools.

Proposer will provide a detailed plan to manage all personnel involved in the transportation of Audubon students. The proposer will assume all responsibility for hiring, training and discharging personnel, however, Audubon reserves the right to request dismissal of any staff member for service. Proposer is responsible for hiring, training and supervising bus monitors. Training should include first aid, CPR, and seizure training. Training on administration of medication is required on special education buses.

The proposer will maintain adequate staffing at all times. All of the proposer's employees will be neatly dressed, presentable, helpful, friendly and cooperative at all times. Drivers and other persons coming on contact with children must uphold the highest professional standards and maintain the highest moral character. Audubon places and the proposer accept full responsibility of assuring such qualities in all personnel. Proposer will facilitate review of the transportation process through ride along and/or observation of the general operation of the bus service.

### **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 adequate child safety measures. If requested by Audubon, annual presentations for all students. The safety of our students is our primary priority. The proposer must include in their comprehensive safety training and management plan any health and safety issues, including all accidents involving a bus carrying Audubon students, must be reported immediately to Audubon.

A copy of the safety plan and supporting documentation, which is required to be in conformance with Federal and State Laws and Regulations, must be included with proposal.

### **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 in regard to safety.

## Scope of Work

### Audubon Charter School – Gentilly Campus

The winning proposer will provide full-service student transportation for students attending Audubon Gentilly. Full-service is defined as including morning and afternoon routes for all students, including special education students (if deemed necessary), and field trips.

### Audubon Charter School – Uptown Campuses

The winning proposer will provide transportation for special education students (if deemed necessary) and field trips.

The ultimate resources to be provided will include, but are not limited to the vehicles, video cameras, facilities, vehicle maintenance and repairs, insurance, parent communication, fleet management, drivers, attendants/aides/monitors, mechanics, administrative staff, training, professional development, routing and certifications necessary to provide Audubon student transportation. The proposal 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 in regards to student safety and transportation. See attached 2018-2019 calendar.

Audubon currently has three campuses:

#### Audubon Gentilly – Full service transportation

Grades	Address	Projected Enrollment	Arrival Time	Dismissal Time
PK3 – 2 <sup>nd</sup>	4720 Painters St.	170	7:30 a.m.	M,T,TH, F – 4:00 Wed – 2:00

#### Audubon Gentilly - Projected Enrollment

School Year	Projected Enrollment
2019-2020	200
2020-2021	245
2021-2022	275

#### Audubon Uptown – Special Education and field trip transportation

Grades	Address	Projected Enrollment	Arrival Time	Dismissal Time
4 <sup>th</sup> – 8 <sup>th</sup>	1111 Milan St.	455	8:00 a.m.	M,T,TH, F – 3:15 Wed – 2:15
PK3 – 3 <sup>rd</sup>	428 Broadway St./70118	475	8:30 a.m.	M,T,TH, F – 3:45 Wed – 2:45

\*Enrollment is projected to remain steady at the Audubon uptown campus for the next 3 years.

**Proposal Requirements**

Proposer must have a demonstrated track record of success in the industry, provide professional references and display sound business practices that show fiscal responsibility. Proposal must answer all questions and include all requested documentation in order for the proposer's bid to be considered.

For the following items the proposer must provide the requested company information

**A. Introduction (Cover Letter)**

- A brief company profile to include, but not limited to, headquarters location, years of service to K-12 schools in New Orleans, and other operating locations.
- A brief statement explaining that proposer's understanding of the scope of work and requirements of this RFP.
- Detail your firm's experience and success in providing requested services.
- Include the name, title, phone number and email address of the person to whom Audubon may direct questions regarding this proposal.
- Cover letter should be signed by an individual who is authorized to make proposals on behalf of the company.

**B. Company Information**

- Company financial information for each of the last three fiscal years.
- Current insurance certificates demonstrating existing coverage for worker's compensation/employer's liability insurance, comprehensive general liability insurance, automobile liability and physical damage insurance.
- Company fleet information (number of buses, age range, etc.)
- Employee policies, including sourcing, hiring, driver compensation rates, benefits and training programs.
- Driver retention data for each of the last three academic years.
- References for at least two current contacts of similar size, including the date of inception and contact information for those clients.
- Two additional references, one of which must be a former client.

For each of the following assurances, the proposer must provide sufficient documentation to prove their ability to meet these expectation and deliverables:

**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, Audubon expects experienced and qualified dispatch, maintenance, trainers and supervisor-level employees. Proposer must have a strong system in place to manage employee timeliness and performance that includes the following procedures:

- a. Contingency/coverage plan for expected and unexpected absences or staff turnover.
- b. Plan for regular monitoring and measurement of performance that includes a feedback system to drive improvement or replacement of under-performing employees.

**Drivers and Bus Monitors**

The proposer is responsible for the hiring, assigning, training, and managing all bus drivers and bus monitors. Both regular and substitute staff will be assigned as consistently as possible to the same bus run for the purpose of route familiarization and pupil control. Audubon delegates to the proposer's drivers and monitors the necessary authority to maintain orderly behavior on buses. The proposer must ensure that drivers and monitors receive the training and experience necessary to manage student conduct. Additionally, monitors must have training that includes first aid, CPR and seizure training. Training on administration of medication is required on special education buses.

**Equipment**

The proposer will provide on an as-needed basis up to the guaranteed maximum or down to the minimum number of school buses specified on the pricing page. The proposer will ensure 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, a minimum of three (3) cameras, car seats, lifts, tie-downs, direct emergency phone line to ensure immediate contact with the proposer and an approved electronic child check system. Audubon reserves the right to specify a single GPS product to be installed and operated on all buses serving AUDUBON. GPS reporting and access must include, but is not limited to live look up, route replay, on time reports, coverage reports, etc. Audubon reserves the right to request its name and/or log 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 Audubon and the proposer. The route name and number must be posted on the side of the bus, the rear of the bus and the front of the bus, easily visible to potential passengers at all posted locations.

**Equipment Maintenance**

All equipment shall comply with all statutes, school bus specifications, and safety regulations. If any bus equipment owned by the proposer fails at any time to comply in whole or in part, the proposer shall replace it without expense to Audubon and without claims for adjustment in compensation. 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.

The proposer is responsible for maintenance and repairs on all vehicles utilized under this 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 perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no circumstances may an unsafe vehicle be used to transport students. The proposer will keep on file the completed inspection sheets and submit copies of sheets to Audubon when requested.

**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 Audubon to set policies for viewing a recording.

**Data Management**

The proposer is required to work with Audubon to effectively and regularly communicate student demographic information, bus rosters and routes across all pertinent systems, including Power School, the proposer's routing system and the proposer's dispatch system. The proposal must include software information, communication methods, imports/export specs, etc.

**Routing Services**

The proposer is responsible for providing routing services, which includes routing software, designing bus routes, assigning riders, pairing or packaging bus routes and/or optimizing accordingly. Routes shall be submitted to Audubon for approval prior to implementation. Audubon expects routes to be as convenient as possible for students and parents and for routes to maximize efficiency to reduce costs. The proposer's drivers shall not deviate from the approved scheduled runs without prior approval from Audubon administration.

The proposer shall provide transportation to all Orleans Parish students who live outside of a one-mile radius of their respective campus. All bus stops are to be within one mile of each student's place of residence. Student travel to and from school cannot exceed 3 hours per day. Buses are expected to arrive at school no less than 10 minutes prior to scheduled arrival and dismissal times.

**Roster/Route Maintenance**

Routes are to be updated weekly to ensure that drivers have access to the most up-to-date ridership information and contact information. The proposer 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.

**Transition Plan**

The proposer must have all staff, equipment and procedures in place prior to August 1, 2018. Any proposer already providing transportation service in the greater New Orleans area must assure their ability to increase their operational capacity. Proposers not currently providing services in New Orleans must outline their plans to set up operations in New Orleans. The plan must address land, vehicles and staffing.

Prior to the start of the school year, the proposer will perform at least one real-time "dry run" within the ten days preceding the first day of school. The dry run day will be scheduled and coordinated with Audubon school administrators, who will monitor the process. Audubon and the proposer will meet within 24 hours of the dry run day to assess the outcome and make any necessary changes.

**Insurance**

The proposer must provide insurance that minimizes Audubon's risk exposure. The proposer shall name Audubon Schools and its officers, employees, agents, volunteers, etc., as additional insured for both ongoing and completed operations on Auto Liability and General Liability. Additionally, the proposer 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 the Proposer's business, including but not limited to, the following minimum limits set forth below:

1. Worker's Compensation/Employer's Liability insurance to cover in the amount a minimum of \$1,000,000 each accident/disease each employee/disease policy limit; including a waiver of subrogation and Alternate Employer endorsements in favor of Audubon Schools.
2. 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; including naming Audubon Schools as additional insured and including a waiver of subrogation in favor of Audubon Schools.
3. Excess Umbrella Liability Coverage with a minimum limit of \$5,000,000.
4. All employees must be bonded.
5. All of the above mentioned policies will include a provision that Audubon Schools will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
6. In addition, it is understood and agreed that Audubon Schools will not be held responsible for damage to provider's equipment or vehicle regardless of cause.
7. Insurance requirements are subject based upon enrollment trends and Audubon's discretion.

**Pricing**

The fees and costs proposed by the prospective vendor shall be submitted using the format found in Attachment I – Pricing. All Proposers must respond to Attachment I in order for any alternate proposal to be considered.

1. Provide per day pricing for each element of service (this is the contracted pricing amount)
2. Pricing shall include the transportation services required along with fulfilling the terms and conditions stated in the sample agreement for student transportation services.

**Evaluation of Proposal/Criteria**

All proposals will be reviewed and evaluated to determine compliance with the requirements of the RFP. While cost is important, proposing the lowest price received through this RFP process does not guarantee award of the contract. A variety of criteria in addition to pricing will be considered in

proposal evaluation, including but not limited to demonstrated understanding of Audubon's expectations, quality of processes/safety structures, management model, communication system, references, insurance and company financials.

Criteria	Maximum Score
1. Staffing Qualifications (Staff, prior experience, licenses, training)	20
2. Proposed plan (capacity, equipment, management, routing, safety)	20
3. Proposed fees	40
4. Insurance	5
5. Company Financials	10
6. DEB/MBE Entity	5
<b>Total score possible</b>	<b>100</b>

# Audubon Schools | 2018-2019 CALENDAR

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**4** Independence Day  
2-6 Admin. Offices Closed

**7** Teachers Return PD  
**8** Students Return  
11 Mid-Trimester Progress Reports  
**21** M.L. King Day  
(NO SCHOOL)

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**6** Faculty Return  
**7** Whole Faculty Mtg.  
**11** FAME Board Mtg  
**15** First Day for K-8  
**22** First Day for PK4  
**29** First Day for PK3  
**28** Back to School Night  
(Audubon Gentilly)  
**29** Back to School Night  
(Audubon Upper)  
**30** Back to School Night  
(Audubon Lower)

**18** Presidents' Day  
**15** End of 2<sup>nd</sup> Trimester  
**22** Report Card  
Conferences (NO SCHOOL)  
27-28 Early Dismissal

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**3** Labor Day-NO SCHOOL  
**15** FAME Board Mtg.  
**21** PD Day (NO SCHOOL)  
**26** Mid-Trimester Progress Reports

**1** PD Day (NO SCHOOL)  
**4-8** Mardi Gras Break

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**08** Columbus Day  
**08-12** FALL BREAK  
**20** FAME Board Mtg.  
**29-2** Spirit Week  
**31** Halloween

**19-26** Spring Break

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**9** End of 1<sup>st</sup> Trimester  
**10** FAME Board Mtg  
**16** Report Card  
Conferences  
**11** Veterans Day  
**19-23** THANKSGIVING BREAK  
**22** Thanksgiving Day

**12** Mother's Day  
**22** 8<sup>th</sup> Grade Promotional Ceremony  
**23** Kindergarten Moving Up Ceremony  
**24** Field Day/Water Day  
**27** Memorial's Day  
**29** Last Day for Students  
**30** Last Day for Teachers

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**8** FAME Board Mtg.  
**24-Jan.4** Winter Break  
**25** Christmas Day

**16** Father's Day

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## **Proposal Requirements**

1. Cover Letter
2. Company Information
3. Assurances
  - a. Scope of Work
  - b. Proposal Requirements
  - c. Management and Support Personnel
  - d. Drivers and Bus Monitors
  - e. Equipment
  - f. Equipment Maintenance
  - g. Camera System
  - h. Data Management
  - i. Routing Services
  - j. Roster/Route Maintenance
  - k. Transition Plan
  - l. Insurance
4. Pricing
5. Certifications
  - a. Certification Statement (Appendix A)
  - b. Responsibility Disclosures (Appendix B)
  - c. Non-collusion Statement (Appendix C)

## Pricing

ONE YEAR FIXED, YEAR TWO AND THREE ESCALATORS

The proposer shall state a firm, fixed price for both the basic rate per school bus, per day and the excess rate per school bus, per hour for all school bus sizes listed below for each pairing:

### Regular Transportation (Minimum 5.0 hours of daily service)

Morning/Afternoon Routes (Home to School Transportation)					
Bus Capacity	Cost Per Route Per Day	Excess Hourly Rate	Bus with A/C	Bus with Carseats	Monitor Cost Per Route Per Day
16 passenger or below					
17 - 35 passenger					
36 - 72 passenger					
Special Needs Transportation (with A/C) price increase to add wheelchair/lift capability			\$ _____		

Field Trip Routes		
Bus Capacity	Within Orleans/Jefferson Parish Roundtrip	Outside of Orleans/Jefferson Parish Roundtrip
16 passenger or below		
17 - 35 passenger		
36 - 72 passenger		

The Proposer shall be compensated at the applicable basic rate per school bus, per day as stated for each route consisting of up to five (5.0) hours live time transportation service. A regular route operating only in the morning or only in the afternoon/evening consisting of up to two and one half (2.5) live time transportation shall be compensated at one-half (1/2) of the applicable basic rate per school bus, per day stated on the Pricing Page.

In addition to the applicable basic rate per school bus, per day, the Proposer shall be compensated at the applicable excess rate per school bus, per hour as stated above for live time transportation service in excess of five (5.0) hours. For service in increments of one-quarter (1/4) of an hour, the Proposer shall be compensated at the same portion of the excess rate per school bus, per hour stated above. The one-quarter hour shall be calculated by rounding the time driven to the closest quarter hour. The rounding calculation shall mean that the excess minutes from one (1) to seven (7) shall not cause any added cost (rounded down to the closest one-quarter hour), those minutes from eight to fifteen (15) shall create added cost based on the quarter hour rate (rounded up to the next one-quarter hour).

The bidder shall state a guaranteed minimum number of school buses and a guaranteed maximum number of school buses available for performance of the services specified herein. Price will not be the only determining factor in the award or awards.

\_\_\_\_\_ Guaranteed minimum number of school buses

\_\_\_\_\_ Guaranteed maximum number of school buses

#### **For School Years 2019/2020 & 2020/2021**

The proposer must indicate below the percentage of price increase or percentage of price decrease applicable. If a percentage is not quoted (i.e. left blank), Audubon shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

The percentages indicated below will be used in the cost evaluation process to determine the lowest offer and the potential maximum financial liability to Audubon.

#### **Annual Increase**

Year 2 (2019 /2020) Period: +/- \_\_\_\_\_%over 2018/2019

Year 3 (2020/2021) Period: +/- \_\_\_\_\_%over 2019/2020

## Appendix A - Certification Statement

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** Identify the Contact name and fill in the Information below:

Official Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number with area code: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above-named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least one year from the date of proposer's signature below
5. Proposer understands that if selected as the successful proposer, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix B - Responsibility Disclosure

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 (30) calendar days of such change(s).

1. 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 [ insert type] for services. ☐ Yes ☐ No

If yes, please attach an explanation of 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.

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

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

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

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

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C – Non-Collusion Statement

**State of Louisiana**

**Orleans Parish**

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 Proposal/Contract/Bid/RFP/SOQ No. \_\_\_\_\_, to Orleans Parish.

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

SWORN TO AND SUBSCRIBED

BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC