

OPERATIONS DEPARTMENT OF GREEN DOT PUBLIC SCHOOLS CALIFORNIA
RFP TITLE: GREEN DOT PUBLIC SCHOOLS CALIFORNIA SCHOOL BUS TRANSPORTATION SERVICES
RFP#: FY20-0002
DATE OF ISSUANCE: WEDNESDAY, APRIL 3, 2019

Please submit all proposals electronically to:

Pedro Jimenez, Operations Manager
 Green Dot Public Schools
Pedro.Jimenez@greendot.org

Bid Due Date: Friday, May 10, 2019 at 5:00 PM, PST

Administrative and General Information

School Information: Green Dot Public Schools California (“GDPSC”) is a nonprofit organization based in Los Angeles, CA operating a total of 21 public middle schools and high schools in California. Our organization’s mission is to help transform public education so ALL students graduate prepared for college, leadership and life.

CHART A:

**School(s) requiring Special Education Bus Service
 Home to school, roundtrip Transportation services in 2019-2020:**

	School	School Address	Grades Served	SY2019-2020 Estimated Student Ridership	Type of Transportation Required
1	Animo Western Charter Middle School & Animo Phillis Wheatley Charter Middle School (<i>shared campus</i>)	12226 S Western Avenue Los Angeles, CA 90047	6-8	<ul style="list-style-type: none"> 3-4 buses total, minimum 1 wheelchair-equipped bus Approx. 35-45 total riders 	Special Education Bus Service (home to school, roundtrip)
2	Alain Leroy Locke College Preparatory Academy	325 E 111 th St. Los Angeles, CA 90061	9-12	<ul style="list-style-type: none"> 5-6 buses, minimum 2 wheelchair-equipped bus Approx. 70-90 total riders 	Special Education Bus Service (home to school, roundtrip)

**CHART B:
“Hub” style transportation (roundtrip) in 2019-2020:**

	School	School Address	Grades Served	SY2019-2020 Estimated Student Ridership	Type of Transportation Required
1	Animo Westside Charter Middle School	5146 McConnell Ave., Los Angeles, CA 90045	6 – 8	<ul style="list-style-type: none"> 3 busses total. Approximately 150 riders. 	“Hub” style transportation (roundtrip)
2	Animo Ellen Ochoa Charter Middle School	4360 Dozier St., Los Angeles, CA 90022	6 – 8	<ul style="list-style-type: none"> 2 busses total. Approximately 100 riders. 	“Hub” style transportation (roundtrip)
3	Animo Florence-Firestone Charter Middle School	155 W. 69 th St., Los Angeles, CA 90003	6 – 8	<ul style="list-style-type: none"> 5 busses total*. Approximately 250 riders. 	“Hub” style transportation (roundtrip)

*Animo Florence-Firestone Charter Middle School route is a temporary route. Their bus count may reduce beginning January 2020, once they move to their new permanent facility.

Purpose: GDPSC seeks proposals from qualified respondents (the “Proposers”) interested in providing student transportation services as described in this proposal.

GDPSC will require the Proposer to provide comprehensive services, management, a superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed service.

The Proposer is responsible for all day-to-day student transportation operations (refer to Scope of Services on next page). GDPSC expects Proposer to have the staffing, resources, and expertise necessary to complete the service required as well as a plan to deliver high quality, dependable transportation service. Proposers are to have organizational structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with the GDPSC operations team and parents. All of the necessary factors that contribute to the price must be included in the proposed price (including, but not limited to, routing of each home to school bus route, adjusting routes as necessary to accommodate change in ridership, vehicles, vehicle maintenance, insurance, inspections, drivers, employees, etc.). Proposer is to have a demonstrated track record of success in the industry, is to provide references, and is to have sound business practices that show fiscal responsibility.

Contract Period: This proposal addresses the contract period August 1, 2019 through July 30, 2021, with up to three 1-year extensions.

Proposal Authorities, Restrictions, and Clauses

GDPSC Authorities and Options

- GDPSC reserves the right to reject any and all proposals for any reason.
- GDPSC reserves the right to negotiate any and all proposals for any reason.
- GDPSC has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPSC.
- Terms and conditions will be negotiated between the Proposer and GDPSC.

RFP Timeline

- Release date: Wednesday, April 3, 2019
- Questions from Proposer due: Friday, April 19, 2019
- Questions Answered by: Friday, April 26, 2019
- RFP Closing date: Friday, May 10, 2019
- Evaluation and Award by: First week of June 2019

Proposer Requirements/Scope of Services

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services receive Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPSC. Successful Proposer is to provide to GDPSC: GDPSC’s criminal background check and Tuberculosis Vendor Certification Form, which will list each employee verifying that they have Department Of Justice clearance and list their Tuberculosis expiration date, at the Proposer’s expense. The Proposer will, at the request of the Chief Executive Officer, Vice President of Operations and Finance, and/or Operations Manager, immediately remove from providing services to GDPSC any person who, in the opinion of GDPSC, has been conducting himself or herself improperly. The Proposer will not permit a person so removed to return to any GDPSC location unless prior written consent is provided by GDPSC.

Bus Drivers: The Proposer is responsible for the hiring, assigning, training, and managing of all bus drivers. Both regular and substitute drivers shall be assigned as consistently as possible to the same bus run for the purpose of route familiarization and student behavior management. It is the express desire of GDPSC that the rate of driver turnover be minimal. GDPSC delegates to the Proposer’s drivers the necessary authority to maintain orderly behavior on buses, and drivers must have the training and experience necessary to control student conduct. Any change in bus drivers or use of substitute drivers should be communicated to the School Operations Manager and/or Operations Manager prior to the start of the route.

Student Behavior and Discipline: The Proposer shall collaborate with GDPSC to establish best practices regarding student behavior and discipline on the bus, and align on appropriate disciplinary procedures prior to the start of the school year.

Buses: The Proposer shall ensure adherence to all applicable laws and regulations, including, but not limited to, that all buses have first aid kits, fire extinguishers, operational and lighted stop arms, back-up alarms, functional exit doors, working two- way radios (or other means of communication between the bus and the school), and an up-to-date inspection sticker.

Fleet Maintenance: The Proposer is responsible for maintenance and repairs on all vehicles utilized under the contract at its own cost. The Proposer is to ensure there is no disruption in daily transportation by providing sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for any reason. The Proposer shall also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no condition may an unsafe bus be used to transport students. The Proposer will keep on file the completed inspection sheets and submit copies of the sheets to GDPSC if requested. The Proposer shall maintain a regular cleaning schedule of the interior and exterior of all vehicles. Vehicle windows must be clean and clear, and vehicle numbering must be visible at all times.

Safety: The Proposer is responsible for implementing and administering a comprehensive safety program that ensures the safety of all GDPSC students and staff. The program must include continuing on-the-road training and classroom

training for all drivers as well as yearly emergency exit drills (documented) for all students. The safety of the transported children is our primary priority. If buses are equipped with a working camera system, it should have full viewing capabilities of the entrance and all seats in the vehicle, and School personnel shall be given access to the security videos as requested.

Assignments: The Proposer will not make any assignments or subcontract for the work without prior written permission from GDPSC.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including any laws and regulations related specifically to students transportation that may be enacted by the state of California or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify GDPSC concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

Insurance: Proposer must indemnify and provide insurance coverage that will minimize GDPSC's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Proposer must name GDPSC and Green Dot Public Schools National (GDPSN) as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPSC and GDPSN as "additional insured" must be provided to GDPS prior to commencement of services and kept up-to-date.

Inspection and Supervision: The School Operations Manager and/or Special Education Program Administrator will inspect the operations on a regular basis and call upon the Proposer when it is determined the service is not adequate. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 2 business days. Additionally, the Proposer will meet with the School Operations Manager and/or Special Education Program Administrator on a regular basis to ensure open and regular feedback and communication.

Pricing: All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**. For any service that the Proposer includes in a price on another line, please indicate such with **INC (for "Included in the price")** and reference the applicable line. For example, if cameras are included in the base cost at no extra charge, write "INC" under the section for cameras. Provide details as requested in all boxes and additional information as necessary. Field trip pricing may be calculated in mileage or per trip.

Invoices and Payments: GDPSC's standard payment terms are **net 30** days after receipt of an accurate invoice. GDPSC should be billed on a monthly basis. Invoices should be submitted GDPSC within the first seven days of each month.. Separate invoices should be generated for each school.

In the event the Proposer presents GDPSC with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPSC may be required to perform substantial research which could result in delay of payment. GDPSC will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

Monthly Ridership Reporting: GDPSC requires monthly ridership reports for student tracking and transportation management purposes to the Operations Manager. Ridership reports will include total daily counts that calculate morning ridership from “home to school” or “hub stop to school”, afternoon ridership from “hub stop to school” or “school to home.”, and issues report (late busses, no shows, issues with school, etc.). Student ridership counts will be taken by the bus drivers at the school load zone.

Contract Type: The preferred contract type to be awarded is a daily fee per route contract.

Routing Services

It is expected that the Proposer provide Routing Services to GDPSC. GDPSC prefers that the Proposer uses a routing software to determine optimal stops and routes based off student addresses as opposed to a manual method. All stops and routes are to meet the specifications below and abide by any applicable laws and regulations but shall otherwise be designed to be as convenient as possible for the families and students utilizing these transportation services. GDPSC may tier runs or share routes within their network to maximize consistency and reduce costs.

Proposers must be able to deliver on the following expectations:

1. Roster/Route Maintenance: GDPSC will provide the Proposer with student rider information (student names, addresses, and contact numbers) in order to develop bus rosters and routes, and as ridership changes, GDPSC will continually provide updated student rider information. The Proposer will update Rosters at least WEEKLY during the first four weeks of school and students can be re-assigned to existing stops on that schedule by the school. This is to ensure that drivers have access to the most up-to-date ridership information and contact information following changes in the school’s Student Information System. Routes will be updated within 5 business days when requested by the Vice President of Operations and Finance and/or Operations Manager to accommodate new students or to best meet the needs of families and students and to continuously improve operations. Route changes pertaining to homeless students will be implemented within 48 hours and will be in compliance with the McKinney – Vento Homeless Assistance Act.

3. Special Considerations for SPED Service: It is the expectation of GDPSC that any updates to Special Education Bus Service will be completed within 48 hours of the Proposer receiving the request.

4. Additional Routing Services: GDPSC may run extra academic programming that will require the creation and maintenance of new routes during the school year. The Proposer must expect (and have capacity to support) a large number of roster and route changes during the first four weeks of school of any year. Proposer may be asked to build new routes from existing stops based on a limited student roster for afterschool programming, Saturday school, Summer School, inter-sessions (when school is not normally in session), regular athletic programs, etc.

5. Confidentiality: Student information shared with the Proposer must be kept confidential. For example, the federal McKinney-Vento Homeless Assistance Act specifically requires drivers to maintain the confidentiality of homeless student information. All student medical information also must be handled with strict confidentiality.

Proposal Requirements

Carefully read all instructions, requirements, and specifications. Fill out all sections completely.

Please submit the following documents as part of your proposal:

1. Executive Summary detailing qualifications (2 page Maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry and in Los Angeles, CA
 - b. Organization chart
 - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
 - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
 - a. Employee sourcing, screening, and hiring procedures
 - b. Frequency and type of background checks performed
 - c. Management/supervision structure
 - d. Staff training/professional development program
 - e. Safety and security program
4. Performance History & Preparedness for GDPSC
 - a. Proposer's references (3 minimum from other school districts where possible)
 - b. Summary of ability to take on the additional workload expected by the Proposer
 - c. How Proposer plans to monitor, measure, and communicate service quality
 - d. Contingency/coverage plan for expected and unexpected absences or staff turnover
 - e. Other methods for ensuring high-quality service
5. Implementation Plan for GDPSC
 - a. Employee recruiting and/or existing staff transition plan
 - b. Training/on-boarding plan
 - c. Proposed implementation timeline
6. Financial Statements Information
 - a. Provide a complete balance sheet or annual report (verified by a certified public accountant if applicable) for the last three years of operation.
7. Special Services Section
 - a. Provide details of Routing Software, GPS Software, Ridership Tracking System, etc.
8. Cost/Pricing Proposal – Attachment A
9. Contact Information – Attachment B
10. Checklist of Required Elements – Attachment C

Evaluation Criteria

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

- **Price (25%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- **Service Capability Plan (25%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- **Organizational Policies and Procedures (10%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel policies and procedures that support staff development and outline expectations for experience, training, safety adherence, and professional conduct.
- **Performance History and Reputation (30%):** Proposer has a demonstrated track record of success in the industry and/or in Los Angeles, CA and provides positive references.
- **Financial Stability (10%):** Proposer provides requested information to show fiscal responsibility and sound business practice.

Attachment A (page 1 of 3)
Cost/Pricing Proposal

Proposal Pricing

Proposers must use the below chart to indicate their proposed unit prices. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, and any other costs necessary to provide school bus transportation services:

Proposers shall submit pricing by daily roundtrip route, defined as a single roundtrip for a bus from an initial stop to a school at the beginning of the day or from a school to a final stop at the end of the school day.

- A regular (un-tiered) bus that carries children from home to one school in the AM and then back home from that school in the PM completes one daily roundtrip SPED route.
- A regular (un-tiered) bus that carries children from a designated hub stop to one school in the AM and then back to the designated hub stop from that school in the PM completes one daily roundtrip route.

Proposer shall list in a Special Services Section:

- The software used for routing services
- The software used for Real-Time GPS Positioning
- The Ridership Tracking System
- Any other features provided

The Proposer must offer pricing for regular (approximately 45-60 passenger capacity for middle school and high school students) school buses. If the Proposer has buses available with different ridership capacities, GDPSC encourages the proposer to submit pricing for all available bus options (e.g. if the Proposer has both 50-passenger and 60-passenger buses available, pricing should be submitted for both buses). Ridership capacity is defined as the total number of middle-school or high-school students that can ride the bus at maximum capacity.

Proposers may submit different prices for mini-bus, van, taxi, wheelchair-accessible bus, or other vehicles. Proposers must indicate estimated passenger counts for non-standard buses.

Costs Per Daily SPED Home to School Roundtrip Route

Refer to Chart A

Please include bus passenger capacity and cost rate with each bus type quote. If Mini Bus, Van, or Other Services are unavailable, indicate with N/A

	Regular Bus	Wheelchair-Accessible Bus	Mini Bus Or Van	Other (Please Specify)
Daily Transportation Per Bus – Air Conditioned Vehicles AM and PM run				
Daily Transportation Per Bus – Non-Air Conditioned Vehicles AM and PM run				
Field Trip (Charter) Transportation Per Bus (5-Hour Minimum)				
Extra Hour Rate (above 5-hour minimum) per Bus				
Rate for Cameras on Interior of Bus Forward, Middle, and Rear				

Costs Per Daily Hub to School Roundtrip Route

Refer to Chart B

Please include bus passenger capacity and cost rate with each bus type quote. If Mini Bus, Van, or Other Services are unavailable, indicate with N/A

	Regular Bus	Wheelchair-Accessible Bus	Mini Bus Or Van	Other (Please Specify)
Daily Transportation Per Bus – Air Conditioned Vehicles AM and PM run				
Daily Transportation Per Bus – Non-Air Conditioned Vehicles AM and PM run				
Field Trip (Charter) Transportation Per Bus (5-Hour Minimum)				
Extra Hour Rate (above 5-hour minimum) per Bus				
Rate for Cameras on Interior of Bus Forward, Middle, and Rear				

Attachment B

CONTACT INFORMATION

Primary Contact Name
Primary Contact Phone Number
Primary Contact Email Address

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Company Legal Name
Company Address
Company Phone Number

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Company Website

--

Year Company Founded

--

Years Operating in California

--

Number of Clients

--

Number of Employees

--

Authorized Representative Name

--

Authorized Representative Signature

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Attachment C

Checklist of Required Elements

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for GDPSC			
Customer Service Proposal			
Implementation Plan			
Financial Statements			
Special Services Section (Routing Software, GPS Software, Ridership Tracking System, etc.)			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	N/A		