

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

TRANSPORTATION SERVICES REQUEST FOR PROPOSALS (“RFP”)

Interested parties (“Vendors”) shall respond to this RFP by submitting proposals as soon as possible to: Ivy Preparatory Academy for Girls at Kirkwood (IPA). IPA reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.

Timeline

- September 26, 2022:** **Release RFP**
- September 29, 2022:** **Written questions from vendors** are due to Ivy by 6pm Eastern; email to RFP@ivyprepacademy.org
- September 30, 2022:** **Responses to questions** will be posted to bid notice page at the Georgia Procurement Registry by 6pm Eastern
- October 5, 2022:** **REQUIRED proposal submission template and vendor selected attachments due by 12pm Eastern to RFP@ivyprepacademy.org**
- October 6-10, 2022:** **Proposal Review and Evaluation**
- October 11, 2022:** **Virtual Vendor Presentations and Interviews BY INVITATION ONLY (Zoom Links will be provided)**
- October 25, 2022:** **Recommendations presented to the Ivy Preparatory Academy for Girls at Kirkwood Governing Board for Consideration**
- October 27, 2022:** **All Vendors informed of action(s) of the Governing Board**

Introduction

IPA is soliciting proposals from Companies having specific interest and qualifications in the areas identified in this solicitation. Qualification statements and proposals for consideration must contain evidence of the Vendor’s experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by IPA includes the submission of profiles and resumes of the staff to be assigned to the projects, references, illustrative examples of similar work performed, and any other requested information which will clearly demonstrate the Vendor’s expertise in the area of this solicitation. Vendors must submit proposals using the REQUIRED proposal submission template and vendor selected attachments. A selection committee will review and evaluate all qualification statements and may

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

request Vendors to make oral presentations. The selection committee will rely on the qualification statements in selection of finalists and, therefore, Vendors should emphasize specific information considered pertinent to this solicitation and submit all information requested.

Background

IPA, located in DeKalb County, Georgia, is a single-gender public charter school for girls serving families eligible for DeKalb County Schools and Atlanta Public Schools. IPA is a Title I school that serves 490 scholars in grades kindergarten through 8. IPA occupies a property located at 1807 Memorial Drive Southeast, Atlanta, GA 30317. The one-story, 55,838 square-foot, brick and mortar building was constructed in 1955 and renovated in 1988 and 2014.

Project Description

The Vendor would be responsible for the daily transport of at least 150 IPA Students (“Scholars”) in the remainder of 2022-2023 school year. The first day of Service is October 31, 2022 and the last day of school is May 23, 2023. Scholars have four days when they will participate in virtual/asynchronous learning— transportation service will not be provided on those days. The school calendar is available online at: https://www.ivyprepschool.org/files/ugd/2ffc71_f9403d2ffa274b2b90082cf68cf4464b.pdf

To the extent possible, drivers will have experience working with school-aged children. Scholars transported to IPA on the Morning Route must arrive at IPA by 7:45am; Scholars transported from IPA on the Afternoon Route must leave IPA by 3:15pm. **IPA has three current hubs with morning routes from—and afternoon routes back to—the locations as noted:**

- **Bus #1** from and back to Lowe's Plaza (5375 Fairington Rd. Lithonia, GA 30038); Serving about 45 students.
- **Bus #2** from Big Lots Plaza (2738 Candler Rd. Decatur, GA 30034) back to the rear of Burger King (2682 Candler Rd. Decatur, GA 30034); Serving about 45 students.
- **Bus #3** from and back to West End Mall (850 Oak St. SW Atlanta, GA 30310); Serving about 15 students.

IPA is requesting a prorated annual (seven months of the school year) cost for services. IPA will divide this cost by 7 to determine the monthly cost. Additionally, IPA seeks pricing for transportation for:

Plan A. THREE buses with daily pickup and drop off service: Each bus with one designated pickup and drop off location (i.e., Transportation Hub) for a total of three designated Transportation Hubs. **Please indicate if the Plan is based on**

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

a small yellow school bus, a large yellow school bus, or an executive mini-bus.

OPTIONAL Plan B. Transportation rates for planned field trips throughout the Metropolitan Atlanta area. Field trips typically last 3 hours and involve 25 students and 3-5 adults. **Please indicate if the Plan is based on a small yellow school bus, a large yellow school bus, or an executive mini-bus.**

OPTIONAL Plan C. Transportation rates for scheduled athletic events throughout the Metropolitan Atlanta area. Athletic events typically last 3 hours and involve 25 students and 3-5 adults. **Please indicate if the Plan is based on a small yellow school bus, a large yellow school bus, or an executive mini-bus.**

Only single level subcontracting is allowed, and all subcontractors must be equally qualified and completely understand the scope and terms of the contract. All subcontractors must be approved by IPA prior to starting work under this contract.

All special circumstances requiring additional/revised hours must be pre-approved by the IPA Director of Operations and the Chief Financial Officer.

All work performed by the Vendor and its personnel will, at all times, be subject to review and acceptance by IPA who reserves the right to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any.

Passenger Behavior

The Vendor will support IPA's implementation of Positive Behavior Interventions and Supports (PBIS). The Vendor's drivers will participate in PBIS training provided by the vendor or IPA. The Vendor's drivers will be responsible for maintaining order to properly and safely operate the buses. The Vendor shall have the right to refuse service for disruptive passengers and/or passengers who are not eligible for transportation by the Vendor.

Vehicles

The Vendor shall supply and maintain such a number of school buses and personnel as are required to fulfill the needs of IPA for transportation as defined herein. Transportation shall mean the safe and convenient transportation of any and all passengers who are designated by IPA to be transported for any purpose designated by IPA. All vehicles supplied by the Vendor shall meet or exceed the standards established by the laws and regulations of the State of Georgia. The Vendor shall maintain vehicles used to provide transportation services in accordance with law and accepted industry maintenance standards. The Vendor shall furnish all fuel to be used in its performance of transportation.

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

Insurance Requirements

The Vendor shall, at its expense, procure and keep in force during the entire term of the Agreement, General Liability and Automobile Liability Insurance to protect the Vendor, its drivers and other personnel. The Vendor shall provide General Liability limits of not less than \$1,000,000 each occurrence and aggregate bodily injury and property damage and \$1,000,000 Personal Injury each occurrence and aggregate; automobile liability limits of not less than \$1,000,000.00 combined single limit for bodily injury and damage to property for all owned, hired and non-owned autos, and umbrella coverage of not less than \$2,000,000.00 in addition to the limits listed above. The Vendor agrees to provide IPA a certificate of insurance evidencing such coverage.

Personnel Expectations

The Vendor shall employ a sufficient number of drivers and support personnel to assure IPA of continuous and reliable service; the qualified drivers shall be trained and licensed in accordance with the laws of the State of Georgia and the rules and regulations of IPA.

Services shall be performed under the immediate supervision of the IPA Director of Operations. Vendors will be required to be available to speak with IPA 24/7 should IPA have any questions or concerns about transportation and passenger safety.

The Vendor is solely responsible for all matters concerning the recruitment, performance, and retention of their employees. The Vendor must fully comply with all federal, state and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation, benefits, etc.

Vendors must complete and submit with their proposal the applicable documentation related to E-Verify that determine the eligibility of employees to work in the United States and/or Georgia House Bill 87 (commonly known as the “Illegal Immigration Reform and Enforcement Act of 2011”) **OR proof of waiver of participating in E-Verify.** Failure to provide the required documentation may result in the Vendor’s response to the solicitation being deemed non-responsive and ineligible for evaluation.

The Vendor shall only assign duties under this contract to persons who have received the proper screening and training prior to deployment to IPA.

The Vendor shall designate a primary company contact within 24 hours of notice of award. This representative should be someone other than the job supervisor. They shall be available to attend in person or virtual meetings as designated by the IPA Director of Operations. These meetings will be attended without any extra costs to IPA.

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

Training and Professional Development

The Vendor will establish a thorough and comprehensive training program for all drivers. All personnel employed by the Vendor must be trained by the Vendor. The course of instruction shall include instruction in each of the following general subject areas:

- Conflict de-escalation
- Positive Behavior Interventions and Supports (PBIS)
- Communications/emergency response
- Ethics and professional conduct
- First aid/CPR/AED
- Any other subject areas determined as necessary

Driver Interaction

The Vendor's employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by the IPA Head of Schools and the Chief Financial Officer will be grounds for removal. Vendor employees are to be respectful to faculty, scholars, and visitors and are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the Vendor's employee to be removed from the premises.

Drivers assigned to IPA shall be expected to recognize that they are the first person with whom a scholar comes in contact and should be pleasant and helpful. Each driver assigned to IPA is an ambassador to the community and as such a high level of performance shall be expected. Friends, associates or relatives are not to visit the driver's workplace or travel as a passenger with the driver while the driver is transporting IPA Scholars.

Drivers shall be required to provide general information to IPA and to maintain order. Drivers shall be required to deal and interact with the public in a courteous and professional manner, and as such must be personable and capable of dealing with minor public relations during an emergency. Drivers shall exercise tact and diplomacy in their daily contact with the public and staff.

Uniforms, Equipment, and Resources

All personnel shall be dressed in a manner authorized by the Vendor unless otherwise indicated by IPA in writing. A uniform that identifies the person as an employee of the Vendor and identification badge shall be worn at all times while working at IPA. The uniform should identify the company's name. Vendors, at their cost, shall provide uniforms to their employees

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

The Vendor shall furnish all necessary vehicles, services, management, personnel, training, materials, equipment, uniforms, licenses, forms, printing, phone charges, cell phones, reimbursable expenses, overhead, and administrative costs, and all things necessary for the performance of driver, in accordance with this RFP.

Work Hours

The Vendor shall provide transportation services in accordance with the schedules issued by IPA. The exception will be for days declared as official IPA holidays. In the event IPA is not opened, or in the event IPA is closed early, due to inclement weather or emergency conditions, the IPA Director of Operations will notify the Vendor of any needed adjustments. It is expected that the Vendor shall resume their regular schedule on the next available workday.

The Vendor must immediately notify IPA if they are not able to complete any duties due to circumstances beyond their control. The Vendor may not work weekend or extended evening hours without written consent from the IPA Director of Operations or Chief Financial Officer. The Vendor's employees shall not perform any services not specified in this proposal for the faculty and scholars, which are outside the scope of this contract.

Driver Termination

The Vendor should, within 24 hours after termination of an employee, inform the IPA Director of Operations in writing that the employee has been terminated. When the Vendor hires a new employee, the Vendor or responsible representative of the company shall meet the new employee at IPA. The new employee is to be instructed as to what the Contract provisions are and is to be given a list of these provisions.

In Case of Emergency

Drivers will immediately notify 911 in case of emergency. Drivers will notify the Vendor and IPA thereafter.

Safety / Security / Criminal History Background Checks

IPA policy requires that all contractors, consultants, or vendors providing services on IPA premises or those having direct supervised or unsupervised contact with scholars be fingerprinted and submit to a criminal record check. The payment of this fee is the sole responsibility of the contractor, consultant, vendor or the employing company. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by IPA.

The Vendor shall comply with the following:

Do not distribute this RFP in any form, for any purpose other than to respond to this request without the permission of IPA.

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

- The Vendor shall not employ for the services of IPA, any person who does not pass the criminal history background check. No person, who has been convicted of a crime of moral turpitude, may be assigned duties under this contract.
- The Vendor is responsible for ensuring that all workers have the correct immigration status.

The Vendor shall provide to the IPA Human Resources Department, the names of all personnel assigned to perform services for IPA, prior to the start of work.

Badges

All Vendor employees deemed eligible to perform services for IPA shall wear photo ID badges and clothing identifying the name of the company. Contract employees shall not report to any IPA school or facility at any time or perform services without an ID badge and identifiable clothing. If so, the employee will not be allowed to enter the building to perform services. Badges and identifiable clothing shall be worn at all times when on property and while working with Scholars. The Vendor must enforce the badge policy throughout the term of the awarded contract.

Alcohol and Drugs

Possession and/or use of alcohol, tobacco or illegal drugs are prohibited on IPA property and when working with IPA Scholars. Being under the influence of illegal drugs and alcohol, while on IPA property or grounds, is prohibited. Violation of this provision shall be cause for the immediate removal of the employee from IPA property and from any further work under this contract.

Use or possession of legally prescribed or over-the-counter medication is not prohibited. However, the Vendor is cautioned to closely monitor and supervise employees taking medication, such that they will not endanger themselves or others by being unable to work effectively and safely, while under the medication. IPA maintains a smoke-free environment. Smoking is not permitted on IPA property or in the presence of IPA Scholars at any time.

Visitations

The Vendor's employees shall not be assisted, accompanied, or visited by family, friends, or associates, during their work shift, unless specific, written authorization has been granted by the IPA Director of Operations.

Payment

The Vendor will submit to IPA a statement of its services rendered during the prior month. IPA will be invoiced with net 30 terms.

Inspection and Evaluation Documentation

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IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

The Vendors must have a written inspection and corrective action program included with all proposals submitted. The Vendors must state the inspections frequency and time table to ensure corrective actions are complete.

IPA will take the following steps for corrective action when conducting (scheduled and unscheduled) Vendor Performance Reviews. The frequency of the Vendor performance reviews will be determined by IPA:

- Performance Review 1- below IPA standard of safety, security and transportation, written warning and request for plan of action from the Vendor to comply with IPA standards.
- Performance Review 2 –below IPA standard of safety, security and transportation, written warning and request for plan of action from the Vendor to comply with IPA standards.
- Performance Review 3- below IPA standard of safety, security and transportation, contract termination with the Vendor.

Vendor Performance Indicators

The Vendor will be evaluated based on the periodic vendor performance reviews conducted by IPA in adherence to the IPA schedule and transportation standards.

An average grade of B must be obtained during these random vendor performance reviews for the Vendor to be in compliance with the contract. These Vendor performance reviews will evaluate how well a company performs in key areas such as (1) communication with IPA, (2) quality control, and (3) following procedures according to the contract. How well a Vendor performs in these key areas are to be tracked and rated on a quarterly basis using A to F grades for scoring (Grade A being superior quality; Grade F being inferior quality).

The Vendor's supervisor shall meet, at a minimum, once a month with the IPA Director of Operations to discuss service level being provided. In addition to monthly meetings, authorized IPA personnel shall make a written "negative performance report" each time the Vendor's work performance falls below acceptable standards, as determined by IPA. The negative performance report shall detail each area in which the Vendor's performance is deficient. After each negative performance report is issued, the Vendor will have an allotted time to demonstrate marked improvement.

It shall be noted as a warning when performance is showing deterioration from the standard. Where the latter is noted, the Vendor is required to take corrective action. It is the Vendor's responsibility to correct the noted deficiencies within the allotted time frame. After the issuance of a negative performance report for substandard performance, IPA has the option to:

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

- Wait for a reasonable amount of time for Vendor's cure; or
- Terminate the Vendor's contract with IPA.

The Vendor must provide IPA with written documentation regarding all inspections on a time table to be determined by IPA. IPA reserves the right to adjust the time table regarding written inspections and corrective actions to be taken as required.

Indemnification

The Vendor agrees to indemnify, hold harmless and defend IPA, its governing board, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of the Vendor, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of the Vendor, its agents, or employees.

IPA agrees to indemnify, hold harmless and defend the Vendor, directors, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of IPA, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of the Vendor, its agents or employees.

Vendor Request for Proposals Response

Vendors shall submit the following:

1. **Firm Overview:** A **1000 word or less** statement of the firm, its organization, and services offered;
2. **Firm Experience and Qualifications:** A **1000 word or less** statement in which the Vendor demonstrates experience and history of providing said service as identified in this solicitation;
3. **Team Experience and Qualifications:** Proposed team and qualifications and experience of team members;
4. **Staff Training and Development:** A **1000 word or less** statement describing the Vendor's staff training programs;
5. **Proposed Scope of Services and Annual Cost for Plan A, Plan B, Plan C** (i.e., **Plan A.** THREE buses for daily pickup and drop off service with three designated Transportation Hubs; **Plan B.** TWO buses for daily pickup and drop off service with two designated Transportation Hubs; and **Plan C.** ONE bus with daily pickup and drop off service at one Transportation Hub. **OPTIONAL Plans D and E.** Transportation rates for planned field trips throughout the Metropolitan Atlanta area; Transportation rates for scheduled athletic events throughout the Metropolitan Atlanta area.

IVY PREPARATORY ACADEMY FOR GIRLS
2022-2023 Transportation Services Request for Proposals (7 month contract)

- 6. **Business license or state certificate of incorporation.**
- 7. **One to four client references.**

Submission Requirements

October 5, 2022: REQUIRED proposal submission template and vendor selected attachments due are by 12pm Eastern to RFP@ivyprepacademy.org

Proposal Review, Evaluation, and Recommendation

It is the intent of IPA to accept the proposal that will best promote the public interest and is most advantageous to IPA, its scholars, and the school environment.

A review team will examine and evaluate each proposal using comparative criteria:

- **20 Points | Firm Overview; Firm Experience and Qualifications** (i.e., Knowledge and experience in the industry; Record and Qualifications)
- **20 Points | Team Experience and Qualification; Staff Training and Development** (i.e., Employees - Management and Staff; staff training programs)
- **30 Points | Proposed Scope of Services for Plan A, Plan B, and Plan C** (i.e., Technical Plan and Response to RFP)
- **15 Points | Annual Costs for Plan A, Plan B, and Plan C** (i.e., Cost)
- **15 Points** (with 10 points for references) | **Industry Reputation** (i.e., Business License or State Certificate of incorporation; Client References)

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100 Points

IPA will accept no claims of ignorance regarding any item in this RFP or the Agreement as a basis for any claim by the Vendor for extra charges or fees.

For further information regarding this request for proposal, please contact RFP@ivyprepacademy.org.

Additional Information

IPA reserves the right to reject any and all proposals and to waive any “informalities” in the proposals received whenever such action, rejection, or waiver is in its best interests.

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For further information regarding this request for proposal, please contact RFP@ivyprepacademy.org