



**REQUEST FOR PROPOSALS**

Transportation Services for:

**KENILWORTH SCIENCE AND TECHNOLOGY SCHOOL**  
7600 Boone Ave  
Baton Rouge, LA 70808

**RFP ANNOUNCEMENT: April 19, 2021**  
**PROPOSAL DUE DATE/TIME: May 21, 2021**

**SUBMIT**

One copy via email to  
Jennifer Grimes at [jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com)  
and

One original hard copy to  
Jennifer Grimes at  
4<sup>th</sup> Sector Solutions  
10455 Jefferson Hwy, Suite 110  
Baton Rouge, LA 70809  
225-447-8313

# Contents

Introduction	3
1. RFP Calendar	3
2. School Information:	4
3. Objectives for RFP	4
4. Contractor Minimum Requirements	5
5. Evaluation Criteria	5
6. Proposal Authorities, Restrictions & Clauses	6
8. Living Wage Requirements	7
9. Proposal Requirements	7
Attachment #1-Pricing Matrix	9
Attachment #2- Special Needs Home to School & Shuttle Prime-Time Services (SN)	10
Attachment #3- Other Services Pricing	11

## Introduction

KENILWORTH SCIENCE AND TECHNOLOGY SCHOOL (Hereafter School) is soliciting competitive proposals to identify a student transportation services vendor (Hereafter Contractor) that provides exceptional service and competitive pricing for the School.

The key contact and reference information is as follows:

Jennifer Grimes  
10455 Jefferson Hwy, Suite 110  
Baton Rouge, LA 70809  
Phone: (225) 447-8313  
Email: jgrimes@4thsectorsolutions.com

These specifications outline all the requirements and conditions for performing this service. Any aspects of the service not addressed herein are left for the Contractor to address.

The service shall include providing full-service student transportation unless specifically noted otherwise. The service will include the vehicle's, air conditioning, cameras, routing software, facility, vehicle repairs, insurance, routing, parent contact, transportation management, drivers, attendants, mechanics, department staff, training, continuing education, and certifications necessary to provide the school transportation, unless specifically excluded.

This RFP package consists of the following:

- RFP Narrative
- Pricing Requests
- Pricing Matrices

### 1. RFP Calendar

- a) **Requests for Information deadline:** May 7, 2021 at 3:00pm  
The School will make a concerted effort to respond to all inquiries in sufficient detail to satisfy the request.

**Submit to:**  
Jennifer Grimes  
10455 Jefferson Hwy, Suite 110  
Baton Rouge, LA 70809  
Phone: (225) 447-8313  
Email: jgrimes@4thsectorsolutions.com

b) **Proposals Due: May 21, 2021 at 3:00pm**

Jennifer Grimes  
10455 Jefferson Hwy, Suite 110  
Baton Rouge, LA 70809  
Phone: (225) 447-8313  
Email: jgrimes@4thsectorsolutions.com

c) **Award and Contract Process Commences: June 1, 2021**

d) **Transportation Service Commences: August 5, 2021 with arrival time of 6:45 am (WILL FOLLOW EBR)**

**2. School Information:**

Name: KENILWORTH SCIENCE AND TECHNOLOGY SCHOOL

**Tentative Starting Time:**

**SCHOOL START TIME:**

7:05 AM

**SCHOOL END TIME:**

3:15 PM

Kenilworth Science and Technology School vision prepares students for high school, college and competitive career opportunities through an innovative approach and a challenging STEM-focused curriculum with the goal of empowering students to become productive and responsible citizens.

Kenilworth Science and Technology School is anticipating a school enrollment of 420 students in the 2021-2022 school year. Approximately 95% of students utilize the bus service. Our students live throughout the city and will need to be picked up within a mile of the residence.

All service providers will work closely with the School Principal, Hazel Regis and with 4SS to ensure timely, compliant work and efficient accounts payable.

**3. Objectives for RFP**

The School intends to provide their patrons with superior pupil transportation service at a fiscally responsible cost. While the Contractor's cost is of great importance, proposing the lowest price will not assure award of the service. The School will demand safe, reliable, on-time and efficient service; failure to address school concerns and/or requirements for any such matter will disqualify the Contractor from consideration.

School will require the Contractor to provide professional transportation management and adequate workforce and service supervision, such that the School is not burdened with facilitating the day to day operations and customer service requirements.

The School is requesting proposals for all of its transportation services (regular and special needs) services. The School may, or may not, outsource its special needs services. All proposals must include regular education program pricing; submission of special needs program pricing and combined package pricing is encouraged but is not required. It is the School's intent to award service to a single provider.

#### **4. Contractor Minimum Requirements**

Qualified Contractors will have at least five (5) years of contracted student transportation experience.

Qualified Contractors will be financially stable and not currently engaged in bankruptcy proceedings, being acquired, merging with another company, or a party to a material lawsuit. Contractor must confirm in writing within the executive summary its compliance with this requirement. The School reserves the option of validating financial and control status and matters with the Contractor before awarding the services.

Qualified Contractors must provide satisfactory assurance as to the financial capacity to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this Proposal or its supporting exhibits. Failure to satisfy this concern may cause the School to reject the proposal.

#### **5. Evaluation Criteria**

The firm's qualifications will be evaluated by based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Capability of providing transportation services in an excellent manner
3. Past experience with providing services to educational entities, preferably middle schools
4. Provision of indemnity and insurance consistent with requirements
5. Proposed cost of service

The School reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in Kenilworth Science and Technology School sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a Contractor; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any Contractor that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more Contractors in any manner the School deems fit, (such negotiations may be

concurrent or sequential as the School determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in Kenilworth Science and Technology's best interest to do so. No Contractor shall have any rights against The Charter School arising at any stage of the solicitation from any negotiations that take place, or from the fact that The Charter School does not select a Contractor for negotiations. Contractors are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, the School will reimburse the Contractor for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of the School not selecting a Contractor to perform the work under this RFP.

## **6. Proposal Authorities, Restrictions & Clauses**

- a) School's Authorities and Options
  - i) School reserves the right to reject all proposals for any reason.
  - ii) School reserves the right to negotiate all proposals for any reason.
- b) Negative Assurances
  - i) School cannot assure that student enrollment or transportation requirements will escalate, decline or remain at status quo. If this is a factor, the Contractor should indicate any minimum or maximum constraints in its proposal.
  - ii) School cannot assure that the services will be awarded to any Contractor at any time.
- c) Prohibitions
  - i) School shall assess, negotiate and decide on this Proposal without influence from the Contractor's employees, the Contractor's representatives or agents, the Contractor's vendors, or any other parties with a business, financial or family relationship to the Contractor.
  - ii) The Contractor is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon the District, its Board, and its agents; violators will be prosecuted to the extent of the laws pertinent to the District.
  - iii) The Contractor is prohibited from contacting any School representatives other than those listed as "School Contact(s)", unless so authorized in writing or email by the Contact.

## **7. Responsibility of the Contractor**

- d) Inspection of all documents to assure completeness, legibility, etc.
- e) It is the Contractor's duty to understand the proposal; any misunderstanding is the responsibility of the Contractor; the School has no obligation to correct, reject or question any portion of the proposal.
- f) Abide by all Proposal Requirements, else the Proposal may be rejected by the School regardless of type or significance of noncompliance.

## **8. Living Wage Requirements**

The School has a Living Wage Policy. Any contractor to the School with a contract valued at \$50,000 or more must comply with the School's policy and pay all its employees a Living Wage or better. All School contractors are encouraged to pay a living wage. The Living Wage is set July 1 of each year based on the State of Louisiana, Living Wage which is set by the State's Division of Labor and Industry.

## **9. Proposal Requirements**

- g) Executive Summary (3-page maximum)
  - h) Company Overview
    - i) Experience within Parish, Community or Region
    - ii) Performance History, Safety, Reputation & Financial Strength
    - iii) Customer Service & Management Methodology
    - iv) Cost Containment & Service Efficiency Strategies
    - v) Company Information
      - (1) Current ownership
      - (2) Client list
      - (3) 3 reference letters from existing clients
      - (4) 1 reference from previous client
  - i) Proposal Overview – herein describe how the Contractor will provide service, including transportation management, dispatch, recruiting, facility, fleet, and all related aspects of the service.
    - i) Implementation/Transition Plan
      - (1) Manager
      - (2) Driver recruiting and/or staff transition
      - (3) Safety program
      - (4) Facility, site, property, etc.
      - (5) Routing and run packaging
    - ii) Organization & Staff
      - (1) Organizational Chart
      - (2) Resumes of key contributors
      - (3) Training & professional development program
    - iii) Vehicles & Related Equipment
      - (1) List of proposed fleets (model year, size, lift y/n)
      - (2) Special equipment
  - j) Pricing Exhibits
    - i) Provide per day pricing for each element of service (this is to be the contracted pricing amount)
    - ii) Extend pricing to an annual estimate based upon the parameters (bus, runs, hours, etc.) provided by Kenilworth Science and Technology School.
    - iii) This annual estimate is for informational and comparison purposes only and is not binding.
-

- k) Insurance
  - i) Evidence of insurance or insurability (copy of certificate is acceptable)
- l) Checklist of Required Elements
- m) Submission – The proposal should include:
  - i) 1 master, bound copy sealed in an envelope – marked ORIGINAL
  - ii) 1 PDF or Word version (electronic copy) of proposal narrative
  - iii) 1 PDF or Word version (electronic copy) of pricing matrix



### Attachment #1-Pricing Matrix

#### Daily Home to School & Shuttle Services

Note: Mileage should be Home to School.

Services	Hours per Bus/Day	Daily Rate per Bus	Number of busses
Regular Routes: Door-to-Door		\$	
Regular Routes: Centralized Pick-up Points (Hubs)		\$	
Are your buses equipped with A/C?	Yes <input type="radio"/>	No <input type="radio"/>	

Bus Monitor	Daily Rate per Monitor
Cost per Monitor	\$

#### Daily Additional Service Pricing

Services	Rate per Trip or Bus
Mid-day Shuttles	\$
Field Trips	\$
Afterschool Trips	\$
Summer School	\$
Air-Conditioned Vehicles (per day)	\$
Cameras (per day)	\$

**Attachment #2- Special Needs Home to School & Shuttle Prime-Time Services (SN)**

**Daily Home to School & Shuttle Services**

Services	Daily Rate per Bus
SN Routes	\$

Bus Monitor	Daily Rate per Attend
Cost per Monitor	\$

**Attachment #3- Other Services Pricing**

Services	Hourly Rate	Mileage Rate	Minimum Hours
Extra Route Hours (as approved)	\$	\$	
Activities – Field Trips, Special Events, Sports Events, etc.	\$	\$	
Bus Monitors – Activities	\$	\$	
Activities – Overnight Fee	\$	\$	