



REQUEST FOR PROPOSALS

Transportation Services for:

Capitol High School

1000 N 23rd St, Baton Rouge, LA 70802

RFP ANNOUNCEMENT: May 8, 2020
PROPOSAL DUE DATE/TIME: June 8, 2020

SUBMIT

One copy via email to
Jennifer Grimes at jgrimes@4thsectorsolutions.com
and

One original hard copy to
Jennifer Grimes at
4th Sector Solutions
10455 Jefferson Hwy, Ste. 110
Baton Rouge, LA 70809
225-447-8313



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1. Introduction

Capitol High 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 Ste. 110
Baton Rouge, LA, 70809
Phone: (225)447-8313
Email: ops@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 purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing **Student Transportation Services for pupils attending the School including home to school, school to home, and field trip services.** Services will be provided within the Baton Rouge Metropolitan Statistical Area, except for some field trips. Field trip locations may be in surrounding parishes.

This Request for Proposal (RFP) is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the School to select a vendor and/or reward a contract. The school reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the School's funding, and appropriation of funds by the legislature of the State of Louisiana.

It is the intent of the School is to contract with qualified individuals or entities to provide transportation services. This RFP process is intended to identify those providers that are sufficiently qualified and experienced to provide these services. Only those Contractors that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for the School.

The required qualifications shall include providing full-service student transportation. 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 the School with adequate services.

Each respondent by submitting a response to this RFP agrees to participate in one or more



interviews to assist the School in the selection of pupil transportation service providers

1.1 Schedule:

Event	Date & Time
Advertise RFP, and issue to prospective Contractors	May 8, 2020
Deadline for receiving Contractor written inquiries	May 22, 2020
Deadline for submitting proposals	June 8, 2020
Target Contract Start Date	July 1, 2020

NOTE: Capitol High School, Inc. reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP. Revisions after the Proposal Submission Deadline, if any, will be by written notification to the eligible Contractors

a) Pre-proposal Conference:

In the interest of time a pre-proposal conference will not be held. Please direct all written inquiries to Jennifer Grimes at ops@4thsectorsolutions.com. All bidders will receive responses.

b) Proposals Due: June 8, 2020

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

1.2 Important Information:

- 1. Name: Capitol High School**
 - a. Projected Enrollment: 400**
 - b. Grade Levels: 9-12**
- Operational Support Partner**

Start-up and back-office support for the School shall be provided locally by 4th Sector



Solutions (4SS). 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations and human resources.

All service providers will work closely with School's Operations Director, and with 4SS to ensure timely, and efficient accounts payable.

2. **Objectives for RFP**

The school intends to provide their families 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 demands safe, reliable, on-time and efficient service; failure to address the school's concerns and/or requirements for any such matter will disqualify the Contractor from consideration.

The 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.

3. **Period of Agreement**

The initial period of any contract resulting from this RFP will be twelve (12) months. At the option of School and acceptance by the contractor, the contract may be extended for two (2) additional twelve (12) month periods at the same price or the lowest comparison price if the current price is higher. The same terms and conditions of the original contract will remain the same. Total contract time may not exceed thirty-six (36) months

4. **Routing Service Parameters**

Routing services are defined as providing routing software, designing bus routes, assigning riders, pairing or packaging bus routes, and/or optimizing accordingly. The contractor shall provide routing services. Routes shall be submitted to the School for approval prior to implementation. The contractor's drivers shall not deviate from the approved scheduled runs without prior approval from the School.

The contractor shall furnish each driver with a typed route itinerary that includes all pickup locations, times, directions between pickups and schools as well as student names at their designated pickup point. A current route itinerary shall be on each school bus while transporting students.

5. **Adjustment of Routes**

Whenever the ridership requirements or educational programs change to the degree that



adjustment of existing routes does not permit transportation without overcrowding, the Contractor shall provide additional bus(es) as may be required.

Conversely, if transportation requirements should change to the degree that bus(es) needed is reduced, costs shall be adjusted in the same manner as indicated in the paragraph above, and payment shall be made only for the days of utilization of such bus(es). This provision as well as the one above shall be effective only after reasonable written notice of not less than one week has been given to the Contractor.

Absolutely, no increase or decrease in the number of busses, shuttles, or vans utilized or services provided shall be made without prior approval from School. The effective day of any increase or decrease in transportation services shall be mutually agreed upon by the Contractor and School and be included as a part of the written approval for the Contractor to make a change in services. Changes that are made without approval shall constitute a breach of this agreement. If under adverse circumstances it becomes necessary to combine two or more routes onto one bus, same shall not be accomplished without notifying the proper authority at School's administration office and at the building being served and Contractor shall not invoice for this lack of service.

6. Check Ride & Road Observations

The driver supervisor, trainer, or safety coordinator shall ride with each new driver within 30 days of in-service date, and at least once annually with all drivers thereafter for the purpose of observing driving practices with respect to safety, mechanical operation, and conformance with applicable laws, rules, and regulations, including adherence to published time schedules. Such observations shall be placed in drivers file.

7. Student Management

Decisions on student disciplinary problems, such as suspensions or expulsions, will rest with the School. In support of these actions the drivers and contractor staff shall make themselves available for all meetings/hearings as required, including professional development tailored to the needs of the children attending School.

Vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor; however, School recognizes the importance of this issue and will assist the Contractor in receiving restitution whenever possible. In those cases where videotapes are used in determining proper student management such digital replay shall be provided within 24 hours and retained as needed.

8. Accident Reporting



Contractor shall immediately notify School's Operations Director or their designee of all accidents whether bus is loaded or empty, whether severe or minor (all accidents). This immediate verbal report shall be followed with a written accident report within twenty-four (24) hours. Buses and/or vans shall be equipped with an accident information form, which is to be filled out with student names, time, place, etc. of each accident.

9. Access to Vehicles & Drivers

The Contractor agrees that School's administrators or their designees may, from time to time, ride a bus or otherwise observe the general operation of the bus service.

10. Contractor Employee Conduct

The conduct of Contractor's employees will meet customary and reasonable standards for the School's area. The Contractor will be responsive to direction from School as to any personnel or conditions deemed to be of insufficient standards to School. School has the authority to mandate a change in the Contractor's Transportation Manager and/or drivers if the Contractor's repeated efforts to resolve a specific concern (or concerns) have been unsuccessful.

11. Applicable Law

Contractor Must Comply with all applicable state, federal, and local law.

Including but not limited to the following:

- A. Any agreements resulting from the RFP shall be governed by, construed and enforced in accordance with the laws of the State of Louisiana applicable to contracts made and wholly performed within such state (without regard to the conflicts or choice of law principles thereof). The school irrevocably consents to the jurisdiction sitting in Parish of East Baton Rouge, State of Louisiana, shall be an appropriate and convenient place of venue, and shall be the sole and exclusive place of venue, to resolve any dispute with respect to any such agreements.
- B. Contractor shall provide School with lettering identifying the name of the school as compliant with Louisiana R.S. 17:161.1

12. Equipment

- A. The contractor shall provide on an as-needed basis, up to the guaranteed maximum or down to the minimum number of school buses and/or vans/vans specified on the Pricing Page. The contractor's school buses and/or vans must be of adequate size to provide the service, but School shall only compensate the contractor for the capacity school buses



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- and/or van required by the School.
- B. The minimum/maximum number of buses and/or vans quoted or initially accepted upon commencement of this agreement shall become the reference point throughout the term of this agreement. The contractor's guaranteed minimum and maximum number of school buses and/or vans shall be increased or decreased to meet the needs of School being served for all term years. School reserves the right to adjust assignments to contractors based on service/performance or the best interest of School.
 - C. All large (rated capacity 35 or greater) diesel powered units shall have an average age of no more than seven (7) years old and shall be no older than twelve (12) years old. All Small (less than 35 passengers rated capacity) diesel powered units shall have an average age of no more than five (5) years and shall be no older than ten (10) years. All gasoline powered units shall have an average age of (5) and be no older than ten (10) years old. Bus age shall be determined by using the Date of Manufacture posted on the interior bus body. Any bus attaining its maximum age after December 1st of each operating year may continue in service for the remainder of that operating year. Any bus reaching its maximum age prior to December 1st shall be replaced prior to the beginning of that operating year.
 - D. Contractor shall keep all school bus and/or van equipment used in the transportation of students in accordance with standards stated in "State of Louisiana Department of Education Minimum Standards for School Buses and/or vans in Louisiana Bulletin 1213" and shall meet or exceed all applicable "Federal Motor Vehicle Safety Standards" as well as School Requirements. School Buses and/or vans and such equipment shall always be maintained in good mechanical order to pass the State School & Local Bus Inspection(s). Buses and/or vans shall always be kept in a clean and sanitary condition and open to examination by the School. It is understood that all equipment furnished shall comply with all statutes, school bus specifications, and safety regulations in force, and that if any bus equipment owned by the Contractor fails at any time to comply in whole or in part during the term of the contract, it shall be replaced by the Contractor without expense to the School and without claims for adjustment in compensation.
 - E. The Contractor shall supply certain items during the term of this agreement. Specifically, these items are: bus two- way radios or cell phones for immediate contact with operating buses and/or vans, any specialty harnesses, car seats, booster seats, lifts, tie-downs, roll back alarms and anterior crossing gates. Contractor will supply School with a direct 'emergency' phone line to insure immediate contact with the Contractor; such line shall not be available to the public nor other operating entities of the Contractor. In addition, the Contractor shall be prepared to have each bus equipped with a digital video recording system with a minimum of three (3) cameras if required by School. It is the responsibility of the contractor to keep same in working order. The cost of installing these items into the buses and/or vans shall be borne by the Contractor. The Bid/Rate sheet provides a space for listing a separate price for this digital video camera option.
 - F. All buses and/or vans or vehicles placed in operation by the Contractor, under this contract, shall be owned/leased by the Contractor and under their direct control.
 - G. All buses and/or vans in service to School (route, spare and extracurricular) shall be
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numbered and lettered per “State of Louisiana Department of Education – Minimum Standards for School Buses and/or vans In Louisiana Bulletin 1213” standards to include, Contractor Name, School Name and Four Point Numbering.

- H. Standby buses and/or vans maintained in good working condition, shall be available in enough numbers and used in the event any buses and/or vans regularly transporting students shall be inoperable. As a minimum contractor shall supply as spare buses and/or vans a ratio of 10% of all Regular and Special education route buses and/or vans which are of enough size and configuration to act as a spare for all categories of service. Spare buses and/or vans shall meet the same maximum age standard as route buses and/or vans but will not be included in the overall fleet average.
- I. The Contractor agrees that before any school buses and/or vans are used for transportation, the driver shall inspect same carefully for defects (DOT pre-trip) and remedy any defects before using said vehicles. Records of these inspections shall be maintained for one full year and kept in accordance with state and federal law.
- J. Breakdowns and Road Service Calls are disruptive to service and shall be kept to a minimum, monitored and reported. Such violation is subject to penalties.
- K. At all times, the school buses and/or vans must be equipped with route signs, provided by the contractor and approved by School, that indicate to the students the route number and destination. All lettering shall be decal, stenciled or applied in a legible and professional manner. Route identification signs and their placement must meet applicable state specifications. School and contractor will agree on sign standard prior to implementation.
- L. The signs must be made of a durable material, such as metal, plastic, or other materials approved by School.
- M. The contractor shall design the signs in a manner to accommodate any spare school buses and/or vans used so they are equipped with appropriate signs if the need should arise.
- N. In addition to the required State specifications each bus regardless of size, shall be equipped with an approved electronic child check system.
- O. In the event that School buses and/or vans are used for non-School business (charters, etc.) all identification referencing School must be covered.
- P. School reserves the right to specify a single GPS product to be installed and operated on all buses and/or vans serving the School. The contractor(s), at their own expense, agrees to purchase, install, maintain and provide GPS reporting and full access to the School. School reporting and access must include but is not limited to live look up, route replay, on time reports, coverage reports, etc.

13. Other Contractor Responsibilities

Unless noted otherwise, the Contractor will be responsible for performing the following services:

- Rider discipline



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- Vehicle maintenance
 - Supply bus terminal / facility
 - Check rides
 - Road supervisors
 - Towing
 - Activity Trip Scheduling
 - Activity Trip School Billing
 - Dispatch
 - State and/or other mandated ridership data collection
 - Customer service
 - Temporary school startup customer service staffing
 - Recruiting and hiring
 - Accident investigation
 - Routing

If other services or issues arise that are previously unaddressed the Contractor will make a good faith effort to address or resolve such until the matter can be discussed with School. The Contractor shall immediately perform any unspecified service within reason that addresses a safety concern.

14. Personnel

- A. The Contractor shall permit the school buses and/or vans to be operated only by persons holding the required licenses issued to him/her by the State of Louisiana. Every driver shall follow the normal and usual instructions and requirements of the State and School and shall always comply with the motor vehicle laws of the State and all cities, parishes, or other municipalities in which such vehicles may be operated and shall maintain such records and reports necessary to validate same as the School may request.
- B. All employees of the contractor must have a current criminal background check, not more than three (3) years old, compliant with R.S 17:15 “Criminal History Review” and R.S. 15:587.1 “The Louisiana Child Protection Act.” The criminal history checks must be obtained from the State Bureau of Criminal Identification and Information. The contractor will not employ anyone convicted of or pled nolo contendere to a crime listed in La. R.S. 15:587.1. The school may at examine the criminal background checks of the contractor’s employees assigned to the school at its discretion.
- C. The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor. School reserves the right to request dismissal of any driver/staff from service to School who, in their opinion, is not suitable to School.
- D. School reserves the right to select/request specific drivers for field trips and athletic events superseding any union contract of the Contractor’s employees.
- E. The Contractor shall underwrite all costs incurred to provide qualified drivers. Such costs shall include all training, physical examinations, license and permit fees, criminal



background checks, recruitment and any other related fees.

- F. It shall be the responsibility of the contractor to hire, train and supervise these bus monitors and maintain them as their employees. In some School may wish to place School's employees as bus monitors, and if so, these persons shall be accommodated by the Contractor. Such accommodation shall not interfere with the timely operation of bus routes. In this event no charge to School shall be incurred if School decides to supply its own monitors.
- G. The Contractor will allow no person other than students, supervisors, authorized bus company employees, authorized School personnel, and drivers in training to ride the bus without the consent of proper School officials. In no instance may preschool age children of driver personnel to ride buses with their parent.
- H. The Contractor shall designate a 'lead driver' or 'bus captain' for each campus served. Those designated shall assist with driver, route, discipline, etc. issues as they relate to that particular campus. Those designated shall expedite resolution of any issues.
- I. The Contractor agrees, if requested, to supply an informed representative during registration to handle parent questions as well as possible Open Houses.
- J. The position of Standby Driver is critical in ensuring the safe and timely delivery of students to and from school in the event that a regular assigned driver is unavailable to driver his/her route. The Contractor will provide experienced drivers to serve as Standbys. All Standby drivers must be familiar with Parishes referenced by this RFP, School and follow directions and maps, and be approved by the contractor and School. School reserves the right to remove a Standby driver from service for failure to perform. The Contractor will provide, at a minimum, a reserve of Standby drivers in the amount of 10% of the School routes assigned to the Contractor.
- K. The Contractor agrees to provide an aide or monitor on each bus serving students attending School.

15. Required Records

The Contractor shall maintain complete and accurate records, including costs and mileage, of all field/activity trips provided under this contract, all disciplinary actions, and such other reports that School may request and/or may be required under all applicable law. Specifically, Contractor shall assist School with supplying all of the needed information as required on the State annual report, as well as updated times, miles, and statistics of actual route operations.

16. Early Release/Emergency Cancellation of Transportation

The Contractor will follow School's procedures for emergency cancellation of transportation in those cases where weather conditions or other situations may preclude the movement of buses. The closing of school shall be School's decision. Contractor's fleet and facility shall be prepared to operate under any adverse conditions. Contractor shall not charge for canceled days but may charge 25% of daily rate for each bus that is dispatched



(leaves terminal) prior to being notified of any such cancellation. School will endeavor to notify contractor one (1) hour prior to dispatch time provided conditions allow. From time to time it may be necessary to dismiss school/s early due to various conditions out of the control of School and Contractor shall endeavor to fulfill these emergency situations as soon as possible. Bus Contractor agrees to transport students at special times on those days set forth as early dismissal days on the school calendar. These days may fluctuate from the posted calendar based upon need. A calendar will be provided by School listing all attendance days, holidays, half days, etc.

17. Supervision of Loading & Unloading

The Contractor agrees that the driver of each bus shall supervise the loading and unloading of his/her bus at all pickup and delivery points, and the Contractor will provide full-time office staff that is responsible for reporting of and resolution of transportation problems. School agrees to work with and assist the Contractor operators and staff as needed in problem resolution as appropriate.

During the loading and unloading of students, the School behavior specialists will be available to discuss any concerns with specific pupils. To ensure that this communication happens, the Contractor should keep students on the bus so that the behavior specialists can assist with the loading and unloading of students. In this way, the School staff will keep abreast of any behavioral concerns and will make the Contractor aware of any circumstances that might impact the transportation of students from the program back home.

18. Other Requirements

Successful Proposer Must Have:

- Ability to alter routes based on new student entry, safety concerns, and family instability.
- Hire staff who can maintain a composed and measured response to students as a driver or a monitor on the bus/van
- Hire staff with the ability and willingness to be trained on therapeutic intervention and crisis management
- Cameras on the van/bus
- Air-conditioned vehicles
- Proposer chosen to provide services agrees to meet monthly with the School to discuss services

Successful Proposer Should Have:

- Audio recording
- Real time-tracking of pick-up and drop-offs
- Staff with background working with students requiring behavioral support (preferred)



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- A. The contractor shall report all incidents and/or accidents to School immediately by phone and computer mail message and/or fax. After receiving notification by the contractor, School shall determine the proper administrative course of action. A written report of all such accidents shall be filed with the School within 24 hours the accident on the State School Bus Accident Report Form.
 - B. School shall have full and exclusive authority and all rights for administering the Transportation Program.
 - C. The contractor shall be knowledgeable of School's policies and procedures pertaining to the implementation of safe and efficient transportation operations.
 - D. The contractor understands the complexity of this program and the volume of calls processed daily from schools and parents. It is intended that contractors are to handle normal daily operational calls from the public and School.

19. Students

The Contractor will assist and participate with School in providing safety programs as needed for its students. All bus routes, bus stops, operation of vehicles, and driver activities must be conducted with the safety of the students as the prime concern. Contractor must provide training to the students of the School on the proper boarding, disembarking, bus riding procedures, and evacuation procedures at least twice a year.

Record of evacuation drills shall be provided to the School every October and January. Schools agree to assist as needed in accommodating this activity. Bus drivers must continually monitor the behavior of all students to ensure that safe bus riding procedures are being followed. If not, School must be notified immediately. The student code of conduct must be adhered to. Contractor and its employees shall adhere School's policy regarding student conduct, discipline, suspensions, etc. School agrees to work with the contractor to assist with any needed student discipline issues. All conduct reports shall be in writing and drivers/contractor agrees that, should it be necessary, they will attend any meeting/hearings as requested.

20. Contractor Minimum Requirements

Qualified Contractors will have at least two (2) years of contracted student transportation experience.

Qualified Contractors will be financially solvent 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. 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 School to reject the proposal.

21. Proposal Format

Proposal shall include enough information to satisfy evaluations that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposal must include responses to all areas as listed below.

Proposers should ensure that their proposals contain enough information for the School to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.

Proposals should be submitted in letter-size (8-1/2" x 11") format. Proposals should follow the format and order of presentation described below:

A. Cover Page

The following information should be included under the title "Student Transportation Services for Capitol High School":

1. Name of the firm
2. Firm address
3. Firm telephone number
4. Firm federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm

Introduction (Cover Letter)

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer and a confirmation regarding the vendor's understanding of the scope of the work to be performed. By signing the letter and/or proposals, the Proposer certifies that the signor is authorized to bind the Proposer.

Table of Contents:

The proposal should be organized in the order contained herein.

B. Executive Summary

Provide an executive summary of the Proposer's plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of the School as stated in the Scope of Work.



This section shall also serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number. It shall include a stipulation that the proposal is valid for a period of one (1) year from the date of submission. The section shall also include a summary of the proposer's qualifications and ability to meet the State's overall requirements.

It shall include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied.

C. Company Background and Experience

The Proposers should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Proposers should clearly describe their ability to meet or exceed the minimum qualifications.

D. Approach and Methodology (25 Points)

Proposals should include any resources for project implementation or deployment. Present creative solutions or innovative concepts to meet the needs of the School for consideration.

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

Clearly describe the functional approach to be employed in the performance of the Scope of Work/Services, identifying the tasks necessary to meet requirements.

Provide a proposed Project Work Plan that reflects tasks and services to be performed, deliverables, timetables, and staffing.

Describe the approach to Project Management and Quality Assurance.

Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully



implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected.

Responses should include:

- Explanation of systems and/or procedures to appropriately staff their program to meet the program needs including: Driver recruiting and/or staff transition, Emergency driver absences
- Explanation of what, if any, difficulties they would have in providing service (i.e. driver and monitor recruiting) and plans to mitigate those issues. *Solutions can include collaboration with client.*
- Explanation of systems or procedures for streamlining communication to end-user
- Example emergency plans for mechanical issues, weather concerns, medical issues, behavioral concerns
- List of proposed fleets including but not limited to:
 - Model year
 - Size / capacity
 - Lift capabilities
 - Air conditioning, etc.
- Route/Run pairing process/plan
- Additional System Technology Proposed Beyond RFP Requirements
- Facility, site, property, etc.

4. Staff Qualifications and Training (25 Points)

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

5. Cost Proposal (40 Points)

The fees and costs proposed by the prospective vendor shall be submitted using the format found in **Schedule A - Pricing**. All Proposers must respond to **Schedule A** for any Alternate Proposal to be considered.

- a. Provide per day pricing for each element of service (this is to be the contracted pricing amount).



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- b. The Proposer shall provide the total cost for providing all services described in the RFP.
 - c. For information purposes, the Proposer shall provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification.
 - b. Pricing shall include the transportation services required along with fulfilling the terms and conditions stated in the sample agreement for student transportation services.

c. Safety Plan

Include a copy of your company's safety plan and/or supporting documentation. The Contractor shall plan and administer a safety program in conformance with Federal and State of Louisiana Laws and Regulations. All required forms, training records, and items relative to safety and training shall be recorded and kept on file by the Contractor.

Responses should include:

- 2-Yr Contractor Preventable Accident Rate/History (documented via Loss Experience)
- Contract Preventable Accident Mitigation Plan
- 2-Yr Contractor First-Pass State Safety Inspection Rate/History
- Contract First-Pass State Safety Inspection Achievement Plan

d. Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation (10 Points)

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <http://smallbiz.louisianaeconomicdevelopment.com>

Ten percent (10%) of the total evaluation points on this RFP shall be reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposer's evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points (10 Points)



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- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurs to participate as subcontractors or distributors. (5 Points)

If a proposer is not a certified small entrepreneurship as described herein but plans to use certified small entrepreneurship(s), proposer shall include in its proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

- The statutes (R.S 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S:39:2001 et. seq.) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>
- The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.
- A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurs may be obtained from the Louisiana Economic Development Certification System at <http://smallbiz.louisianaeconomicdevelopment.com>. Additionally, a list of Hudson and Veteran Initiative small entrepreneurs, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=sel_f_reg may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd1.doa.louisiana.gov/OSP/LaPac/Vendor/VndPubMain.cfm?tab=2sp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

A. Certification Statement

The Proposer must sign and submit the Certification Statement shown in **Attachment I, Certification Statement**. The statement must be signed by an individual who is authorized to make proposals of this nature in the name of the firm making the proposals.

B. References

School reserves the right to contact references concerning similar cooperative



program participants who can attest to the respondent's ability to meet or exceed School's requirements.

Responses should include three (3) references from existing clients. References must include names with the respective e-mail addresses, telephone and facsimile numbers where the Contractor has provided the requested services. There is particular interest in references that would include any School Schools or organizations that are similar in size.

22. **Evaluation Criteria**

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

Criteria	Maximum Score
1. Hudson Initiative	10
2. Staff Qualifications and Training	25
3. Approach and Methodology (Proposed Plan)	25
4. Proposed Fees	40
Total	100

Each proposer will receive a cost score computed as follows:

$$CS = (LPC/PC*50)$$

Where: CS = Computed cost score for Proposer
LPC = Lowest proposed cost of all Proposers
PC = Proposer's cost

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:

The School expressly reserves 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 School's 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 School deems fit, (such negotiations may be concurrent or sequential as 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 School best interest to do so. No Contractor shall have any rights against School arising at any stage of the solicitation from any negotiations that take place, or from the fact that 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, School will reimburse the Contractor for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of School not selecting a Contractor to perform the work under this RFP.

23. Blackout Period

The Blackout Period is a specified period during a competitive sealed procurement process in which any proposer, bidder, or its agent or representative, is prohibited from communicating with any employee or contractor of School involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a procurement. All solicitations for competitive sealed procurements will identify a designated contact person. All communications to and from potential proposers, bidders, vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances, in which a prospective proposer is also an incumbent contractor, the School and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the School and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, proposer, or state contractor who violates the Blackout Period may be liable



to the School in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the proposer or bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process
4. Communications regarding this solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the procurement or requirements of the RFP

24. Proposal Authorities, Restrictions & Clauses

School's Authorities and Options

- The School reserves the right to reject all proposals for any reason.
- The School reserves the right to negotiate all proposals for any reason.

Negative Assurances

- 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.
- School cannot assure that the services will be awarded to any Contractor at any time.

Prohibitions

- 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.
- The Contractor is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon School, its Board, and its agents; violators will be prosecuted to the extent of the laws pertinent to School.
- 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.
- Inspection of all documents to assure completeness, legibility, etc.
- It is the Contractor's duty to understand the proposal; any misunderstanding is the responsibility of the Contractor; School has no obligation to correct, reject or



question any portion of the proposal.

- Abide by all Proposal Requirements, else the Proposal may be rejected by School regardless of type or significance of noncompliance.

23 Termination

- **Termination of the Contract for Cause**

School may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the School shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the School to comply with the terms and conditions of this contract provided that the Contractor shall give School written notice specifying School's failure and a reasonable opportunity for the School to cure the defect.

- **Termination of the Contract for Convenience**

School may terminate the Contract at any time without penalty by giving thirty (30) calendar days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

24 Dry Runs

- A. Prior to the start of each contract period the Contractor shall conduct an introductory orientation meeting for all its drivers and monitors. This orientation shall include a thorough instruction process orienting drivers and monitors as to all changes for the coming year, School policies, etc. The Orientation Meeting may be attended by School personnel.
- B. The Contractor will perform at least one real-time "dry run" (running the buses and/or vans at the scheduled times without the students) within the 10 days preceding the first day of school. The dry run day will be scheduled, and the process will be coordinated with School officials who may monitor the process without restriction. School and



Contractor will meet within 24 hours of the dry run day to assess outcome of the dry run.

- C. If the School deems an additional dry run to be necessary based upon the assessment, School may require one partial or full dry run to be performed.

25 Contractor Fiscal Efficiency & Responsibility

The Contractor will work with the School in an ongoing good-faith effort to pair, combine, and/or package bus runs with buses and/or vans to perform the Transportation services with the minimal number of buses and/or vans and drivers, doing so without jeopardizing safety or on-time performance.

The Contractor will provide the School with a quarterly efficiency report. This report will list all buses and/or vans scheduled for daily operation and list the number of runs each bus is performing each morning and afternoon. Buses and/or vans will be sorted by regular education and special needs service if possible.

The Contractor shall immediately notify the School of any new program or services that are requested of the Contractor by school officials or representatives. The Contractor shall not fulfill unauthorized requests until authorized.

The Contractor shall notify the School as school building or program times are contemplated, communicated or set that may conflict with efficient transportation service. The Contractor shall assist the School upon request as to bell time changes under consideration.

26 Notice of Intent to Award

Upon review and approval, a Notice of Intent to Award letter will be issued by the School. A contract shall be completed and signed by all parties concerned on or before the date indicated in the Schedule of events. If this date is not met, through no fault of the School or 4SS, School and/or 4SS may elect to cancel the Notice of Intent to Award letter and make the award to the next Contractor if all specifications are met. The School and/or will also notify all unsuccessful Contractors as to the outcome of the evaluation process.

27 Liquidated Damages

Prompt and safe transportation of students to is essential for students to benefit fully from their educational experience. Late or unsafe transportation burdens students, their families, and School staff. Due to the nature of the services to be rendered by the Contractor, it would be impractical and extremely difficult to determine actual damages resulting from the Contractor's failure to provide adequate services under this Agreement. It has been



determined that certain failures to perform inherently involve damage. Accordingly, after 30 days from the first day of school of any school year, liquidated damages in the amounts listed in **Exhibit A – Liquidated Damages** will be applied for service deficiencies. One or more of the damages may apply to any one route or occurrence. Damages will not be imposed for situations beyond the control of the Contractor. This includes, but is not limited to: non-preventable accidents, vehicles stuck in traffic, closing of streets for repair, and delays due to extremely poor weather and impassable streets. If a bus is late due to no fault of the Contractor or the bus driver, the Contractor must provide to the School written notice of the reason for the delay within twenty-four (24) hours to avoid liquidated damages. The final decision relative to whether liquidated damages are to be assessed rests with the School and will be based on the School’s investigation of the circumstances of each incident.

There may be assessed as liquidated damages the amounts set out in **Exhibit A – Liquidated Damages**. The damages are cumulative if a single incident includes more than one category. It is important to note that the School desires to not assess any liquidated damages and trusts that the service being provided will preclude this item from being enforced.

28 Right of Negotiation

School reserves the right to negotiate with the successful Contractor on final terms, conditions, and requirements, including cost.

29 Contract Supporting Documents

Proposers are urged to include the following supporting documents with their proposal(s). These documents will be required should this RFP result in a contract.

- W-9 - Must be completed for any contractor to receive payment from the state of Louisiana. The name and address provided will be used on any contract resulting from this RFP. The W-9 form can be found at the following link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Disclosure of Ownership – Required if company is for-profit and domiciled outside of Louisiana.
<http://www.sos.la.gov/BusinessServices/PublishedDocuments/320DisclosureofOwnershipCorporation.pdf>
- Secretary of State – Companies must be registered and “In Good Standing.” Proposers may apply online at <http://www.sos.la.gov/>. To learn a company’s Status, search: <https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>. Provide the printout showing the company’s status with the proposal.
- Board Resolution / Signature Authority Letter – Lists the individual authorized to sign contractual documents. (Signer cannot grant him/herself authority to sign, unless it is a sole proprietorship).



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. School requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone Number with area code: () _____

C. Facsimile Number with area code: () _____

D. US Mail Address: _____

Proposer shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 15 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Proposer's Authorized Representative

DATE



Schedule A - Pricing

ONE YEAR FIXED, YEAR TWO AND THREE ESCALATORS

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. The School reserves the right to award all routes or a portion of all routes to one or multiple vendors. Price will not be the only determining factor in the award or awards.

_____ Guaranteed minimum number of school buses and/or vans*
_____ Guaranteed maximum number of school buses and/or vans*

*The School anticipates requiring eight (8) Regular Education Buses per day.

The proposer shall provide below firm, fixed prices for transportation services in accordance with the requirements and provisions specified herein.

Home to School Transportation

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

The contractor shall be compensated at the applicable basic rate per school bus and/or van, per day as stated below for each route consisting of up to five and one-half (5.5) 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 and/or van, per day stated on the Pricing Page. In addition to the applicable basic rate per school bus and/or van, per day, the contractor shall be compensated at the applicable excess rate per school bus and/or van, per hour as stated below for live time transportation service in excess of five and one-half (5.5) hours. For service in increments of one-quarter (1/4) of an hour, the contractor shall be compensated at the same portion of the excess rate per school bus and/or van, per hour stated below. 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 (8) to fifteen (15) shall create added cost based on the quarter hour rate (rounded up to the next one-quarter hour).

For School Years 2021/2022 & 2022/2023



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), The School 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 The School.

Annual Increase

Year 2 (2021 /2022) Period: +/- _____ % over 2020/2021 rates
Year 3 (2022/2023) Period: +/- _____ % over 2021/2022 rates

Regular Transportation-School Bus (Minimum 5.5 hours of daily service)

Transportation Basic Rate
All Routes Per Bus Per Day \$ _____

Transportation Excess Rate
Excess Hourly Rate per Hour over 5.5 hours per day
(Charged in 1/4 hr. increments) \$ _____

Monitor Basic Rate
Rate Per Monitor Per Day
(Contractor-supplied, during live time) \$ _____

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Monitor Excess Rate
Excess Hourly Rate per Monitor over 5.5 hours per day
(Charged in 1/4 hr. increments) \$ _____

Regular Transportation-Van (Minimum 5.5 hours of daily service)

Transportation Basic Rate
All Routes Per van Per Day \$ _____

Transportation Excess Rate
Excess Hourly Rate per Hour over 5.5 hours per day
(Charged in 1/4 hr. increments) \$ _____

Monitor Basic Rate
Rate Per Monitor Per Day
(Contractor-supplied, during live time) \$ _____



Monitor Excess Rate	_____
Excess Hourly Rate per Monitor over 5.5 hours per day (Charged in 1/4 hr. increments)	\$ _____
<u>Field Trip Transportation Service:</u>	
Basic Rate Per Hour	\$ _____
Excess Rate Per Hour (Charged in 1/4 hr. increments)	\$ _____
<u>Add on Items:</u>	
Daily per-bus add-on cost for providing Digital Cameras: (Minimum three camera view)	\$ _____
<u>Special Needs Transportation</u>	
Increase to above rate to add Wheelchair/Lift capability:	\$ _____

Exhibit A-Liquidated Damages



	Brief Description	Penalty
1.	Failure to notify the School of any route running more than 15 mins late	Cost of alternate transportation and \$25.00 fine may be imposed.
2.	Failure to notify School of any route running more than 30 minutes late.	Cost of alternate transportation and \$100.00 fine.
3.	Doubling of routes	Cost of alternate transportation and \$50.00 fine may be imposed.
4.	No updated route sheet	\$25.00 fine may be imposed.
5.	Contractor must obtain prior approval from School for any changes to P/U & D/O times or locations.	Cost of alternate transportation.
6.	Driver/monitor not displaying proper photo ID.	Damages in the amount of \$10.00 per occurrence.
7.	A driver who has not successfully completed training required by School and is not qualified and or properly permitted	Damages in the amount of \$500.00 per occurrence
8.	Drivers or monitors smoking on the bus, regardless of whether students are on board	Damages in the amount of \$100.00 per occurrence
9.	Failure to have a radio(cellphone), working fire extinguisher, first aid kit, emergency triangles, and video box (if required) on the bus	Damages in the amount of \$100.00 per occurrence
10.	Routes involved in a Preventable Accident.	Cost of alternate transportation.
11.	Bus not identified with School specified route sign while in service to School.	Damages in the amount of \$25.00 and the cost of any alternate transportation.
12.	Two-way radio not working.	Damages in the amount of \$50.00 and the cost of any alternate transportation.
13.	Digital video camera/system not in place or not functioning properly.	Damages in the amount of \$25.00 per occurrence.
14.	Failure to provide, at a minimum, one full time manager/assistant manager on duty while SCHOOL routes on the road.	Damages equal to the cost of one route.
15.	Failure to dispatch athletic, activity, or field trip including failure to arrive on time.	Damages in the amount of \$50.00 and the cost of any alternate transportation.
16.	Failure to report accident or student injury per specifications.	\$100.00 fine per occurrence.



17.	Failure to file an accident report within 24 hours to School Transportation Department.	\$25.00 fine per occurrence.
18.	Failure to provide Special Needs bus with All required equipment per IEP and Contract (AC, Lift, etc).	Damages in amount of cost per run per day.
19.	Failure to provide properly trained and qualified monitor/attendant.	Damages in amount of \$50.00 per run per day and loss of revenue for monitor/run/day.