



REQUEST FOR PROPOSALS (RFP)

Transporters for K-12 Grade Students

Issued by:

MAGNOLIA PUBLIC SCHOOLS

250 East 1st Street Los Angeles, Suite 1500, Los Angeles, CA 90012

www.magnoliapublicschools.org

Issue Date:

Wednesday, February 9, 2022

Closing Date for Submission and Receipt:

Wednesday, March 2, 2022, at 5pm PST

Proposals are to be submitted in (2) copies to:

Contact Name: Jenny Obuchi

Title: Academic Assistant

Address: 250 E 1st St., Suite 1500

Office: (213) 628 – 3634

Fax: (714) 362-9588

Email: jobuchi@magnoliapublicschools.org

www.magnoliapublicschools.org

Note: Please use the proposal name above on all RFP correspondence.

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Background and Purpose

Established in 2001, Magnolia Public Schools (MPS) is a network of Public Charter Schools consisting of a central office (CMO) and ten school sites located throughout Southern California, serving 3,900-4,000 students in grades TK-12.

MPS is soliciting proposals to establish a cost-effective Master Agreement ("Agreement") to acquire the services outlined below.

The service would be purchased as a consortium to include all schools. Billing would be managed through Magnolia Public Schools. An itemized invoice would be needed per school site. In addition, a cost breakdown must be broken down per site to make calculations for budgeting. Any award/contract will be pending the Magnolia Public Schools Board approval and availability of funds.

Scope of Work

- To provide safe transportation to and from school. Some school routes may have one student while other routes may be more than one student. It is dependent on the school and location.
- To maintain orderly behavior and conduct of students.
- To provide a close working relationship between the management of the company and the administration and management of the school.
- To provide positive public relations between the Contractor, Magnolia Public Schools, and its patrons.
- To provide a transportation schedule that allows students minimal riding time to and from school not to exceed 60 minutes unless extended riding time beyond the 60 minutes has been approved in advance by MPS.
- Provide skilled well trained staff at all levels.

Qualifications and Requirements

- Drivers must have a current Department of Transportation Medical Certificate (DL-51) as applicable.
- Drivers must pass the First Aid Test or have a current First Aid Card and hold CPR certification.
- Drivers must participate in a pre-employment drug and alcohol test and are randomly tested thereafter.
- Drivers must attend regularly scheduled safety meetings and attend additional training sessions to maintain the skills needed to safely transport students.
- Drivers must have and maintain a clean driving record, both professionally and personally.
- Drivers' background shall be checked by the Department of Justice and/or the FBI prior to assigning to drive.
- Management shall review with the employee the Motor Vehicle Record of any employee record reveals the following:
 - Two (2) or more moving violations;

- One (1) at-fault accident and (1) moving violation;
- Three (3) or more seat belt violations.
- Driver shall have a valid, current California Drivers License for the type of vehicle driven to be eligible for employment in a driving position.
- TB Clearance
- Previous school transportation requirement or having a good aptitude for training
- Provide a regularly assigned driver to each route
- Certificate of Status
- Proof of Insurance (Upon approval of the proposal, the contractor must provide proof of \$1 Million general liability insurance)
- Minimum Automobile Liability - \$100,000 per person; \$300,000 per occurrence
 - Property Damage - \$50,000 per occurrence
 - Medical Payments - \$5,000 per person

Schedules

- Student arrival at school in the morning (am): between 30 minutes and 15 minutes prior to school starting time.
- Transporters arrive at school to pick up students in the afternoon (p.m.): no later than 10 minutes after school dismissal time for primary and middle schools and 15 minutes after dismissal time for high school.
- Riding time shall not exceed 45 minutes for elementary and middle school and 60 minutes for high school students
- Transporters shall not depart from school earlier than 8 minutes after school dismissal without the approval of the school principal
- SCHOOL SCHEDULES Setting of school hours is the responsibility of the schools. It is recognized, however, that school hours impact the ability of the Contractor to efficiently meet the requirements of the Agreement. The school will inform the Contractor of any planned changes in school hours, from one year to the next, no later than June 15. The Contractor will support the school in its establishment of the best combination of school and bus schedules by August 1, with all final decisions at the discretion of the school or home office.
- The contractor shall be held fully responsible for the care and supervision of passengers during their period of transportation. Transportation of a passenger shall be deemed to have begun when the passenger enters the school bus and shall end when the passenger exits from the bus and the bus have properly resumed its run

Condition and Maintenance

MPS has listed the following preferences as it relates to customer service and experience responsibilities that describe your capabilities:

- Dedicated knowledgeable, experienced representatives with quick turnaround times to inquiries
- Change order, exchanges, and cancellations (provide your policy)
- Describe the policy and procedure for invoice discrepancies

- A user-friendly and intuitive website that can support an e-commerce punch-out environment.
- Describe the quote-to-invoice process
- The ability to provide tracking and order information after an order has been placed

Reports

- DISCIPLINE AND HEALTH Contractor shall provide the School on the day of the incident, student incident reports of behavioral, disciplinary, or health problems that arise during bus trips. For urgent situations, phone contact with the school will be made immediately.
- ACCIDENT Contractor shall notify the school principal or designee immediately by telephone of any vehicle accident or injury. The Contractor will provide within two hours of an accident the number of students and staff on the vehicle at the time of the accident, their full names, and their seating position in the vehicle, where applicable. The Contractor will provide any additional information to the school as required in Home Office Policies and Procedures. The contractor shall forward within twenty-four (24) hours of each accident where an injury is sustained a written report describing all details of such accident. All other accident reports shall be submitted within forty-eight (48) hours of each accident and filed according to State law and regulations.

References

Proposing Vendors must provide a minimum of three (3) current Southern California references for which services are currently being provided. Each reference should include the contact name, address, phone number, fleet size, and scope of services. Magnolia Public Schools will check the references provided including on-site observation of operations if it is deemed necessary at the sole discretion of Magnolia Public Schools.

Monthly Review

Contractor's on-site manager shall formally meet with the Principal and member of the Academic Team or designated personnel at least once every month to report on achievements, areas of concern, activities performed in compliance with the Contract and information of interest regarding news and changes in the school transportation industry. The contractor shall make such special reports, studies, and surveys regarding student transportation as are reasonably necessary to or requested by Magnolia Public Schools.

Invoicing and Payment for Services

- Contractor shall submit an invoice to the schools at least once and not more than twice for each month of service provided under this Agreement. The invoice shall be submitted in a manner and format, and with content acceptable to the schools.

- At a minimum, the invoice shall include sufficient information and detail to support the amounts billed and shall reconcile to the route data developed under this Agreement. Each invoice shall be received by the schools not later than five (5) business days following the final date of service covered by the invoice. The invoice shall be reviewed and approved by the school within five (5) business days of receipt. If the Contractor does not receive notice from the school within this timeframe, the Contractor may assume the school has approved the invoice.
- If the school finds an error or questions the accuracy of any item on the invoice, the error or question shall be reported to the Contractor who shall reconcile the error or the question and resubmit the invoice for approval.

Key Dates

RFP Issue Date	Wednesday, Feb. 9, 2022
Deadline for Questions	Artis Callaham amcallaham@magnoliapublicschools.org
Submit Sealed Proposals By	Wednesday, March 2, 2022, at 5:00 p.m. PST All proposals received after the date and time set for receipt will be REJECTED. Submissions received after the time and date set will not be considered.

Magnolia Public Schools reserves the right to modify this schedule at its discretion. Notification of changes in the RFP due date and the deadline for questions will be via e-mail. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of Magnolia Public Schools.

Proposal Requirements

The desired partner is one who has provided a wide range of products and services to small, medium, and large-sized institutions. It is expected that the selected company will be able to provide the following information:

- 1- Provide an overview of the ordering process.
- 2- Provide contract price, exclusive offers, discounts, exclusions, and freight estimates.
- 3- Attach any relevant marketing materials and data sheets in the Appendices.
- 4- Describe the features, functions, and capabilities of your business as they relate to these key educational programs of MPS.

Project Approach

- 1- Describe your firm's understanding of the proposed assignment.

- 2- Provide a complete definition of the process that will be employed to meet the objectives of this project (e.g., approach to be taken, etc.).
- 3- Provide a list of laboratory equipment and science supplies that can be used with TK-12 grades across MPS
- 4- Provide detailed Customer service and experience protocols that support ordering, returning, and exchanging in the future.
- 5- Provide background information on delivery.

Additional Services

List any additional services your company may offer with a pricing structure.

Pricing

Provide an outline of the project budget with costs and any options for a payment schedule. A cost breakdown must be broken down per site for budgeting purposes.

Submission Guidelines

Proposals for furnishing the services described herein will be received until **Wednesday, March 2, 2022, 5:00 p.m. PST**. Vendors are responsible for the delivery of their proposals. Proposals received after the official date and time will be rejected.

Proposals must be submitted in both email and **hard copy formats**. Email proposals must be in PDF format, digitally signed. Email proposals should be addressed to jobuchi@magnoliapublicschools.org. Hard copy formats (2) copies should be mailed to:

Contact Name: Jenny Obuchi

Title: Academic Assistant

Address: 250 E 1st St. Suite 1500

Office: (213) 628 – 3634

Fax: (714) 362-9588

Email: jobuchi@magnoliapublicschools.org

www.magnoliapublicschools.org

The RFP proposal submission deadline must clearly appear on the proposal's cover.

All questions should be submitted to amcallaham@magnoliapublicschools.org on or before Wednesday, March 2, 2022.

This solicitation & any addendum are posted on our website at: www.magnoliapublicschools.org

There will be an optional public bid opening at the aforementioned time and place (attendance at the bid opening is not required.)

Submission Format: Bidders should submit their response in the preferred format (recommended but not required):

- Provide a letter of Introduction

- Table of Contents. Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.
- Organization’s name, contact person, address, telephone number(s), fax number, and company qualifications. A brief introduction of the company and/or managing staff. Bids should be signed by the person(s) authorized to bind the company to their proposed offer (RFP response).
- Attach other information as deemed necessary by the RFP, including customer feedback, key staff bios or resumes, and other relevant information.
- Proposal Content. Full details of the bidder’s Proposal, including general approach, methods, and explanations of how all RFP specifications will be achieved.
- Cost breakdown including add-ons. Bidders should include various cost models associated with products and delivery. Provide contract price, exclusive offers, discounts, exclusions, and freight estimates.
- Appendices
- Bidders will provide the following with their Proposal: Three (3) references, including contact information of the end-user for services of a similar nature, including the dollar value where available.
- **Vendor Services Agreement:** The vendor should include any proposed contract and maintenance agreement language for review.

Evaluation Criteria

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal. The award will be based on the following criteria:

Criteria	Possible Points
Rate Schedule	50
Responsiveness to RFP Requirements and Specifications	25
Safety Factors within Respondent’s Proposal	15
Recommendations from two Clients	10
TOTAL	100

Acceptance of Proposal

- The bid will be awarded in writing to the bidder whose proposal is determined to be the best fit for individual school goals, as determined under the sole discretion of the school’s evaluation committee and approved by the Board afterward.
- MPS and the Board of Directors reserve the right to reject any or all Proposals or waive any formality or technicality in the best interest of each school.

- MPS reserves the right to make a single award or to make multiple awards at its discretion.

Specific Information

Proposals shall be signed by an authorized representative of the bidder. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Proposals should be organized in the order in which the requirements are presented in the RFP. The information which the bidder desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.

Bids must be valid for at least 120 days from the bid opening. Submission of a response to the request for proposal constitutes an acknowledgment and acceptance of all bid specifications by the responding vendor.

Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time. Disclosure All documents submitted by bidders shall become the property of MPS. Proposal information is proprietary and as such shall be treated as confidential until such time as a Provider is selected by MPS and an award is made when all submissions considered by MPS become public record.

Information pertaining to the schools obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from MPS.