

# TULSA HONOR ACADEMY



## REQUEST FOR PROPOSAL

Pupil Transportation Services for 2021-2022

Issue Date: January 22, 2021

Due Date: March 5, 2021

## INVITATION TO SUBMIT PROPOSALS

### Notice

Tulsa Honor Academy (THA), in partnership with several Tulsa-area charter schools, is inviting proposals for pupil transportation services. Inquiries and any communications about this RFP must be directed to Amanda Yuen, Director of Operations, at [ayuen@tulsahonor.org](mailto:ayuen@tulsahonor.org). Any clarifying questions or requests for additional information must be received by 11:59pm on February 26, 2021.

### Proposal Submission

All complete proposals should be submitted via e-mail with the subject line <RFP Response: Pupil Transportation Services> and shall be addressed to the person identified below:

Amanda Yuen  
Tulsa Honor Academy  
[ayuen@tulsahonor.org](mailto:ayuen@tulsahonor.org)

Optional Virtual Pre-Proposal Meetings will be held Thursday, February 4, 2021 from 1-2pm and Monday, February 22, 2021 from 8:30-9:30am. To participate, please email [ayuen@tulsahonor.org](mailto:ayuen@tulsahonor.org) for the link.

Proposals are due by 11:59pm on March 5, 2021. Late proposals may be accepted at the discretion of THA. THA reserves the right to accept or reject any or all proposals, waive any irregularities, and accept the proposal in the best interest of the school. THA shall be held harmless for any failure to solicit proposals from potential firms.

### Proposal Contents

- Cover letter
- Executive Summary
- Company Profile and Background
- Proposed Team
- References
- Service Details with Proof of Insurance
- Pricing Page

### Important Dates:

- Release: January 22, 2021
- Questions Due: February 26, 2021
- Optional Pre-Proposal Meetings: February 4, 2021 1-2pm, February 22 8:30-9:30am
- Proposals Due: March 5, 2021

### INTRODUCTION AND GENERAL INFORMATION

Tulsa Honor Academy (THA) is a 5-12 public charter school in Tulsa, OK. THA opened in 2015 with 5<sup>th</sup> grade scholars and currently serves grades 5-10, expanding one grade each year to reach full buildout with grades 5-12. In collaboration with four charter schools in the Tulsa area, THA is seeking proposals from qualified vendors to provide pupil transportation services for the 2021-2022 school year.

#### Transportation Information

School	Grade Levels Served in '20-'21	Estimated # of Pupils Transported in '20-'21	# of Routes	Anticipated Bell Schedules
Tulsa Honor Academy	5-11	665	8	8am-4:30pm M-R 8am-1:30pm F
KIPP Tulsa	5-12	300	6	7:30am-4pm
Legacy	K-8	450	5	8am-3:30pm
College Bound Academy	K-4	100	3	7:55am-3:45pm
Collegiate Hall	PreK-1, 4-8	400	4	7:45am-4:10pm 7:45am-1:50pm W

The typical school year for all of the charter schools is about 173-180 days per year.

All charter schools listed above are authorized by Tulsa Public Schools. As part of our charters, eligible pupils live in the Tulsa Public Schools district. A map can be found here:

<https://resources.finalseite.net/images/v1552938048/tulsaschoolsorg/fhsxcdkyehzumkvx1nbl/AllSchoolsBoundaries.pdf>

Most recent routes may be found here: <https://www.tulaschools.org/student-and-family-support/bus-routes>

The final contract will serve one or more of the schools listed above and may be through an external nonprofit or individually with schools.

## Description of Services Requested

The successful vendor will furnish daily bus transportation for all of the scholars in the participating schools for a fixed cost. Additionally, for an additional price, the vendor will provide transportation for field trips and other school activities.

- **Stops:** Bus transportation will likely be to and from the school and community stops. The schools do not currently and do not expect to provide door-to-door stops.
- **Vehicles:** While THA currently prefers the successful vendor to provide the buses, THA is also open to proposals that provide management of the transportation program, including all aspects except for the vehicles.
- **Inclusions:** The proposal must include information about the following services: drivers, driver training, insurance, bus barn parking, maintenance, routing, parent communication, management, fuel, video monitoring, and GPS. Other value added items will be considered and each proponent should fully describe each item, its value and its cost in their response.
- **Staffing:** THA prefers a full-time manager in the Tulsa-area who is accessible throughout the workday. Dispatch must be available during bus route times.
- **Proof of Insurance or Insurability:** All proposals must include the following
  - Commercial General Liability Coverage
    - \$1,000,000 Per Occurrence
    - \$1,000,000 Personal & Advertising Injury
    - \$2,000,000 General Aggregate
    - \$2,000,000 Products/Completed Operations Aggregate
    - Coverage must be included for Sexual Misconduct
    - Schools should be named as an additional insured on a primary & non-contributory basis
  - Commercial Automobile Liability Coverage
    - \$1,000,000 Combined Single Limit
    - Schools should be named as an additional insured on a primary & non-contributory basis
  - Umbrella or Excess Liability
    - \$15,000,000 Per Occurrence
    - \$15,000,000 General Aggregate
    - Coverage provided should be follow form
  - Workers Compensation Coverage
    - Statutory limits
    - Employers Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000

Above coverages shall be from a company authorized or able to be authorized by August 2020 to do business in Oklahoma and with at least an "A VII" rating from A.M. Best Company  
If requested, organization must provide copies of applicable policy endorsements

## PROPOSAL REQUIREMENTS

### Company Profile

The company profile should include at least the following:

- Number of locations (and regions) for current home-to-school pupil transportation service
- Number of years of experience in pupil transportation service
- Safety record
  - Accident rates for the Midwest, disaggregated by rural, urban, and suburban (or specific cities)
  - Copies of training programs
  - Accident review policies and procedures
  - Details on any outstanding litigation
- Customer satisfaction record

Tulsa Honor Academy and its partners reserve the right to request and obtain additional documentation to validate the financial stability of any proponent prior to contract award.

### Service Details

In addition to the proof of insurance, all service details should include information about the following:

- Staffing, including driver hiring, qualifications, training, and role of THA in selection
- Routing and Scheduling
- Equipment and Maintenance
- Transportation Facility
- Fuel Purchasing
- Video Monitoring (on buses)
- Communication procedures between school and vendor
- Discipline procedures (on buses)
- Timeline for implementation
- Pricing
  - This may be shared as a per bus per day rate or in any other clear and easily calculable way.
  - If there is a minimum or maximum number of routes or buses to make the proposal viable, indicate that number.
  - If there are pricing changes at certain intervals (15 routes, 25 routes, etc.), indicate those changes.
  - THA is open to a variety of pricing options and transportation models. Multiple pricing models are welcome and may encompass different types of services (like tiering), different types of equipment (A/C vs. A/C) or other creative arrangements.
    - With all proposals, please include one base pricing option for the following:

- 15 routes
  - No tiering
  - Base model bus-Please indicate what this is for your company (i.e. no A/C, no video, GPS, 65 passenger, etc.)
- Pricing should include options for additional extracurricular trips.
    - It is estimated that THA (not including the other schools in this RFP) will attend 10 field trips during the school day and 15+ after school activities.

## TERMS AND CONDITIONS

### Evaluation and Award of Contract

The contract term, if selected, will be July 1, 2021-June 30, 2022. The proposal will be evaluated with the following weights:

Criteria	Weight
Pricing	45%
Company Experience, Reputation, and References	20%
Written Proposal Evaluation	35%

The vendor shall provide the transportation services outlined herein each school day of the school term, together with each school day during the summer school term, according to the school calendar to be established annually by the school. Any decision to close schools for inclement weather shall be solely that of the school, and the vendor shall provide transportation services in all weather conditions unless directed otherwise by the school. The vendor shall assist the School's designated representative in evaluating road conditions during inclement weather.

The selected vendor agrees to comply with all applicable federal, state, local, and school rules, laws, policies, and regulations, including without limitation all requirements and regulations imposed by the Oklahoma State Department of Education.

The selected vendor further agrees that he or she will make no payment, directly or indirectly, to any elected official, officer, or employee of the School, of money or any other thing of value to obtain or procure the contract or purchase order.

The vendor shall fully coordinate all contract activities with the THA's designated representative.

Statements made by THA representatives do not modify the terms, conditions, and specifications of this RFP. Changes and modifications to any section are only valid if confirmed in writing.

THA is exempt from the payment of sales/use tax.

Vendors may not take advantage of any errors or omissions in the specifications. If noted, the vendor shall promptly notify the contact person provided prior to submission of a proposal.

THA will not be held liable for any costs associated with the preparation of a response to this RFP.

Standard payment terms are net-30 from the date of receipt of the invoice, upon verification of the accuracy of the invoice and satisfactory performance according to the contract.

Proposals and bids are public records and are subject to inspection and reproduction in accordance with the Oklahoma Open Records Act.