

**REQUEST FOR PROPOSALS  
FOR  
SCHOOL BUS TRANSPORTATION SERVICES**



**A. INSTANT IMPACT GLOBAL PREP CHARTER SCHOOL**  
319 US-61 South  
Natchez Mississippi 39120

**Attention: Jasmine Ellis, Chief Financial Officer**  
319 US-61 South  
Natchez Mississippi 39120  
Phone: (601)597-5226  
Email: [WSago@instantimpactglobalprep.org](mailto:WSago@instantimpactglobalprep.org)

Issued: April 25, 2023  
Due by: May 8, 2023

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**SELECTION TIMELINE**

Issuance of RFP	April 21, 2023
Due date for proposals	May 8, 2023, 1:00 pm
Q&A Interest Meeting	April 28, 2023, 3:00 pm
Opening of Proposals	May 9, 2023, 5:00 pm
School Board’s Approval of Contract	May 9, 2023, 5:00 pm
Implementation of Contract	July 1, 2023
Transportation Service Commences:	August 7, 2023

**The envelope containing your proposal must be marked as follows:**

SEALED PROPOSAL ENCLOSED  
STUDENT TRANSPORTATION SERVICES  
CONTRACTOR’S NAME  
CONTRACTOR’S ADDRESS  
CONTRACTOR’S TELEPHONE NUMBER

**The envelope must also be addressed and delivered as follows:**

INSTANT IMPACT GLOBAL PREP CHARTER SCHOOL  
Jasmine Ellis, Chief Financial Officer  
319 Highway 61 South  
Natchez, MS 39120

## **STATEMENT OF PURPOSE**

Instant Impact Global Prep (School/District) will provide student transportation services for students of the School/ District located within the district’s boundaries and up to 10 miles beyond, and for students with disabilities and homeless students. The (School/District)also provides field trips and extra-curricular activities. The purpose of this Request for Proposal (RFP) is to establish a contractual relationship with an experienced and qualified student transportation services company to provide all student transportation services requested by the School/District, in the most efficient and cost- effective manner possible while at the same time, maintaining the highest level of service, safety, and reliability.

The process will include the review and evaluation of methods and procedures used to provide effective (regularly, promptly, safely, and without interruptions or incident) student transportation services for the School/District within the scope of this RFP. Past experience will also be judged by the references of each Contractor. Contractors should be prepared to make a presentation to the Board of School Directors if necessary. It shall be a primary obligation of the Contractor to operate its affairs so that the District will be assured of continuous and reliable student transportation services.

## **INTRODUCTION**

**Instant Impact Global Prep Charter School (IIGP)** is soliciting competitive proposals to identify a student transportation services vendor (Hereafter Contractor) that provides exceptional service and competitive pricing for the District/School. The school is located within Adams County and/or up to 10 miles beyond.

## **DEFINITION OF TERMS**

**Contractor/Vendor:** refers to the successful bidder(s) and collectively to the legal entity, its officer(s) and/or representative(s), which are legally bound to the bid and resulting contracts.

**Mileage:** the term mileage for the purpose of the bid and contract(s) shall mean the total miles traveled daily by the Contractor's vehicles in providing transportation for those students so authorized by Instant Impact Global Prep, to and from the public schools located in the School District. However, mileage shall not include any mileage incurred in traveling without student passengers from the end of one route to the beginning of another route, or in traveling from the Contractor's garage to the beginning of a route, or, from the end of a route to the Contractor's garage. Said miles shall be referred to as “**Live Miles**”.

**Route Time:** for the purpose of the bid and contract(s) travel time shall mean the total hours or fraction thereof, for student travel encompassing the period between student pickup and drop off.

**Bus Driver:** shall refer to the properly licensed operator of any vehicle used by the Contractor under the contract, including spare drivers.

**Bidder:** Each proposal shall contain the name of every person, firm, or corporation interested in the bid, and in the case of a corporation, shall state the name and title of the official or officials of the corporation by whom the Contract can legally be signed. If an agent submits the bid, his/her authority to contract must be clarified by attaching a copy of the existing Power of Attorney.

**Document Interpretation/Correction:**

Questions arising from the Bid Specifications should be directed to:

Walter Sago  
Chief Operation Officer of Instant Impact Global Prep  
Phone: (601) 597-5226  
Email: [w.sago@instantimpactglobalprep.org](mailto:w.sago@instantimpactglobalprep.org)

## **GENERAL OPERATIONAL INFORMATION**

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.

### **GENERAL CONDITIONS**

1. The District/School shall exercise sole judgment for the routes and schedules to be maintained by the Contractor.
2. The District/School is to be the sole judge as to whether the contract is being carried out with expedition and diligence, and whether the work is being done effectively and efficiently.
3. The Contractor agrees to furnish such reports as may be required by the District or the Mississippi Charter School Authorizer Board.
4. The Contractor will furnish vehicles that conform to all applicable standards and state law for school transportation.

### **POLICIES**

The District operates its transportation services in accordance with all applicable federal, state and local laws, rules, regulations and ordinances, the District's policies and procedures, the Individual Education Plans ("IEPs") and service plans of the respective students with disabilities, and Contractor shall be required to do the same. Contractor shall agree to abide by all District policies and procedure, IEPs, service plans and other laws and regulations related thereto in the performance of the Contract.

### **SCHOOL INFORMATION:**

Instant Impact Global Prep Charter School, approved to open a kindergarten-eighth grade public charter school on September 26, 2022. The school is anticipating a school enrollment estimate of one hundred and fifty students where approximately 95% will need bus transportation. 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 Director of Operations, to ensure timely, compliant work.

**SCHOOL ARRIVAL TIME:** 7:00 AM (Buses can arrive as early as 6:50)

**SCHOOL DISMISSAL TIME:** 3:30 PM

**EARLY DISMISSAL TIME:** 12:45 PM

### **OBJECTIVES FOR RFP**

1. The School intends to provide their patrons with a 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.
2. 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. 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.

### **CONTRACTOR MINIMUM REQUIREMENTS**

Qualified Contractors will have at least five (3) 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.

### **PROPOSAL AUTHORITIES, RESTRICTIONS & CLAUSES**

- A. 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.
- B. Schools cannot assure that the services will be awarded to any Contractor at any time.
- C. 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.
- D. The Contractor is prohibited from exploiting a conflict of interest, gratuities, kickback 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.
- E. 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.

## **ROUTE INFORMATION**

The specifications, as drawn by Instant Impact Global Prep, for the purpose of the bid, shall be considered a part of the contract to be entered into. A School Year is defined as the number of days in which pupils qualify for attendance purposes, as amended from time to time and as adopted by the School District. For representative purposes, the Instant Impact Global Prep calendar for the 2023-24 school year is included, (Attachment B).

This bid is determined on the basis of the number of days of school, student attendance as adopted by Instant Impact Global Prep. Should the School District extend the school year, the contract shall be adjusted by the vehicle per diem rate in effect at that time.

Changes in demand during the term of the contract may require as many as 25% more buses or 25% fewer buses in each or any year of the School District contract. Changes within this range may be made without the necessity of rebidding the contract.

The rates identified annually relative to increases and decreases of vehicles and for driver time shall be used throughout the term of this agreement.

Driver time shall be calculated according to the number of buses (drivers) x live mile route times for each tier X number of school days.

If an **increase** in the number of buses needed for regular transportation is desirable, at the sole discretion of the School District the cost shall be at the calculated cost per bus per day in effect for that year for each bus **increased**.

If a **decrease** in the number of buses needed for regular transportation is desirable, at the sole discretion of the School District the cost shall be at the calculated cost per bus per day in effect for that year for each bus. In the event of a reduction in the number of buses required during the school year, the Contractor shall be provided with a minimum of 30 days' notice, during which notice period the Contractor shall be paid twenty (20%) of the cost per day for that vehicle for each day up to 30 days.

After 30 days, the contract shall be reduced by the total cost per day for that vehicle for the remainder of the contract year. Any notification of the reduction of buses prior to the start of the school year shall be at no cost to Instant Impact Global Prep and the contract will be reduced by the total cost per day for that vehicle.

## **INSURANCE**



The successful bidder must furnish certificates of insurance with a thirty (30) day cancellation clause to the School District within thirty (30) business days after the notice of acceptance of its bid is given or mailed by the School District. The contract will not be signed on behalf of Instant Impact Global Prep nor shall it be valid unless the certificate of insurance has been delivered to and approved by Instant Impact Global Prep. The types and minimum amounts of insurance shall be:

- Workers' Compensation: Per State Requirement
- Personal Injury: \$1 Million aggregate
- Property Damage: \$500,000 each occurrence and \$1 Million aggregate
- Auto Liability: \$1 Million CDL with \$10 Million excess coverage (Umbrella)
- Uninsured Motorist: \$500,000 each person; \$1 Million each accident
- Under Insured: \$500,000 each person; \$1 Million each accident
- Commercial General Liability: \$1 Million each occurrence; \$2 Million aggregate
- Liability Excess Coverage (Umbrella): \$10 Million

### **DRIVERS/OPERATORS**

The contractor(s) shall furnish fully and properly licensed drivers to operate any vehicles used in carrying out the transportation services under the terms of this contract; including spare drivers, unless otherwise noted.

The Contractor shall establish a suitable wage scale that is designed to attract, employ and maintain experienced school bus drivers and monitors/aides. Assigned route drivers and monitors/aides shall be compensated on an hourly basis for route driving times as well as daily vehicle inspections as required by law, normal post trip inspections and daily bus cleaning. It is the intent of this requirement, to the extent possible, to allow the Contractor to retain existing drivers and bus monitors/aide personnel, where otherwise qualified and meeting the hiring qualifications of said Contractor.

All persons assigned as regular or substitute drivers must be submitted, and be acceptable, to Instant Impact Global Prep upon request. The list of drivers, including a copy of their license, driving record, and CORI and SORI report shall be provided to Achievement First a minimum of two (2) weeks prior to the first day of school upon request.

The bidder shall see that all drivers have on file with the bidder a report, made by a registered physician, that he is in sound physical condition and capable of performing the duties of a school bus driver. The physical examination certificate must be submitted once a year, as required by law.

A thorough background check is required for all drivers, including driving record and Criminal History Records. Upon request prior to the start of the school year, annually, the contractor will provide copies of driving records, along with the driver roster and driver signed authorizations to Instant Impact Global Prep.

Drivers will not leave a bus unattended when children are on the bus. In an emergency, the driver's first concern must be for the safety and welfare of the children.

The contractor will be responsible for conducting School Bus Safety Drills and School-Based Demonstrations as required by State law at no cost to the School Districts. Scheduled times will be coordinated with the School District. The Contractor may be required, at no cost to Instant Impact Global Prep, to provide a bus for up to 10 days annually for school based safety and bus evacuation training.

The contractor must certify that bus safety instruction has been provided for all bus drivers at least twice per year.

Drivers shall be responsible for only transporting those students authorized, as required by Instant Impact Global Prep

### **OPERATION**

Whenever possible, the contractor should be given notice of school cancellation due to inclement weather by 5:00 a.m. In the event of a change in opening or closing of school due to unusual circumstances, the contractor will be given reasonable notice and will respond to the need as soon as possible.

## **ADDITIONAL SAFETY RULES & REGULATIONS INFORMATION**

### **Equal Employment Opportunity**

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons in compliance with state and federal law. In order to implement the State's equal employment policy and to assure non-discriminatory personnel administration, the Mississippi State Personnel Board promotes non-discriminatory practices and procedures in all phases of personnel administration and prohibits any form of unlawful discrimination. Equal employment opportunity can only be attained through State agency commitment to complying with all applicable laws affording equal employment opportunities to individuals. Accordingly, it is imperative that State agencies make all personnel decisions in accordance with Mississippi State Personnel Board policies, practices, and procedures.

Equal employment opportunity does not guarantee an employee any rights not otherwise provided by law.

### **GENERAL**

Instant Impact Global Prep reserves the right to accept or reject any and all bids; in part or in whole, at its sole discretion, without any advance notification or discussion with any prospective bidder(s). The decision of Instant Impact Global Prep in whole or in part, shall be final and binding on all bidders, without recourse.

Instant Impact Global Prep reserves the right to require additional services during the term of this contract. The Bidder/Contractor agrees to provide such services at the then current cost, as identified on the Bid Form or according to any subsequent adjustments.

Routes and schedules are to be compatible with school schedules which shall be determined solely by Instant Impact Global Prep in cooperation with the successful bidder.

Instant Impact Global Prep reserves the right to rearrange, reassign, or adjust routes and schedules when it is in its interest Instant Impact Global Prep to do so, at no additional cost to Instant Impact Global Prep. All changes in routes are to be made by the Instant Impact Global Prep. In the event that Instant Impact Global Prep revises school starting and ending times or extends the school year, the Contractor agrees to work cooperatively to minimize the impact and cost impact of such changes.

The successful bidder must provide a telephone connection through which the school may make quick contact with the owner or their agent from 5:00 a.m. to 4:30 p.m. on days when schools are in operation. In addition, an emergency telephone number must be provided for emergency communication on other days or at other times. The owner or his agent must be willing to appear for conferences with the Instant Impact Global Prep, School Committees or Director of School Operations, as necessary and when requested.

The bidder shall provide written reports of bus counts showing the number of riders on each bus and each round trip and these are to be supplied when requested. These reports are to be compiled by the successful bidder and turned into the Director of School Operations within two days of the request.

The bidder shall designate a particular staff member, i.e. Manager(s), who shall be assigned to coordinate transportation arrangements under the contract and to carry out instructions submitted by Instant Impact Global Prep from time to time. This person must have at least five years' experience managing a school bus operation similar in size and be located at the bus garage/parking area or school location on each and every school day from 5:00 a.m. to 5:30 p.m. He/she shall be responsible for the day-to-day coordination of such transportation. Whether known at the time of bid or unknown, Instant Impact Global Prep shall have the right of approval of the Manager.

The contractor may elect to house the vehicles utilized in the performance of this contract outside of the School District. Whether housed in town or out of town, buses must be available for emergencies within 30 minutes of notification.

### **SUBCONTRACTING:**

It is understood, agreed upon, and made a part hereof and shall be part of the contract entered into between Instant Impact Global Prep and the successful bidder(s) shall not be assigned nor assignable, by way of subcontract or otherwise, without prior written approval of the Instant Impact Global Prep Board of Directors.

As part of this contract, the successful bidder will be required to provide hardware and software to utilize a computer routing system. The system must meet the following minimum criteria. It must:

- Utilize digitized mapping
- Optimize routes (based on School District-designated parameters)
- Schedule buses
- List routes and stop times
- List students by route and/or stops
- Utilize existing student database information

Specific documentation regarding the bidder's routing system must be included in the bid package. At minimum, this documentation must:

- Identify the name of the routing system
- Describe the system and its operation, in terms of the above system requirements
- Include a copy of the software vendor's Licensing Agreement or Contract with the bidder
- Provide at least 3 references from School Districts for whom the bidder is currently

providing such computer routing services.

## **INDEMNIFICATION AND INSURANCE**

The following is required

- The bidder's accident record for the previous three (3) years for Mississippi States where they have operated or have held contracts must be prepared by the bidder's insurance carrier and submitted with the bid.
- Within 30 business days after notice of acceptance of proposal is given or mailed by the School District to the successful bidder, the contractor shall deposit with the School District certificates from the insurer to the effect that the insurance policies required in the above section have been issued to the contractor.

## **TERMINATION OF CONTRACT**

The contract between Instant Impact Global Prep and the Contractor may be terminated by Instant Impact Global Prep with thirty (30) calendar day written notice.

The refusal of the State Police/Department of Motor Vehicles to approve the conveyer or the conveyance, or the conveyer's failure, unwillingness or inability to comply with the applicable regulations and statutory provisions of the State of Mississippi shall be considered non-performance. Further, if the conveyer is unable, unwilling or otherwise fails to timely transport all the scheduled pupils present on the route(s) for three (3) successive days, said actions shall be considered non-performance.

The termination of required insurance policies during the period covered by the contract shall likewise be considered non performance.

Termination may be based on default in performance, nonconformity in performance, breach of the terms and conditions of this contract, failure in any respect to perform the service with promptness and diligence, bankruptcy, receivership or a general assignment for the benefit of creditors, change in ownership, or any other act which impairs the value of service under this contract.

On the first occurrence of any breach of performance, to include the proper execution of a route, the School District may issue a verbal warning. On subsequent occurrences the School District may issue written notifications and any continuation of the breach of performance may give rise to termination for good cause. Any cost incurred by the School District in fulfilling any performance requirements shall be deducted from any funds due the contractor.

Should Instant Impact Global Prep not act to terminate for good cause it shall not be construed as a waiver but rather Instant Impact Global Prep shall consider the event along with any and all future events as part of a performance pattern subject to termination for good cause.

Bankruptcy or insolvency shall be grounds for the termination and rebidding of the contract(s).

In the case of failure on the part of the contractor to execute the work as per agreement, Instant Impact Global Prep reserves the right to terminate the contract, satisfying its wants through another responsible contractor. Instant Impact Global Prep shall collect from the contractor any difference in price as a result of such failure on the part of the contractor.

Exercise of the rights herein specified shall not impair or affect Instant Impact Global Prep's right to recover the damages for breach of contract by suit on the contract.

### **FORCE MAJEURE**

Neither party will be liable to the other or be deemed to be in breach of this contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, freight embargoes, acts of a foreign government, war and/or terrorism and unusually severe weather. If the Contractor's failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the reasonable control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

Dates or times of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

Since the performance dates of this contract are important to the implementation of essential public work, continued failure to perform for periods aggregating five (5) or more days, even for causes beyond the control of the Contractor, shall be deemed to render performance impossible, and the School District shall therefore have the right to terminate this contract without termination costs or penalties, and without liability for any other payment or obligation payable or deliverable by the School District after the date of termination.

**All bid costs per bus per day prices are to be calculated based upon School Year 2023 – 2024 costs.**

# **BID SUBMISSION REQUIREMENTS**

## **RESPONSIBILITY OF THE CONTRACTOR**

- A. Inspection of all documents to assure completeness, legibility, etc.
- B. 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.
- C. Abide by all Proposal Requirements, else the Proposal may be rejected by the School regardless of type or significance of noncompliance.

## **PROPOSAL REQUIREMENTS**

- A. Executive Summary (3-page maximum)
- B. Company Overview
  - i. Experience within County, 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. Three (3) reference letters from existing clients
    - 4. One (1) reference from previous client
- C. Proposal Overview – herein describe how the Contractor will provide service, including transportation management, dispatch, recruiting, facility, fleet, and all related aspects of the service.
  - a. Implementation/Transition Plan
    - i. Manager
    - ii. Driver recruiting and/or staff transition
    - iii. Safety program
    - iv. Facility, site, property, etc.
    - v. Routing and run packaging
  - b. Organization & Staff
    - i. Organizational Chart
    - ii. Resumes of key contributors
    - iii. Training & professional development program
  - c. Vehicles & Related Equipment
    - i. List of proposed fleets (model year, size, lift y/n)
    - ii. Special equipment

D. Pricing Exhibits

- a. Provide per day pricing for each element of service (this is to be the contracted pricing amount)
- b. Extend pricing to an annual estimate based upon the parameters (bus, runs, hours, etc.) iii) This annual estimate is for informational and comparison purposes only and is not binding.
- c. Insurance and Proposed Contract
  - i. Evidence of insurance or insurability (copy of certificate is acceptable)
  - ii. Copy of Contract.
- d. Checklist of Required Elements
- e. 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



## **Checklist**

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

- Evidence of insurance or insurability (copy of certificate is acceptable)
- Copy of Contract.
- Checklist of Required Elements
- Submission – The proposal should include:
  - 1 master, bound copy sealed in an envelope – marked ORIGINAL
  - 1 PDF or Word version (electronic copy) of proposal narrative
  - 1 PDF or Word version (electronic copy) of pricing matrix

## Pricing Matrix

**A. 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		\$	
Are your buses equipped with A/C?	<b>Yes No</b>		

**B. Daily Additional Service Pricing**

Services	Rate per Trip or Bus
Field Trips	\$
After School Trips	\$
Summer School	\$

**C. Special Needs Home to School & Shuttle Prime-Time Services (SN) Daily Home to School**

Services	Daily Rate per Bus
SN Routes	\$

**D. Other Services Pricing**

Services	Hourly Rate	Mileage Rate	Minimum Hours
Extra Route Hours (as approved)	\$	\$	
Activities – Overnight Fee	\$	\$	

**E. Overall Total of Proposal \$ \_\_\_\_\_**



# 2023-24 YEAR CALENDAR

STUDENTS : 182 DAYS  
420 INSTRUCTIONAL

## JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	27	29
30	31					

## AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6		8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28		30	31	

## JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	27	29
30						

### Legend and Key Dates

#### HOLIDAYS

- LABOR DAY: 9/4
- THANKSGIVING: 11/20-11/24
- CHRISTMAS: 12/21-1/2/24
- MLK: 1/15
- PRESIDENT'S DAY: 2/19
- SPRING: 3/11-15
- EASTER: 3/29 & 4/1

#### PROFESSIONAL DEVELOPMENT STUDENT HOLIDAY

- JULY (10 -13)-17-18
- AUGUST (1 - 3)
- OCTOBER 11
- FEBRUARY 20

#### TEACHER WORKDAYS

- AUGUST 4
- JANUARY 3

#### P/T 1/2 CONFERENCES DAY

- OCTOBER 10
- MARCH 22

#### WEATHER DAYS

- APRIL 19
- MAY 10

#### GRADING CYCLES END

- 8/7-10/6 (44 DAYS)
- 10/9-12/15 (45.5 DAYS)
- 1/3-3/8(45 DAYS)
- 3/18-5/24 (47.5)

#### START AND END OF SCHOOL

