



Request For Proposal Student Transportation Services

Schedule of Events:

- RFP Release Date: **March 28, 2018**
- Questions & Request for Clarity Due: **April 13, 2018**
- Response to Questions Posted (LFNO.org > RFP tab): **April 20, 2018**
- Submission Deadline: **May 11, 2018**
- Finalist Notification: **May 18, 2018**
- Award Notification: **May 25, 2018**

Lycée Français de la Nouvelle-Orléans

Request for Proposal- Student Transportation Services

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Lycée Français de la Nouvelle-Orléans

Request for Proposal- Student Transportation Services

PURPOSE

Lycée Français de la Nouvelle-Orléans is actively seeking proposals from qualified companies interested in providing bus transportation service for Lycée Français students for one or more of the following transportation categories:

1. *Elementary Schools (Grades PK-8)*
2. *Field Trips / Activity /Athletics*
3. *Special Education (Grades PK-8), if deemed necessary.*
4. *Campus to campus shuttle*

Lycée Français de la Nouvelle-Orléans (hereafter “LFNO”) invites all interested firms to submit a proposal to provide transportation services for all LFNO students. The terms of the initial contract is expected to be August 15, 2018-19 SY with renewable one-year extensions through the 2020- 2021 SY. Only those Proposers that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for LFNO. LFNO expects the Proposer to have the staffing, resources, and expertise necessary to deliver exceptional and reliable student transportation services. Furthermore, LFNO expects the proposer to have a management structure that will ensure high-quality customer service as well as a plan to maintain responsive and effective communication with LFNO leadership. The Proposer is expected to deliver the requested services at a competitive price and demonstrate a track record of success in the industry by providing professional references and displaying sound business practices that show fiscal responsibility. The Proposer is expected to own the operational responsibilities associated with student transportation, such that, LFNO staff is not involved with facilitating or coordinating the day-to-day operations. The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations. The Proposer must be knowledgeable of and abide by all provisions of legislative enactments, by laws, and regulations in regards to safety and student transportation. A description of the services needed, and other pertinent information follow in this Request for Proposals (RFP).

Thanks for your interest in partnering with Lycée Français de la Nouvelle-Orléans; we look forward to receiving your proposal.

Sincerely,

- Transportation Committee

Lycée Français de la Nouvelle-Orléans

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HOW TO SUBMIT:

Using the information listed below, please submit one original hard copy in a sealed package, via mail (post marked no later than 5/11/18), courier, or hand delivered, and one copy via email to:

Lycée Français de la Nouvelle-Orléans

Attn: Anastasia 'Toni' Smith / Transportation Dept.

5951 Patton Street, New Orleans, LA 70115

Tsmith@lfno.org

NO LATER THAN 4:00 P.M. CST ON May 11,2018

***All emailed communications should include:**

Your Company Name / Transportation RFP /2018.19 in the subject line

**** Additionally, follow up questions or requests for clarification related to this RFP must be submitted in writing, or email on or before April 13, 2018 using the aforementioned contact information.***

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ADMINISTRATIVE AND GENERAL INFORMATION

ABOUT US: Lycée Français de la Nouvelle-Orléans

Lycée Français de la Nouvelle-Orléans (LFNO) is the free French immersion public charter school serving all of Louisiana since 2011. We are a type-2 charter school and French immersion program located in New Orleans. Lycée Français follows the French national curriculum and also adheres to aspects of the Louisiana state curriculum. We are accredited by the French Ministry of Education for French curriculum through grade 5 and are continuously working towards accreditation for upper levels; accreditation is ongoing. For the 2018-2019 school year, Lycée Français serves Pre-K4 through 8th grade; a new grade level will be added every year up to 12th grade.

Reservation of Rights

This RFP is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by LFNO to select a vendor and/or reward a contract. LFNO reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the LFNO's funding and by the appropriation of funds by the legislature of the State of Louisiana.

Schedule of Events

EVENT	DATE & TIME	LOCATION
RFP release:	March 30,2018	LFNO.ORG
Questions & Request for Clarity Deadline	April 13, 2018 by 4:00 pm CST	Email To: tsmith@lfno.org
Response to Questions will be posted	April 20,2018 by 4:00pm CST	LFNO.ORG > RFP TAB
RFP submission deadline	May 11,2018 by 4:pm, CST	NA
Finalist notification	May 18,2018 by 4pm, CST	NA
Award notification	May 25,2018 4pm, CST	NA

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ADDITIONAL PROPOSAL AUTHORITIES

Subcontracting Information

The selected firm shall be the prime Proposer responsible to the LFNO. Proposers may enter sub Proposer arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the Proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub Proposer. Beyond the initial agreement, the Proposer shall not make any additional assignments or subcontract without obtaining written permission from LFNO.

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposal responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by LFNO in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by LFNO.

Ownership of Proposals

All materials submitted in response to this request become the property of the LFNO. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by LFNO and not returned to Proposers.

Proposals Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, LFNO reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

Proprietary Information

Only information, which is in the nature of legitimate trade secrets or non-published financial data, may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers Inquiry Periods

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing by an authorized representative of the Proposer and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter. Answers to questions that change or substantially clarify the RFP shall be issued by addendum and provided to all prospective Proposers.

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Changes, Addenda, Withdrawals

LFNO reserves the right to change the calendar of events at any time. LFNO also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by LFNO to award a contract. LFNO reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of LFNO to do so.

Waiver of Administrative Informalities

LFNO reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

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PROPOSER REQUIREMENTS

LFNO expects all Proposers to sufficiently address the following terms within the submitted proposal.

A. Personnel

1. Agree to submit to LFNO the names, addresses, background checks, and drug screenings of all bus drivers, dispatchers, and bus monitors.
2. Provide a detailed plan to manage all personnel involved in the transportation of LFNO students.
3. Assume all responsibility for hiring, training, and discharging personnel; however, LFNO reserves the right to request dismissal of any staff member from service.
4. Designate a lead driver for each and a reserve of standby drivers in the amount of 10% of LFNO's routes assigned to the Proposer.
5. Hire, train and supervise bus monitors. Trainings should include first aid, CPR, and seizure training. Training on administration of medication is required on special education buses.
6. Facilitate review of transportation process through ride along and/or observation of the general operation of the bus service.

B. Equipment

1. Provide on an as-needed basis, up to the guaranteed maximum or down to the minimum number of school buses specified on the Pricing Page.
2. All equipment shall comply with all statutes, school bus specifications, and safety regulations. If any bus equipment owned by the Proposer fails at any time to comply in whole or in part, the Proposer shall replace it without expense to LFNO and without claims for adjustment in compensation.
3. As a minimum, Proposer shall supply a spare bus ratio of 10% of all regular and special education route buses.
4. Buses shall be kept in a clean and sanitary condition and open to examination by LFNO at

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all times.

5. Adhere to industry best practices regarding the use of appropriate equipment including, but not limited to the following items; a. digital video recording system with a minimum of three (3) cameras b. stop arms c. first aid kits d. body fluid clean-up kit e. car seats f. lifts g. tie-downs h. roll back alarms i. anterior crossing gates. j. direct 'emergency' phone line to ensure immediate contact with the Proposer k. approved electronic child check system l. LFNO reserves the right to specify a single GPS product to be installed and operated on all buses serving LFNO. GPS reporting and access must include but is not limited to live look up, route replay, on time reports, coverage reports, etc.

C. Students Safety and Conduct

1. Provide safety programs for students
2. Train students on the proper boarding, disembarking, bus riding, and evacuation procedures at least twice a year.
3. Provide ridership agreements that outline rules and regulations on the school bus.
4. Refer decisions on student disciplinary issues to School Administrators. LFNO agrees to work with the Proposer to assist with any necessary student discipline issues.
5. Vandalism damages to equipment or facilities will be the responsibility of the Proposer; however, LFNO will assist the Proposer in receiving restitution whenever possible.
6. Digital replay from video cameras shall be provided within 24 hours and retained as needed.

D. Insurance

The Proposer shall name LFNO and its officers, employees, agents, volunteers, etc., as additional insured for both ongoing and completed operations on Auto Liability and General Liability. Additionally, the Proposer shall obtain and maintain, at all times this Agreement is in effect; insurance with carriers having an AM Best rating of [A-: VII], against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of the Proposer's business including, but not limited to, the following minimum limits set forth below:

1. Worker's Compensation/Employer's Liability insurance to cover in the amount a minimum of \$1,000,000 each accident/disease each employee/ disease policy limit; including a waiver of subrogation and Alternate Employer endorsements in favor of LFNO.

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2. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate; including naming LFNO Schools as additional insured and including a waiver of subrogation in favor of LFNO.
3. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles; including an Additional Insured Endorsement and a Wavier of Subrogation in favor of LFNO.
4. Excess Umbrella Liability Coverage with a minimum limit of \$5,000,000
5. All employees must be bonded.
6. All of the above mentioned policies will include a provision that LFNO will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
7. In addition, it is understood and agreed that LFNO will not be held responsible for damage to provider's equipment or vehicle regardless of cause.
8. Insurance requirements are subject to change based upon enrollment trends and LFNO discretion.

HURRICANE, TROPICAL STORM AND OTHER EVACUATION ASSISTANCE

In the event of a Hurricane, Tropical Storm or other event requiring mass evacuation of Orleans Parish and the City of New Orleans, the Proposer will make its fleet available to LFNO, police, local, state and federal agencies. Proposer shall include per bus per day rental cost on **Schedule B: Pricing**.

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PORPOSAL FORMAT

All proposers must have demonstrated a track record of success in the industry, provide professional references, and display sound business practices that show fiscal responsibility. Each proposer is expected to account for all necessary related-costs before offering the requested service at a competitive final price. Proposals should follow the format and order of presentation described below:

A. Introduction (Cover Letter)

- A brief company profile to include, but not limited to, headquarters location, years of service to K-12 schools in New Orleans, and other operating locations.
- A brief statement regarding the vendor's understanding of the scope of work to be performed.
- Detail your firm's experience and success in providing requested services.
- Include the name, title, phone number and email address of the person to whom LFNO may direct questions concerning the proposal.
- Be signed by an individual who is authorized to make proposals of this nature in the name of the company making the proposals as listed on Schedule A, Certification Statement.

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 highlights its firm as superior or unique in addressing the needs of LFNO as stated in the Scope of Work.
- This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time 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.
- Finally, it shall include a positive statement of compliance with the RFP terms. If the proposer cannot comply with any of the terms, an explanation of each exception must be supplied.

C. Qualifications and Experience

- Discuss experience providing transportation services to schools. Provide company values and qualities that distinguish services from competitors.
- Provide evidence of financial stability and substantiate the availability resources to satisfied services as outlined in this RFP. The Network reserves the option of

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validating financial and control status and matters with the Proposer before awarding the services. Failure to satisfy this concern may cause the District to reject the proposal.

- A proposer shall demonstrate (at a minimum) proof of the ability to obtain errors and omission insurance in an amount equal to 100% of the total annual contract amount.
- Proposers should ensure that their proposals contain sufficient information for LFNO to make its determination by presenting acceptable evidence of the above to perform the services outlined in the scope of work.

D. Proposed Plan

- Proposals should include any resources for project implementation or deployment. Present creative solutions or innovative concepts to meet the needs of LFNO for consideration.
- Clearly describe the approach and methodologies to be employed in the performance of the Scope of Work/Services.
- 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:
 - a. Feasible and Effective Transition Plan
 1. Manager
 2. Driver recruiting and/or staff transition
 3. Facility, site, property, etc.
 4. Route/Run pairing process/plan
 5. Organization & Staff
 - Organizational Chart
 - Resumes of key contributors
 - Training & professional development program
 - b. Additional System Technology Proposed Beyond RFP Requirements
 - c. Financial Incentives Proposed to LFNO
 - d. Vehicles & Related Equipment

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1. List of proposed fleet (model year, size, lift y/n, air conditioning y/n, etc.)
2. Special equipment

E. Proposed Fees

- The fees and costs proposed by the prospective vendor shall be submitted using the format found in **Schedule B - Pricing**. All Proposers must respond to **Schedule B** in order 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)
 - b. This annual estimate is for informational and comparison purposes only and is not binding.
 - c. Pricing shall include the transportation services required along with fulfilling the terms and conditions stated in the sample agreement for student transportation services.

F. Safety Plan

All proposals must include a safety plan and/or supporting documentation, which is required to be in conformance with Federal and State of Louisiana Laws and Regulations. Plans must contain, but are not limited to, recurrent road, as well as, classroom training for drivers, safety training for students, documented emergency exit drills, and adequate child safety measures. Responses should also include:

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

G. References LFNO reserves the right to contact references concerning similar cooperative program participants who can attest to the respondent's ability to meet or exceed LFNO's requirements. Responses should include the names, emails, and phone numbers of three (3) references from existing clients where the Proposer has provided the requested services. There is particular interest in references that would include any School Districts or organizations that are similar in size and complexity to LFNO.

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SCOPE OF STUDENT TRANSPORTATION SERVICES AND REQUIREMENTS

It is the intent of LFNO to contract with qualified individuals or entities to provide full-service transportation services. Full service transportation includes morning and afternoon routes for all students, including special education students (if deemed necessary), and field trips. 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 LFNO student transportation. The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations. The Proposer must be knowledgeable of and abide by all provisions of legislative enactments, by laws, and regulations in regards to student safety and transportation.

LFNO currently has two campuses. Locations and projected growth listed below.

2018-19 SY				
SCHOOL	ADDRESS	PROJECTED ENROLLMENT	ARRIVAL TIME	DISMISSAL
LFNO PK-4 - 2nd	5951 Patton Street / 70115	442	8:10 AM	M, T, TH, F 4:05 & W 3:05
LFNO 3rd- 8th	1800 Monroe Street	489	7:45AM	M, T, TH, F 3:45 & W 2:45

2019 – 20 SY				
SCHOOL	ADDRESS	PROJECTED ENROLLMENT	ARRIVAL TIME	DISMISSAL
LFNO PK-4 - 2nd	5951 Patton Street / 70115	438	TBD	TBD
LFNO 3rd- 9th	1800 Monroe Street	587	TBD	TBD

2020- 21 SY				
SCHOOL	ADDRESS	PROJECTED ENROLLMENT	ARRIVAL TIME	DISMISSAL
LFNO PK-4 - 2nd	5951 Patton Street / 70115	437	TBD	TBD
LFNO 3rd- 8th	1800 Monroe Street	582	TBD	TBD
LFNO- 9 th &10	Priestly	102	TBD	TBD

Please see the Thinking Outside the Classroom (external classes) ATTACHMENT A /2017-18

For 2018-19 SY Calendar (tentative) see: ATTACHMENT B

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Routing Service Parameters

The Proposer shall provide routing services, which include providing routing software, designing bus routes, assigning riders, pairing, or packaging bus routes, and/or optimizing accordingly. Routes shall be submitted to LFNO for approval prior to implementation. LFNO expects routes and stops to maximize convenience for LFNO families. The Proposer's drivers shall not deviate from the approved scheduled runs without prior approval from LFNO administration.

The Proposer will be assessed liquidated damages for each day any deviation occurs in the amount charged for the run and the cost of any alternative transportation. Reference Schedule C.

Service Expectations

The Proposer shall provide daily transportation to all Orleans Parish students who live outside of a one-mile radius of their respective campus. All bus stops are to be within one mile of each student's home. Student travel to and from school cannot exceed 3 hours per day. Buses are expected to arrive at school no less than 10 minutes prior to scheduled arrival and dismissal times.

Dry Runs

Prior to the start of each school year the Proposer shall conduct an introductory orientation meeting for all of its drivers and monitors. This orientation shall include a thorough instruction process orienting drivers and monitors as to any and all changes for the coming year, LFNO policies, etc. LFNO personnel may attend the Orientation Meeting.

The Proposer will perform at least one real-time "dry run" (running the buses 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 LFNO officials who may monitor the process without restriction. LFNO and Proposer will meet within 24 hours of the dry run day to assess outcome of the dry run.

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

Liquidated Damages

Prompt and safe transportation of students 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 Proposer, it would be impractical and extremely difficult to determine actual damages resulting from the

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Proposer's failure to provide adequate services under this Agreement. It has been determined that certain failures to perform inherently involve damage. Accordingly, after August 31st of any school year, liquidated damages in the amounts listed below 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 Proposer. 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 Proposer or the bus driver, the Proposer must provide to LFNO 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 LFNO and will be based on the LFNO's investigation of the circumstances of each incident.

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

EVALUATION OF PROPOSAL / CRITERIA

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, and organization, taking into consideration the evaluation criteria below:

Criteria	Maximum Score
1. Staffing Qualifications (Staff prior experience, licenses, professional achievements) and Specialized Experience (experience in public school districts and charter schools)	20
2. Proposed strategy/plan (Vendor capacity, shared commitment, business integrity and reputation in the industry)	25 unless, you subcontract 50% or more of your fleet then the MAX score will be 15
3. Proposed Fees (costs effective/efficiency)	40
4. Company Financials	10
5. Firm is a DBE/MBE entity	5
Total score possible	100

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CERTIFICATION STATEMENT (Schedule A)

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. Identify the Contact name and fill in the information below:

(Print Clearly):

Date: _____ Official Contact Name: _____

E-mail Address: _____

Phone Number with area code: (_____) _____

Address: _____

City: _____ State: _____ Zip: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least one year from the date of proposer's signature below
- (5) Proposer understands that if selected as the successful proposer, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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(Schedule B)

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. Price will not be the only determining factor in the award or awards.

_____ Guaranteed minimum number of school buses

_____ Guaranteed maximum number of school buses

SCHOOL CAMPUS	PROJECTED NUMBER OF ROUTES	PROJECTED TRAVEL TIME
LFNO PK-4 - 2nd		
LFNO 3rd- 8th		

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, per day and the excess rate per school bus, per hour for all school bus sizes listed below for each pairing:

The Proposer shall be compensated at the applicable basic rate per school bus, per day as stated below for each route consisting of up to five (5.0) 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, per day stated on the Pricing Page. In addition to the applicable basic rate per school bus, per day, the Proposer shall be compensated at the applicable excess rate per school bus, per hour as stated below for live time transportation service in excess of five (5.0) hours. For service in increments of one-quarter (1/4) of an hour, the Proposer shall be compensated at the same portion of the excess rate per school bus, 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).

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(Schedule B) CONT'D

Regular Transportation (Minimum 5.0 hours of daily service

Bus Size (Passenger)	Base Rate All Routes Per Bus/Day	Excess Rate	Hourly Rate Per Hour (over 5.0)	With AC
16 and Below	\$ _____	\$ _____		\$ _____
17 - 35	\$ _____	\$ _____		\$ _____
36 - 72	\$ _____	\$ _____		\$ _____

Special Needs Transportation (with AC) Add-on Cost

Increase to above rate to add Wheelchair/Lift capability: \$ _____

Field Trip Transportation service

School Bus Size (Passenger)	Basic Rate Per Hour	Excess Rate Per Hr. (1/4 hr. Increments)
All Sizes	\$ _____	\$ _____

Campus-to-Campus Transportation service

School Bus Size (Passenger)	Basic Rate Per Hour	Excess Rate Per Hr. (1/4 hr. Increments)
All Sizes	\$ _____	\$ _____

ADD ON ITEMS:

Basic Rate Per Monitor Per Day (5.0 hours) (Proposer-supplied, during live time) \$ _____

Excess Hourly Rate per Monitor over 5.0 hours per day (Charged on Increments) \$ _____

Daily per-bus add-on cost for providing passive GPS \$. (Tied to camera system above for the quad view) \$ _____

Daily per-bus add-on cost for providing real time GPS \$. (This may require the more detailed description being provided by vendor)

\$ _____

Athletics / Activity (before/after school) Transportation service

School Bus Size (Passenger)	Basic Rate Per Hour	Excess Rate Per Hr. (1/4 hr. Increments)
All Sizes	\$ _____	\$ _____

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For School Years 2019/2020 & 2020/2021

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), LFNO 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 LFNO.

Annual Increase

Year 2 (2019 /2020) Period: +/- _____ %over 2018/2019 rates

Year 3 (2020/2021) Period: +/- _____ %over 2019/2020 rates

Lycée Français de la Nouvelle-Orléans

Request for Proposal- Student Transportation Services

SCHEDULE C

	Brief Description	Penalty
1	Failure to notify LFNO of any route running more than 15 minutes late	Cost of alternate transportation and 25.00 fine may be imposed
2	Failure to notify LFNO of any route running more than 30 minutes late.	Cost of alternate transportation and 100.00 fine may be imposed
3	Doubling Routes	Cost of alternate transportation and 50.00 fine may be imposed
4	No update route sheet	25.00 fine may be imposed
5	Contractor must obtain prior approval from LFNO fro any changes to P/U or D/O times or locations	Cost of alternate transportation
6	Drivers/monitors not displaying proper photo ID	Damages of 10.00 per occurrence
7	Driver who has not successfully completed training required by the network and is not qualified and or properly permitted	Damages in the amount of 500.00
8	Drivers /monitors smoking, on the bus regardless of whether students are on board	Damages in the amount of 100.00
9	Failure to have a radio (cell phone), working fire extinguisher, first aid kit, emergency triangles, and video box (if required) on the bus	Damages in the amount of 100.00
10	Routes involved in preventable accidents	Cost of replacement transportation
11	Bus not identified with LFNO specified route sign while in service to LFNO	Damages in the amount of 25.00 and the cost of alternate transportation
12	Two-way radio not working	Damages in the amount of 50.00 and the cost of 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 minimum, one full time manager/ assistant manager on duty while LFNO route on the road	Damages equal to the cost of one route
15	Failure to dispatch activity or field trip bus 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 per occurrence
17	Failure to file an accident report within 24hrs. to LFNO Transportation Department	25.00 fine per occurrence
18	Failure to provide Special Needs Bus (if applicable) 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 the amount of 50.00 per run per day and loss of revenue for monitor/run/day.

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ATTACHMENT – A

EXAMPLE: Thinking Outside the Class (external classes) 2017-18

1st Grade - Audubon Zoo And Nature center						
Audubon Nature Center			Audubon Zoo			
1	From Jan 29th to Feb 2nd		1	From Apr 9th to Apr 13th		
2	From Feb 19th to Feb 23rd		2	From Apr 16th to Apr 20th		
3	From Feb 26th to Mar 2nd		3	From Apr 23rd to Apr 27th		
4	From Mar 12th to Mar 16th		4	From Apr 30th to May 4th		
5	From Mar 19th to Mar 23rd		5	From May 7th to May 11th		
2nd Grade - OGDEN Museum						
1	From Dec 4th to Dec 8th					
2	From Dec 11th to Dec 15th					
3	From Jan 8th to Jan 12th					
4	From Jan 22 to Jan 26th					
5	From Jan 29th to Feb 2nd					
3rd Grade - Audubon Zoo						
1	From Aug 28th to September 26th					
2	From Sept 27th to Nov 1st					
3	From November 2nd to Dec 8th					
4	From Dec 11th to Jan 23rd					
5	From Jan 24th to Feb 27th					
6	From Feb 28th to Mar 28th					
4th Grade - French quarter						
3 Sessions with rotation						
Session 1 week of:	Oct. 2nd	Teacher		Session 2 week of:	Nov. 27th	Teacher
	Oct. 16th	Teacher			Dec. 4th	Teacher
	Oct. 23rd	Teacher			Dec. 11th	Teacher
	Oct. 30th	Teacher			Jan. 8th	Teacher
	Nov. 13th	Teacher			Jan. 22	Teacher
Session 3 week of:	Jan. 29th	Teacher				
	Feb. 19th	Teacher				
	Feb. 26th	Teacher				
	Mar. 12th	Teacher				
	Mar. 19th	Teacher				

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5th Grade - Audubon Aquarium			
Week of: (No School Sept. 22nd and Oct. 6th)	Sept 18th	Week of: (No School Jan 15th)	Jan. 8th
	Sept 25th		Jan. 15th
	Oct. 2nd		Jan. 22nd
	Oct. 16th		Jan. 29
Week of: (No School Nov. 6th)	Oct. 23rd	: Week of: (No School March 5th)	Feb. 19th
	Oct. 30th		Feb. 26th
	Nov. 6th		Mar. 5th
	Nov. 13th		Mar. 12th
6th Grade – Fab Lab /Delgado			
6A	October 25th	6C	November 7th
6B	October 31st		

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JULY 2018						
S	M	T	W	Th	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				

7 **NO SCHOOL for Students – Staff PD**
 8 **Students Return**
 21 **M.L. King Day**
 (NO SCHOOL)
 11 **Second Trimester Progress Reports**

JANUARY 2019						
S	M	T	W	Th	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		

AUGUST 2018						
S	M	T	W	Th	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	

6 **Faculty Return**
 13 **Meet and Greet 3 – 7pm**
 15 **First Day for Students**
 Pre-K Group A
 16 **Pre-K Group B**
 17 **All Pre-K**
 28 **Back to School Night**
 (Lycée Lower)
 29 **Back to School Night**
 (Lycée Upper)

FEBRUARY 2019						
S	M	T	W	Th	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		

22 **End of 2nd Trimester**
 27 **Early Dismissal - Parade**
 28 **NO SCHOOL for students – Report Card Conferences**

SEPTEMBER 2018						
S	M	T	W	Th	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						

3 **Labor Day-NO SCHOOL**
 21 **CODOFIL PD Day**
 (NO SCHOOL)
 28 **First trimester progress reports due**
 20 **NO SCHOOL for students - Staff PD**

MARCH 2019						
S	M	T	W	Th	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						

1 **NO SCHOOL for Students - Staff PD**
 4-8 **NO SCHOOL - Mardi Gras Break**

OCTOBER 2018						
S	M	T	W	Th	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			

08-12 **FALL BREAK – NO SCHOOL**
 31 **Halloween**

APRIL 2019						
S	M	T	W	Th	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				

15-22 **NO SCHOOL - Spring Break**
 26 – **Progress Reports due**

April 1 to May 3 – CBT Testing Window
April 29 to May 3rd – PBT Window

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NOVEMBER 2018						
S	M	T	W	Th	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	

16 End of 1st Trimester
19-23 THANKSGIVING BREAK
22 [Thanksgiving Day](#)
30 Report Card Conferences
 (NO SCHOOL for students)

MAY 2019						
S	M	T	W	Th	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	

12 [Mother's Day](#)
24 8th Grade Promotional Ceremony (tentative)
29 Last Day for Students
30 – 31 MAKE UP days

DECEMBER 2018						
S	M	T	W	Th	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					

24-Jan.4 Winter Break
25 [Christmas Day](#)

JUNE 2019						
S	M	T	W	Th	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						

5 Last Day for Teachers

Lycée Français de la Nouvelle-Orléans

Request for Proposal- Student Transportation Services

NON- COLLUSION

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Orleans Parish.

Affiant further said:

1. That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
2. That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY OF _____,
20____.

NOTARY PUBLIC

END OF RFP

END OF RFP