

RFP TITLE: Alliance College-Ready Public Schools
Transportation Services Vendors

RFP #: SY1819-0004

DATE OF ISSUANCE: July 26, 2018

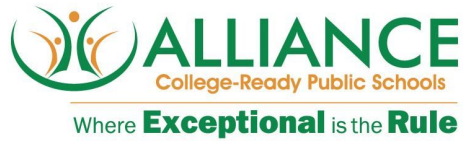
Please submit all proposals electronically via email to:
Alliance Procurement
Alliance College-Ready Public Schools
procurement@laalliance.org

Proposal Due Date: 2 weeks before start of service



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1. INTRODUCTION AND BACKGROUND

Alliance College-Ready Public Schools (“Alliance”) is a nonprofit organization operating 25 public middle schools and high schools in Los Angeles, CA serving 13,000 students. Our mission is to open and operate a network of small, high-performing high schools and middle schools in low-income communities in California with historically underperforming schools that will annually demonstrate student academic achievement growth, and graduate students ready for success in college.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various qualified Respondents, conduct a fair and extensive evaluation based on criteria listed herein, and select the Respondents that can deliver the highest quality work product.

2. SUBMISSION INFORMATION

Alliance Proposal Reservations, Authorities and Options:

- Alliance will select all qualified transportation companies on a rolling basis based on the criteria listed in this RFP and each school will select which Respondent(s) they chose to work with on an as needed basis throughout the school year.
- Any proposal not providing the required information may be disqualified on that basis. Incomplete proposals or proposals submitted after the submission deadline may not be considered.
- Alliance reserves the right (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals for any reason.
- Alliance reserves the right to make corrections or amendments due to errors identified in proposals by Alliance or the Respondent.
- Alliance reserves the right to modify and/or amend the final contract in negotiation with the Respondent.
- Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to: Attn: Vice President of Operations, 601 S. Figueroa Street, 4th floor, Los Angeles, CA 90017.



RFP Process Schedule:

All proposal documents must be submitted to Alliance 2 weeks before the start of service unless otherwise defined.

Proposal Submission Information:

Responses to questions from Respondents regarding this RFP will be posted on the Alliance website: www.laalliance.org. Proposals must be submitted in **PDF-format only** via email to Alliance Procurement at procurement@laalliance.org. Please include “Your Company Name - Transportation Proposal” in the subject line.

3. SCOPE OF WORK

Alliance is looking for Respondents with a reliable staff to expand the pool of transportation options across Alliance’s 25 schools. The scope of this RFP includes but is not limited to regular bus routes, field trip service, special van service for students belonging to subgroups like homeless or special education. The contract will cover a school year period of time beginning in August 2018 and ending in June 2019. Proposals will be evaluated based on response to the items in the attachment section.

The term of the contract to be awarded Respondent to this Request for Proposal shall be for an entire School Year (SY) 2018-2019, ranging from August 8, 2018 and all contracts will end July 31, 2019 regardless of submission date. Vendors will have the opportunity to extend for additional school years dependent on performance. Performance will be evaluated in May of each school year with feedback from the school(s) the awarded Respondent(s) work.

4. MINIMUM REQUIREMENTS

Alliance desires to receive high-quality transportation services. The general scope of these services is set forth in this RFP. Respondents must complete the Minimum Requirements form in Attachment #2.

5. EVALUATION CRITERIA

Proposals will be opened on or after **August 3, 2018**. During the evaluation process, Alliance may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

A variety of criteria, given below, will be considered in evaluating the proposals. The evaluation will be made on information provided within the proposal, by the Respondent during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors and any other source.

All submissions will be evaluated on the scoring rubric below.

Criteria	Maximum Points
Quality and Reliability-- Respondent has safe vehicles as well as trained and vetted personnel. Respondent has the	40



ability to deploy transportation on short notice or on a regular basis in all of the schools outlined within this RFP (Exhibit 1).	
Customer Service -- Respondent has a process in place to resolve issues. Respondent prioritizes solving problems and helping the schools.	30
Price -- Respondent offers the requested services at a competitive price and all of the necessary factors that contribute to the price are accounted for.	30
TOTAL	100

6. FORMAT OF THE PROPOSAL

To ensure that all proposals are evaluated in an equivalent manner, Respondents must submit a proposal that contains responses to all of the sections below. The proposal should correspond to the sequence and format outlined below. The proposal should clearly explain all issues and questions addressed in this section. In responding, it is at the discretion of the Respondent to expand upon topics.

Each Proposal Must Contain The Following Information:

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Attachments

Attachment 1 – Contact Information

Primary Contact Name	
Primary Contact Title	
Primary Contact Direct Phone Number	
Primary Contact Email Address	

Authorized Representative	
Authorized Representative Title	
Authorized Representative Signature	

Attachment 2 – Minimum Qualifications

Respondents must meet all of the following minimum qualifications. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

1. The Respondent has experience with transportation services in grades 6-12.

Yes _____ No _____

2. The Respondent is licensed to do business in the state of California.

Yes _____ No _____

3. The Respondent ensures that all drivers have valid licenses required for the vehicles that they operate at all times.

Yes _____ No _____

4. The Respondent agrees to adhere to the California Department of Justice (DOJ) fingerprint and criminal background investigation and Tuberculosis (TB) requirements of Education Code Section 45125.1 et seq., 49406 and 47605 (I), and provide an affidavit that certifies all of their employees that work at Alliance schools who come into contact with students have the appropriate DOJ and TB clearances. DOJ and TB clearances are at the expense of the Respondent; Alliance shall not reimburse for these expenses.

a. The Affidavit shall include the following information:



- i. Employee name, Alliance school(s) the employee works with, Date of DOJ criminal background check clearance, TB expiration date, and Name of DOJ custodian of records
- b. The Affidavit is due before the first day of school each year of the contract. The Respondent must provide Alliance an updated employee list if there are any employee transitions.
- c. The Respondent will request and receive subsequent arrest notifications for its employees for the DOJ to ensure ongoing safety of students.

Yes _____ No _____

Attachment 3 – Proposal Questionnaire

This proposal questionnaire will help Alliance decide which transportation vendors are approved to do business with Alliance Schools. Please type each question in the same order as listed in the questionnaire.

Quality and Reliability

- 1. Vehicle Fleet
 - a. How big is your fleet of vehicles in the Los Angeles area? Please complete the table in the Pricing section.
 - b. How many ADA-compliant vehicles do you have?
 - c. How do you maintain the safety of your fleet of vehicles?
 - d. What is the average age of your fleet of vehicles?

- 2. Drivers
 - a. How big is your pool of qualified drivers in the Los Angeles area?
 - b. Describe your recruitment and hiring strategies for drivers.
 - c. How are drivers managed/supervised?
 - d. How are drivers evaluated?
 - e. How do you train your drivers to manage safety and discipline on the bus?
 - f. What is your policy for disciplining drivers?

- 3. Fill Rate
 - a. What is your request fill rate?
 - b. How do you support schools during busy times of years (e.g. holidays, graduation, graduation nite)?

Customer Service

- 1. What is your process to resolve issues, problems or complaints?
- 2. What do you do in instances that buses/vans are running late?



3. What do you do in instances where drivers call out sick at the last minute or need a substitute? Please include any information about sub-contracting companies you may use.

Price

1. Please provide comprehensive pricing information on the following as applicable for students in grades 6-12 and/or adults. Please include any other rates you may have.

Vehicle Capacity	Number of Vehicles at this Size	Daily Rate	Hourly Rate	Other Charges

Other

Please include any information that sets your company apart.

Attachment 4 – Signed W-9

Provide a signed W-9 with your proposal. Access a blank W-9 Form [here](#).

Attachment 5 – Signed Conflict of Interest Form

Provide a completed Alliance Conflict of Interest form with your proposal. Access a blank Alliance Conflict of interest form [here](#).

Attachment 6 – Certificate of Liability Insurance

Provide your Certificate of Liability Insurance.

Attachment 7 – Completed TB/ DOJ Certification

Provide a completed certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification. Access a blank certification form [here](#).



Exhibit 1 – List of Alliance Schools

School Legal Name	Address
Alliance Home Office	601 S Figueroa Street, 4th Floor, Los Angeles, CA 90017
Alliance Leadership Middle Academy	2941 West 70th Street, Los Angeles, CA 90043
Alliance Alice M. Baxter College-Ready High School	461 9th Street, San Pedro, CA 90731
Alliance Margaret M. Bloomfield Technology Academy High School	7907 Santa Fe Ave, Huntington Park, CA 90255
Alliance Judy Ivie Burton Technology Academy High School	10101 S Broadway, Los Angeles, CA 90003
Alliance Collins Family College-Ready High School	2071 Saturn Avenue, Huntington Park, CA 90255
Alliance College-Ready Middle Academy 12	131 E. 50th Street, Los Angeles, CA 90011
Alliance Marine - Innovation and Technology 6-12 Complex	11933 Allegheny Street, Sun Valley CA 91352
Alliance College-Ready Middle Academy 4	9719 S Main Street, Los Angeles, CA 90003
Alliance College-Ready Middle Academy 5	211 South Avenue 20, Los Angeles, CA 90031
Alliance College-Ready Middle Academy 8	113 S. Rowan Avenue, Los Angeles, CA 90063
Alliance Gertz-Ressler Richard Merkin 6-12 Complex (Merkin MS - grades 6-8)	2023 South Union Avenue, Los Angeles, CA 90007
Alliance Gertz-Ressler Richard Merkin 6-12 Complex (Gertz HS - grades 9-12)	2023 South Union Avenue, Los Angeles, CA 90007
Alliance Kory Hunter Middle School	5886 Compton Ave, Los Angeles, CA 90001
Alliance Leichtman-Levine Family Foundation Environmental Science High School	2930 Fletcher Drive, Los Angeles, CA 90065
Alliance Renee & Meyer Luskin Academy High School	2941 West 70th Street, Los Angeles, CA 90043
Alliance Morgan McKinzie High School	110 S. Townsend Ave., Los Angeles, CA 90063
Alliance Dr. Olga Mohan High School	644 West 17th Street, Los Angeles, CA 90015
Alliance Patti & Peter Neuwirth Leadership Academy	4610 S. Main Street, Los Angeles, CA 90037
Alliance Ouchi-O'Donovan 6-12 Complex (O'Donovan MS - grades 6-8)	5355 4th Avenue, Los Angeles, CA 90043
Alliance Ouchi-O'Donovan 6-12 Complex (Ouchi HS - grades 9-12)	5356 South 5th Avenue, Los Angeles, CA 90043
Alliance Piera Barbaglia Shaheen Health Services Academy	8515 Kansas Avenue, Los Angeles CA 90044
Alliance Cindy and Bill Simon Technology High School	10720 Wilmington Avenue, Los Angeles, CA 90059
Alliance Jack H. Skirball Middle School	603 E. 115th Street, Los Angeles, CA 90059



Alliance Susan and Eric Smidt Technology High School	211 South Avenue 20, Los Angeles, CA 90031
Alliance Marc and Eva Stern Math and Science School	5151 State University Drive, Los Angeles, CA 90032
Alliance Ted K. Tajima High School	1552 Rockwood St, Los Angeles, CA 90026
Alliance Tennenbaum Family Technology High School	2050 N. San Fernando Road, Los Angeles, CA 90065