



NAMPA SCHOOL DISTRICT No. 131

NAMPA, IDAHO

**REQUEST FOR PROPOSALS
STUDENT TRANSPORTATION**

MARCH 2019

Inspiring Excellence — Every Child, Every Day

619 S. Canyon St. Nampa, ID 83686
www.nsd131.org



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Section I: Advertisement & Schedule

Advertisement for Proposals

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Board of Trustees of Nampa School District No. 131 for **Student Transportation Services**. Proposals must be submitted by 2:00 pm Mountain Time on April 24 to the Clerk of the Board, Nampa School District Administrative Office, 619 S. Canyon Street, Nampa, ID 83686, at which time the proposals will be opened and read. Proposals will be reviewed by the Transportation Selection Committee, which will make an award recommendation to the Board of Trustees. Award is scheduled for May 14, 2019; the District reserves the right to extend the proposal award for a period of 45 days from the date of opening.

In order to submit a proposal, any interested respondent must be represented at a pre-proposal conference on March 19, 2019, beginning at 3:00 pm Mountain Time at the District's Administrative office at 619 S. Canyon Street, Nampa, ID 83686

Respondents shall be required to furnish a proposal guarantee in the form of a certified check, cashier's check, or proposal guarantee executed by a qualified surety company made payable to Nampa School District No. 131, in an amount equal to 5% of the value of the first-year cost proposal, as calculated on the Proposal Guarantee Calculation Form. No interest will be allowed or paid on the proposal guarantee. This bond shall be forfeited by the respondent in the event of failure to fulfill provisions of proposal as awarded.

The agreement shall be awarded to the respondent submitting the "lowest responsive proposal" as determined by the District's Board of Trustees. Proposal award shall not be based on cost alone, but on a complete evaluation of the entire proposal submitted, as per the Proposal Specifications and Procedures. The Board of Trustees of Nampa School District No. 131 reserves the right to accept or reject any or all proposals, or to waive any minor informalities or irregularities in any proposal or in the proposal process deemed to be in the best interest of the District.

Clerk of the Board
Nampa School District No. 131

To publish March 12 & 19, 2019

Schedule

Advertisement of Request for Proposals.....	March 12, 2019 March 19, 2019
Pre-Proposal conference..... <i>619 S. Canyon Street, Nampa, Idaho 83686</i>	March 19 @ 3:00 pm
Last day for questions.....	April 12, 2019 @ 5:00 pm
Proposals due to District/Proposal Opening..... <i>619 S. Canyon Street, Nampa, Idaho 83686</i>	April 24, 2019 @ 2:00 pm
Recommendation to Board of Trustees.....	May 7, 2019
Formal award of agreement.....	May 14, 2019
Agreement onset date.....	August 1, 2019

All times listed are Mountain Time

Section II: Introduction & Proposal Requirements

Introduction

1. Nampa School District No. 131 is requesting proposals for Student Transportation Services.
2. Student Transportation Services are currently provided to the District by Brown Bus Company, 2111 E. Sherman Ave., Nampa, ID 83686.
3. In the interest of maintaining continuing service, the District will award the contract for Student Transportation Services for the five (5) year period August 1, 2019 – July 31, 2024. The contract entered into by the Board of Trustees shall be in writing and in a form approved by the Idaho State Department of Education.

It is understood that at the end of the initial contract period, pursuant to Idaho Code §33-1510, the Board of Trustees may renegotiate terms satisfactory to the Nampa School District with the Contractor and renew the contract for a term not to exceed five (5) years.

4. It is understood that the contract shall be awarded to the respondent submitting the “lowest responsive proposal” as determined by the Board of Trustees. Proposal award shall not be based on cost alone, but on a complete evaluation of the entire proposal submitted as per the Proposal Specifications and Procedures (please see Proposal Evaluation Sheet).

Proposal Information & Conditions

1. The successful respondent will be expected to provide necessary leadership, coordination, and cooperation to assure that plans and services are responsive to needs of the District and service goals are consistent with District and State requirements and all applicable laws.
2. A mandatory pre-proposal conference will be held on March 19 at 3:00 pm Mountain Time at the District’s Administrative Office. Attendees will have the opportunity to ask questions clarifying any aspect of the proposal specifications and process.
3. Proposals must be submitted in a sealed envelope or other container and be clearly marked, “PROPOSAL FOR STUDENT TRANSPORTATION SERVICES,” and submitted on the forms provided by the District at or before 2:00 pm on April 24, 2019 to:

Nampa School District No. 131
Attn: Tammy Wallen, Clerk of the Board
619 S. Canyon Street
Nampa, ID 83686

Proposals will be publicly opened and read at that time. Any proposals received after this deadline will not be considered, and will be returned unopened to the sender.

4. Electronically submitted proposals will not be accepted.

5. No proposal may be withdrawn after the time of opening.
6. Questions and Requests for Clarifications will be accepted until 5:00 pm Mountain Time on April 12. Submitted inquires and any District responses will be posted to the District website as an Addendum in as timely a fashion possible, and will there be available for review by any interested party. Any posted Addenda shall become part of the issued specifications and enforceable as such. Any Questions or Requests for Clarification received after the appointed time will not be addressed.
7. The services and equipment required and offered in the proposal should meet the needs as described and relating to the number of students transported daily. Only one proposal may be submitted and considered. Respondent may include any special or unique services it intends to provide.
8. To qualify as a respondent, a prospective respondent must show it has prior experience in the field of home-to-school, special needs, and activity busing. Therefore, respondent must provide evidence it has successfully operated under a school bus transportation contract with a public school district and has the ability to fulfill the transportation requirements of the Nampa School District.
9. Through a process of inspection and evaluation, all respondents are responsible for obtaining information related to routing, equipment, ridership, etc. The District will cooperate with all respondents, to the degree possible, in the respondent's attempt to obtain information; however, the District will make no representations concerning the existing bus fleet, bus routes, or other operating characteristics under the direction of the current transportation contractor.
10. The submission of a proposal will be construed to mean that the respondent understands the requirements and that it can supply the services specified.
11. In submitting a proposal, the respondent certifies conformity to all applicable federal and state laws and relations regarding school buses, their operation, and employment requirements.
12. Proposals received after the stated deadline shall not be considered. No respondent may withdraw its proposal after the time set for opening, or before the contract is awarded, unless said award is delayed for more than forty-five (45) days after the submission deadline.
13. Proposals will be publicly opened at the District Office on April 24, 2019, at 2:00 pm Mountain Time. All interested parties are entitled to attend the opening.
14. The proposal sheet must be signed, in ink, by a representative of the respondent authorized to legally obligate the respondent. Signature should include the signer's full name and the position held in the responding organization.
15. Respondent must supply four (4) copies of its proposal, in addition to the original. Respondent must also include a complete copy of the submission in electronic format, preferably pdf, on a thumb drive with the hard copy submissions.
16. A page limitation of 250 pages shall be in effect for all submitted proposals, including the proposed contract/agreements and respondent's questionnaire. All proposals should be single-side printed. Respondents may submit one complete copy of an addendum to the proposal; this addendum may

contain a copy of respondent's employee handbook and other ancillary, supporting information not provided as part of the respondent's regular proposal.

17. Respondent shall submit with their proposal the Contract Agreement that they are prepared to execute if awarded the contract. The proposed Contract Agreement must follow the format of the "Model Contract" as recommended by the State of Idaho Department of Education—Pupil Transportation. For reference, see the sample "Model Contract" included as supplemental information to these specifications and procedures. In the event the contract document submitted by a respondent contains terms and conditions materially different from those set forth in this Request for Proposals, whether by addition, modification, or omission, the District may consider those changed terms during its proposal evaluation process. The District reserves the right to reject any proposal that includes material changes to the contract language, which has been included with this Request for Proposals.
18. No proposal will be considered unless accompanied by a proposal guarantee in the form of certified check, cashier's check, or proposal guarantee executed by a qualified surety company made payable to Nampa School District No.131, for an amount equal to 5% of the value of the first-year route cost proposal, as calculated on the Proposal Guarantee Calculation Form. No interest shall be allowed or paid on proposal guarantee. The bond shall be forfeited by the respondent in the event of failure to fulfill provisions of proposal on which contract is awarded.
19. It is understood the Board of Trustees for Nampa School District No. 131 reserves the right to accept or reject any or all proposals, to waive any or all informalities or irregularities in any proposal or in the proposal process, deemed to be in the best interest of the District. It is expressly contemplated that no contract exists on the part of Nampa School District No. 131 until formal written notice has been given or until a contract is executed.
20. Proposals receive by telephone, fax, email, or any other non-approved form, are not acceptable and will not be considered.

Proposal Evaluations

1. To assure uniformity and facilitate evaluation, all proposals must be submitted on the forms provided by the District and made available as described above. An authorized representative of the respondent must sign all forms included with the proposal, in ink.
2. It is the District's intent to determine the "lowest responsive proposal" through evaluation of various criteria including, but not limited to, price and overall cost of services to be rendered, the quality of local management and operations, company stability, local service reputation, length of time in business, preventative maintenance programs, safety programs, and technology and equipment (buses) that will handle the number of students to be transported daily. The proposals will be evaluated from a standpoint of the respondent's capability to serve the current needs in a safe and efficient manner and to provide leadership in safety, routing, personnel, etc.
3. In the interest of Nampa School District No. 131, consideration may be given to the respondent demonstrating its accessibility to District personnel and that all decisions affecting the school bus transportation operation are being made locally.

4. Proposals will be evaluated by the District's Transportation Selection Committee. The committee will meet to review all documents submitted as a part of each proposal. Additionally, the District reserves the right to make unannounced visitations to other sites where the respondent is currently providing services. The District may request interviews with proposed site management personnel of companies submitting proposals.
5. Evaluation of the "lowest responsive proposal" will be based on the criteria listed on the Transportation Proposal Evaluation Sheet. Points will be awarded for each item listed, based on the criteria listed, with a total possible 100 points.

Proposal Process Communication

1. For purposes of fair, consistent, and clear communication, all communication will be in writing. Email communication will be acceptable as writing, and is the preferred means; emails to the District regarding this request for proposals should be sent to ***bids@nsd131.org***. This will apply to any addendums issued, questions and requests for clarifications submitted by respondents, or other necessary communication. Verbal communication is discouraged, except for the mandatory pre-proposal conference. Any and all addendums or responses to respondent inquiries will be answered in written form and posted on the District website for review by all respondents; the District's Bids & RFPs page may be found at ***<http://goo.gl/Z5poER>***. During the proposal process and before proposals are due, should a respondent find discrepancies or ambiguities in, or omissions from, the specifications, it shall immediately notify the District; a written addendum correcting any confirmed discrepancies, ambiguities, or omissions will be issued and posted to the District website. The District will not be responsible for any oral instructions. All posted addendums are to be considered in submitted proposals and do become part of the proposal specifications and procedures.
2. After proposals have been opened and read, and while being evaluated by the Transportation Selection Committee, discussion may be initiated by the District with respondents whose submitted proposals have been determined to hold potential for possible selection. During this time, any requests for clarification or questions relating to the proposal submitted by the respondent shall be in writing. Likewise, any responses by the respondent to such requests for clarification or questions shall also be in writing. Verbal communication is discouraged. The District will keep a record of all communications.

Pre-Proposal Conference

1. In order to remove any doubt regarding the true meaning of any part of the specifications or contract documents, a pre-proposal conference is scheduled for March 19 at 3:00 pm Mountain Time; this conference will be held at the Nampa School District Administrative Office, 619 S. Canyon Street, Nampa, ID 83686. Attendees will have the opportunity to ask questions clarifying any aspect of the proposal specifications and process.
2. Representation at this conference will be mandatory for prospective respondents; no proposal will be accepted from any respondent not represented at this conference.

Section III: Proposal Specifications & Requirements

Project Scope

1. The Contractor will be expected to act as an independent contractor in providing, managing, and operating the District's school bus transportation system. The Contractor will be expected to manage the day-to-day operation of the system to assure on-time convenient service. The Contractor will plan and evaluate routes to assure optimal use of system resources. The Contractor will manage vehicle maintenance and transportation facilities to assure safety and efficiency. The Contractor will be expected to maintain a strong and positive public image. The Contractor will be required to provide all labor and equipment (buses) required to meet the contract needs and requirements.
2. The Contractor will be expected to cooperate closely with the District in the planning, administering, evaluating, and supporting of the school bus transportation system.

Definitions

Respondent..... Company proposing to provide Student Transportation Services

Contractor..... Successful respondent

District..... Nampa School District No. 131

School bus or Bus..... Regulation school bus that meets or exceeds State of Idaho minimum standards

Agreement..... Contract between District and successful respondent

Children..... Students eligible for transportation

Board..... Board of Trustees, Nampa School District No. 131

State..... Idaho State Department of Education

Operator..... School bus driver

On-Site..... Physically being located at the school bus transportation facility used for the Nampa School District, being employed and headquartered at the school bus transportation facility used for the Nampa School District, located within the geographic physical boundaries of the Nampa School District.

Contractor Responsibilities

1. By August 1, 2019, all equipment specified for use as outlined in the proposal must be on site. A "late penalty" will be assessed in the amount of \$100 per day, per bus, for each route using equipment not provided in the proposal, except as such failure is due to an accident, fire, or vandalism.

2. Respondent agrees to furnish and keep all equipment used for the transportation of students in strict accordance with Federal and State of Idaho standards for school buses. Such equipment shall be maintained in good mechanical order at all times so as to pass the State School Bus 60 Day and Annual Inspections. Buses shall also be kept in a clean and sanitary condition and open to examination by the District at all times. Respondent agrees to administer on all buses used in Contract an extensive preventative maintenance system, which will include but not be limited to:
 - a. Pre-trip & post-trip bus inspections before and after each route/trip;
 - b. Withdrawing a bus from service if a serious defect exists which includes, but is not limited to, steering, brakes, primary vision, exhaust, wheels, and tires.
3. Respondent agrees to provide rates for the required number of buses (regular route and spares), necessary to support its proposal.
4. In addition to the number of required regular and special needs route buses, Respondent agrees to maintain sufficient spare buses to be utilized for activity and athletic trips conflicting with the regular home-to-school routes and to be utilized as replacements in the event of a required and/or necessary service or repair. The Respondent shall have one spare bus for every four (4) buses (25%) that the District utilizes in daily route service. Spare buses are to be used to assure reasonable service cases where normally assigned vehicles are not available for the above stated reasons.
5. Respondent agrees to provide an adequate number of vehicles for use by the maintenance staff as service vehicles, for road calls, in case of inclement weather, and other needed uses.
6. By July 1 of each year of this agreement, or upon request by the District, the Respondent agrees to provide information concerning the buses to be provided under this contract, including the year, make, capacity, and any special equipment. All equipment must be for the transportation of students by the Idaho State Department of Education.
7. The District reserves the right to inspect, approve, or reject any vehicle. It is in the best interest of the District that all buses used for student transportation be in good condition not only mechanically but also in appearance. Due to negative affect on equipment of climate and corrosive de-icing materials sometimes used by other states, any used bus added to the fleet from an out-of-state source, whether at the outset of the contract or during the contract period, may be inspected by the District for approval or rejection.
8. Age of buses shall be determined by the year indicated as the body manufacture date. No daily route bus shall be older than the body manufacture year of 2004 at the outset of the contract. No daily route bus shall be more than fifteen (15) years old at the outset of the contract or during the contract period. The average age of daily route buses shall not be more than ten (10) years.
9. All buses must be equipped with two-way radio communication capable of communication both bus-to-bus and bus-to-office throughout the District boundary. Any additional areas of coverage provided by two-way radio communication will be taken into consideration by the District during the evaluation of each proposal. The radio monitoring station shall be located in the Contractor's local transportation office, which must be "staffed" during regular hours of operation.

10. Respondent agrees to furnish buses equipped with GPS tracking to aid in the day-to-day operation of student transportation.
11. Respondent shall provide, upon District request, a free downloadable application that will allow parents of students being transported by Contractor the ability to track in real time the location of the bus on which their student is being transported. Contractor will assist the District in the implementation of such app, including training for parents and District personnel. This item is to be priced separately and provided as an option to the District, with selection at the discretion of the District, and priced on a per-route added cost basis.
12. Respondent agrees to furnish regular home-to-school route buses with capacities that encourage maximum ridership per regular route. In order to achieve this, sixty percent (60%) of the regular route buses at the outset of the contract shall have a rated capacity of no fewer than seventy-seven (77) passengers. The remaining forty percent (40%) of regular route buses may accommodate fewer than seventy-seven (77) passengers, but no regular route bus shall have a rated capacity of fewer than sixty-five (65) passengers. Any regular home-to-school route buses placed in service during the contract period shall have a maximum rated capacity of no fewer than seventy-seven (77) passengers.
13. Respondent agrees to furnish adequate special needs buses equipped for forward-facing wheelchair stations and equipped with a wheelchair lift. Respondent agrees to furnish spare special needs wheelchair lift buses, one (1) bus for every four (4) special needs wheelchair lift buses (25%) in case of necessary replacements due to an activity trip or in the event of required and/or necessary service or repair.
14. Respondent agrees to furnish adequate special needs non-lift buses equipped as needed. Respondent agrees to furnish spare special needs non-lift buses, one (1) bus for every four (4) special needs non-lift buses (25%) in case of necessary replacements due to an activity trip or in the event of a required and/or necessary service or repair.
15. Respondent agrees to furnish buses equipped with seat belts (lap or lap-shoulder 3-point) or other necessary safety restraint devices (i.e. IMMI, CEW, or approved equal) for transporting preschool/Child of Dependent Children students. These buses must travel into residential areas and should be designed for optimum turning radius and confined area operations.
16. During the period of the contract, when Contractor replaces and/or adds buses to its fleet, Respondent agrees those buses added include lap/shoulder 3-point style seat belts. This item is to be priced separately and provided as an option to the District, to be exercised at the discretion of the District, and should be priced on a per-route added cost basis.
17. Respondent agrees to provide a minimum of eleven (11) buses that may be used for activity trips. These buses shall be seventy-four (74) passenger capacity or greater, rear-engine transit buses with two (2) full-through luggage compartments.
18. All buses shall be constructed and, at all times when being used to transport students, be equipped and maintained to meet the standard construction of buses approved by the State of Idaho as set forth in the current Idaho School Transportation Manual.

19. Passenger load limits: The following maximum load limits shall be observed and enforced:

Manufacturer's Maximum Capacity	Elementary Maximum Capacity (3 to a seat)	Elementary Target Capacity	Secondary Maximum Capacity (2 to a seat)	Secondary Target Capacity
78	78	63 - 68	52	44 - 46
77	77	62 - 67	51	43 - 45
72	72	57 - 62	48	40 - 42
71	71	56 - 61	47	39 - 41
65	65	50 - 55	43	35 - 37

CANNOT EXCEED THREE (3) TO A SEAT OR THE RATING OF THE BUS

Contractor Personnel

1. Respondent agrees to supply a primary driver to each route bus. Each driver shall be trained to meet the standards and guidelines set forth by the State of Idaho Department of Education and District regulations. The driver shall meet all ordinary and usual requirements of the position of school bus driver, and other necessary responsibilities to meet the standards of service and performance under the terms of this agreement. These requirements shall include, but are not limited to, DOT physicals, drug and alcohol testing, and criminal history background screening (FBI fingerprinting and Idaho Bureau of Criminal Identification).
2. Respondent agrees to permit school buses to be operated only by trained and competent drivers who hold a valid, proper, and appropriate Commercial Driver's License (CDL) for the operation of school buses in the State of Idaho.
3. Respondent shall provide trained and qualified adults as bus attendants/aids when required or necessary for special needs buses. Each bus attendant/aid may hold a valid, proper, and appropriate Commercial Driver's License for the operation of school buses in the State of Idaho.
4. Due to the heightened awareness of sexual misconduct in society, respondent must have in place abuse risk management training for creating awareness, identification, and prevention of sexual abuse, preferably "Armatus" provided by Praesidium or an approved equal. Respondent is requested to provide samples from their abuse risk training program and a brief description of the training program. The training program must provide that each bus driver has received or will receive this training during initial training, plus additional periodic refresher training.
5. Respondent agrees to have in place a training program to provide that all bus drivers are or will be First Aid and CPR certified.
6. Respondent agrees to have available personnel able to react within a reasonable time frame in case of an incident, accident, or emergency requiring an immediate response.

7. Respondent agrees to have in place a training program for all bus drivers regarding awareness, identification, and prevention of bullying. Contractor may utilize its own program, provided such program meets or exceeds requirements set forth by the State of Idaho, or may request use of the District's training platform, with any costs of such use borne by the Contractor.
8. The District strongly believes that quality personnel in management positions are critical to safe, consistent, efficient, and high quality transportation services. Respondent agrees to employ personnel that will meet these objectives and a description of the personnel who will serve in management positions should be included in the proposal.
9. Respondent agrees to employ, on site, a full-time Operations Manager/Transportation Supervisor, responsible for the supervision of operations related to school bus transportation for the Nampa School District. Responsibilities shall include, but are not limited to, supervision of route planning, hiring, driver training (including being an Idaho Commercial Driver's License Third Party Examiner), District relations, and school bus maintenance. This Operations Manager/Transportation Supervisor position shall be separate from all other positions and shall not have an assignment to a daily route.
10. Respondent agrees to employ, on site, a full-time Assistant Manager whose primary responsibility will be related to issues of student management and driver support. The Assistant Manager will also assist in the supervision of operations related to student transportation for the District. This person shall also have the responsibility to work with drivers, school district personnel, and patrons to maintain proper discipline on school buses. The Assistant Manager will be a position separate from the positions of Operations Manager/Transportation Supervisor and Dispatcher and shall not have an assignment to a daily route.
11. Respondent agrees to employ, on site, a full-time Lead Dispatcher responsible for the dispatching of drivers, routes, and trips related to student transportation for the Nampa School District. Responsibilities shall include, but are not limited to, the day-to-day supervision of routes and drivers, additional contact for individual schools and the District, taking questions regarding routes from patrons, and route assignments. The Dispatcher will be a position separate from the positions of Operations Manager/Transportation Supervisor and Assistant Manager and shall not have an assignment to a daily route.
12. Respondent agrees to employ, on site, two (2) full time Assistant Dispatchers responsible for assisting in the dispatching of drivers, routes, and trips related to student transportation for the District. Responsibilities are to include, but are not limited to, day-to-day supervision of routes and drivers, additional contact for schools and the District, taking questions regarding routes from patrons, and route assignments. The Assistant Dispatcher positions will be separate from the positions of Operations Manager/Transportation Supervisor, Assistant Manager, Lead Dispatcher, and shall not have an assignment to a daily route.
13. Respondent agrees to employ, on site, a full-time Student Management Coordinator whose primary responsibilities will be related to issues of student management and driver support. This position shall have the responsibility to work with drivers, District personnel, and patrons to maintain proper discipline on school buses. The Student Management Coordinator position will be separate from the positions of Operations Manager/Transportation Supervisor, Dispatcher, and Assistant Manager and shall not have an assignment to a daily route.

14. Respondent agrees to employ, on site, a full-time Driver Training Coordinator responsible for training qualified new drivers and for administering the Contractor's driving training program. The Driver Training Coordinator will also have the distinction of being an Idaho Commercial Driver's License Third Party Examiner. The Driver Training Coordinator position will be separate from other management positions and may have assignment to a daily route or as a substitute driver.
15. Respondent agrees to employ, on site, a minimum of five (5) full-time Driver Trainers responsible for training qualified new drivers. These positions will be separate from other management positions and Driver Trainers may have assignment to a daily route or as a substitute driver.
16. Respondent agrees to employ Route Supervisors, in a ratio of one (1) per two to three (2 – 3) elementary schools, whose responsibility will be to assist in the supervision of routes and drivers. Route Supervisors will also assist the schools in student registrations and other duties to facilitate efficient school bus transportation. The Route Supervisor positions will be separate from other positions and shall not have assignment to a daily route.
17. Respondent agrees to employ a Supervisor/Coordinator for all Special Needs routes. This person shall have the responsibility in the area of Special Needs to include, but not be limited to, the development of routes, being a resource for drivers, and being the initial contact for schools and/or the District. The Special Needs Supervisor/Coordinator position will be separate from other positions and shall not have assignment to a daily route. When possible, the Special Needs Supervisor/Coordinator will be expected to make transportation arrangements for special needs students within three to five (3 – 5) days of receiving appropriate supporting documentation.
18. Respondent agrees to employ a Supervisor/Coordinator for all preschool routes. This person shall have responsibility in the area of preschool to include, but not be limited to, development of routes, being a resource for drivers, and being the initial contact for schools and/or the District. The Preschool Supervisor/Coordinator position will be separate from other positions and shall not have assignment to a daily route.
19. Respondent agrees to employ, on site, a minimum of five (5) Support Drivers. These positions are intended as substitute drivers for regular route drivers as necessary.
20. Respondent agrees to employ, on site, a full time Shop Foreman whose primary responsibility will be the supervision of the repair and maintenance of school buses and shop operations. The Shop Foreman shall be ASE Certified under S Series School Bus Certification Tests. In the event no such certifications are held, the Shop Foreman must be actively working toward such certification(s), and such condition may not persist for any period in excess of twelve (12) months. The Shop Foreman position shall be separate from the positions of Operations Manager/Transportation Supervisor, Assistant Manager, Student Management Coordinator, and Dispatcher and shall not have assignment to a daily route.
21. Respondent agrees to provide an appropriate number of full-time technicians for service and maintenance of school buses, maintaining a minimum ratio of technicians to school buses of 1:17. This minimum ratio must be maintained as the number of school buses increases. Technicians shall be on site; technicians holding or working toward ASE Certification(s) under S Series School Bus Certification Tests are preferred

22. Students shall be transported to and from school regularly, promptly, safely, and without interruption or incident and the interest of the children in such transportation shall take precedence over the interest of either the Contractor and its drivers or the District. It is recognized that the primary obligation of the Contractor is to operate such that the District will be assured of this continuous and reliable service.
23. Respondent agrees to responsibility for hiring and discharging personnel. Respondent agrees that it shall enter into no agreement or arrangement with any employee, person, or group which will interfere with its ability to comply with this requirement. Respondent agrees to ensure that all employees will comply with the criminal background check as described in Idaho Code §33-130, which includes an FBI Fingerprint screening and a background check through the Idaho Bureau of Criminal Identification. Notwithstanding the above provisions, District shall have the right to require dismissal of any person or driver who, in the District's opinion, is not qualified to operate a school bus under this agreement.
24. Due to the varying times of activity and field trips, Respondent agrees to have management staff on call and available to District personnel 24 hours per day; Respondent is requested to demonstrate such 24-hours access.
25. Respondent shall provide a detailed staffing plan that is appropriate, efficient, and effective for Nampa School District operation.

Student Management & Discipline

1. Respondent shall provide a copy of the student management plan that will be used in dealing with pupil transportation-related discipline issues. The District's student discipline policy may be substituted or incorporated with the Respondent's student management plan.
2. Respondent agrees that it will, through its agents and employees, endeavor to maintain proper discipline on school buses at all times and shall be responsible for the welfare and conduct of students while on the bus. It is required that a software application be utilized to maintain a database of past and present school bus citations and related details.
3. Respondent agrees to provide a video surveillance system for its fleet. Each regular route and backup bus will be equipped with video cameras for use in monitoring student and driver behavior on buses. The surveillance system shall be capable of maintaining a minimum of two (2) weeks of current video at all times. Contractor will make staff available to meet with Building Administrators to allow viewing of bus videos, as necessary.
4. Respondent shall describe a procedure for how cases of student misbehavior on buses will be reported to the District's respective Building Administrator. All disciplinary matters will be handled in strict accordance with District policy, including any acts of vandalism to the buses. Respondent agrees to the District policy that the Contractor accepts responsibility for documenting and issuing all student citations; responsibility for contacting parents regarding Courtesy Warnings, 1st Citations, and 2nd Citations; and for forwarding the student citation to the appropriate Building Administrator for disciplinary action. Respondent agrees to cooperate with each Building Administrator and to assist when necessary with the entire process related to student/bus misconduct, citations, and other transportation-related disciplinary actions. In no case will the driver eject a student from a bus for

misbehavior, unless the student is endangering the safety of other students, or such action has received prior approval from District personnel.

Support & Facilities

1. Respondent agrees to provide, on or before July 1 of each contract year during the term of the agreement, office and school bus maintenance facilities of adequate size to store and maintain the required number of buses and to administer school bus operations for the District. The office facility shall provide multi-line telephone service to accommodate school district patrons and to disseminate information concerning routes and time schedules. In addition, the office facility must provide for a dedicated area for dispatching of school buses and drivers. The Respondent agrees to provide, as a part of its proposal, a proposed detailed description of Respondent's school bus maintenance facility, on-site bus fueling facility, on-site bus washing bay, vehicle parking, office, and driver training facilities. The detailed description should include, but is not limited to, the location of the facilities as well as the overall size and number of bays in the maintenance facility. Respondent must establish that the maintenance facility is of adequate size to service all school buses associated with Nampa School District transportation. The office, fleet housing facility, and bus maintenance facility must be located within Nampa School District attendance boundaries.
2. Respondent agrees to have competent management and supervisory personnel available between the hours of 6:00 am and 5:00 pm, Monday – Friday or beyond, on school days and on weekends and holidays if requested by the District. The Operations Manager shall be authorized to act on behalf of the Contractor.
3. Due to the varied schedules of individual school activities and the unpredictable nature of vehicle breakdowns, Respondent agrees to have the maintenance shop operating and technicians available during evenings after 5:00 pm and on Saturdays.

Insurance

1. Respondent shall, at its own expense, procure and keep in force during the entire term of the contract, liability insurance, for bodily injury or death and for property damage or loss, protecting the District and its Board of Trustees, the Respondent, its drivers, and other personnel. Respondent agrees to provide limits of liability of not less than ten million dollars (\$10,000,000) per occurrence for bodily injury or death and property damage or loss claims. Respondent agrees to provide to District a certificate of insurance evidencing such coverage and designating the District as an additional insured.
2. Respondent agrees to carry at all times and pay the premiums on all Worker's Compensation insurance required in connection with its employees.
3. Respondent must provide copies of the cover page(s) of the actual insurance policies covering workers compensation, general liability, collision, and comprehensive coverage from an insurance company with a minimum A.M. Best rating of "A" during the current rating year. Insurance Company and its Agent must be licensed and authorized by the State of Idaho under Idaho Code Title 41, Chapter 10, and pursuant thereby a member of the State of Idaho Guarantee Association.
4. Respondent agrees to hold the District and its governing Board harmless and does hereby indemnify District from any and all liabilities, claims, action, demand, or damages arising out of any accident, or

injury of any kind involving any child or children or property, while under the supervision of the Contractor, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of the District, its agents, or employees.

5. Prior to the beginning of any contract year, Respondent or its insurance agent agrees to provide to the District a certificate of insurance as verification of above insurance requirements.

Accident

1. Respondent agrees to notify the District Director of Operations, or a designee, by telephone of any vehicle accident involving a school bus while operating for the District. Respondent agrees to forward within twenty-four (24) hours of each reportable accident, a written report describing all details of such accident. All accident reports shall be completed and filed in accordance with State laws and regulations.

Routing & Trips

1. Respondent agrees to follow District's established policies and procedures regarding student transportation and student data privacy, including, but not limited to, school commencement and dismissal times, bus arrival and departure times, established bus stops, and current route descriptions.
2. Respondent agrees to transport children enrolled in the Nampa School District that desire to be transported and are in preschool or in grades K through 12, living more than 1.5 miles from school or in a safety busing zone as designated by the District or otherwise designated by the District.
3. Respondent agrees to plan routes and schedules using computerized routing software (VersaTrans preferred) to meet the District's transportation needs and to be compatible with District systems and procedures that have been developed and are currently in use. Once routes are developed they shall be presented to the District for approval. Once adopted these routes and schedules may be modified by the Contractor only as necessary during the school year to maintain safety, meet expected time schedules, and to accommodate transportation needs of students; any changes will require District approval.
4. Respondent agrees to, in cooperation with the District, maintain a route list that will provide all students riding buses and will include at least, but not be limited to, name, school, bus stops, and times utilizing computerized routing software.
5. Respondent agrees to provide trip scheduling software to facilitate the requesting, approving, scheduling, and confirming of field trips and activity trips. The District prefers that the software package integrate with the District's single sign-on infrastructure via Azure Active Directory or Active Directory Federated Services with the SAMLv2 protocol.
6. Respondent agrees to provide to the District routing software, trip planning software, and any other transportation-related software employed in support of the contract.
7. The District has deemed it in the best interest of it and students that all routes be planned such that elementary students are transported separately from secondary students.

8. The District considers routing to be of paramount importance with respect to customer service, public relations, safety, and cost effectiveness. Respondent agrees to schedule all routes, for contract purpose, with the approval of the District in keeping with these requirements and District Transportation Policies. Respondent agrees to notify the District within a reasonable time of any conditions considered to be unsafe.
9. In the designation and selection of routes, under the agreement, Respondent agrees to be limited to operation of equipment on highways, roads, and streets that are owned and maintained by the State of Idaho or any of the various cities, towns, or counties located in the district. However, where the safety of children is involved, the District, at its option, may specify that Respondent agree to operate over private roads, conditioned upon obtaining of permission from the affected property owners.
10. During inclement weather, the District will have the sole responsibility of altering bus routes or canceling bus service for that day. To ensure that the District is able to make a sound decision pertaining to the cancellation or alteration of bus routes, Respondent agrees to follow the District's procedure for reviewing road conditions and Respondent is required to provide management staff to assist District in determining the necessity of school closure due to inclement weather. Respondent further agrees to travel and inspect, beginning at approximately 3:30 am, designated areas during inclement weather and to meet/consult with District representatives regarding road conditions prior to 5:00 am. Should bus service be required, Respondent agrees that it will abide by the decision of the District; should it decide to close school early, for any reason, during inclement weather, Respondent also agrees it will abide by the decision of the District. Respondent agrees to provide, in a timely manner, all equipment properly equipped and personnel trained to operate under such conditions.
11. Respondent agrees to schedule all routes, for contract purposes, with the approval of the District and in keeping with safety requirements and District Transportation Policies. Student time on bus may not exceed forty-five (45) minutes without the prior approval of the Director of Operations or designee. The District reserves the right to alter or add additional routes during a school year.

12. Tentative bell schedule times (subject to change annually):

School	Bldg #		Duties	Earliest Bus AM Arrival	AM Start	M/T/Th/F PM Dismissal	Wednesday PM Dismissal	Early PM Dismissal
Elementary								
Centennial	114	E	8:00	8:00	8:20	3:14	2:14	1:14
Greenhurst	101	E	8:00	8:00	8:20	3:14	2:14	1:14
Parkridge	117	E	8:00	8:00	8:20	3:14	2:14	1:14
Roosevelt	119	E	8:00	8:00	8:20	3:14	2:14	1:14
Sherman	116	E	8:00	8:00	8:20	3:14	2:14	1:14
Snake River	118	E	8:00	8:00	8:20	3:14	2:14	1:14
Central								
Central	113	L	8:25	8:25	8:50	3:44	2:44	1:44
Endeavor	122	L	8:25	8:25	8:50	3:44	2:44	1:44
Iowa	115	L	8:25	8:25	8:50	3:44	2:44	1:44
Lake Ridge	124	L	8:25	8:25	8:50	3:44	2:44	1:44
Owyhee	120	L	8:25	8:25	8:50	3:44	2:44	1:44
Reagan	121	L	8:25	8:25	8:50	3:44	2:44	1:44
Willow Creek	123	L	8:25	8:25	8:50	3:44	2:44	1:44
New Horizons	751	L	8:25	8:25	8:50	3:44	2:44	1:44
Preschool								
Preschool-AM session	106			8:25	8:30	11:00	11:00	
Preschool-PM session	106			12:10	12:15	2:45	2:45	
Secondary								
Columbia HS	403	H		7:00	7:40	2:39	1:39	12:39
Nampa HS	401	H		7:05	7:40	2:39	1:39	12:39
Skyview HS	402	H		7:05	7:40	2:39	1:39	12:39
East Valley MS	203	M		7:05	7:40	2:39	1:39	12:39
Lone Star MS	204	M		7:05	7:40	2:39	1:39	12:39
South MS	202	M		7:05	7:40	2:39	1:39	12:39
West MS	201	M		7:05	7:40	2:39	1:39	12:39
TVLA	755	H			8:00	2:25	1:25	12:25
Alternative								
Gateways	490			8:30	8:30	3:15	Friday	12:15
Gateways Secondary	490			8:15	8:15	3:00	Friday	11:10
Union HS	495			8:10	8:45	2:45		

13. Tentative route schedule times (approximate):

Monday/Tuesday/Thursday/Friday		
School	AM Arrival	PM Departure
High Schools (5)	7:00 - 7:05	2:39
Middle Schools (4)	7:05	2:39
Elementary Schools-Early (6)	8:00	3:14
Elementary Schools-Late (8)	8:25	3:44
Elementary Preschool (1)	8:25	2:45

Wednesday		
School	AM Arrival	PM Departure
High Schools (5)	7:00 - 7:05	1:39
Middle Schools (4)	7:05	1:39
Elementary Schools-Early (6)	8:00	2:14
Elementary Schools-Late (8)	8:25	2:44
Elementary Preschool (1)	8:25	2:45

The District reserves the right to make alterations to this schedule which may be deemed to be in the best interest of the District, students, or patrons.

14. Respondent agrees to submit the proposed regular bus routes to the District no later than August 1 each year for Board approval.
15. Respondent agrees to maintain a website that will allow District patrons to access current route information

Compensation & Billing

1. In consideration for services rendered hereunder, District shall pay all sums due and owing and calculated in accordance with the rates provided in the proposal. Bills are to be submitted to the District on or before the 8th of each month, and will be paid by the 15th. Respondent agrees to submit a year-end summary for state reimbursement; such summary must be provided to the District by the Contractor no later than August 1 each year.
2. The District shall have the right to inspect the Contractor's records at any time to verify the accuracy of the information and data used to compile and calculate billing. This right may include an annual audit within the scope of this contract.

3. In the event of school closure, due to weather or any other unforeseen circumstance, the Contractor shall bill the District, in its normal billing cycle, for only those costs attributable to personnel on such days; no billing or payment will be made for normal daily routes/shuttles on closure days.

Contract Adjustments

1. Consumer Price Index (CPI) Adjustment:

- a. The annual CPI adjustment shall be based on the Consumer Price Index as defined by the Federal Government. The CPI to be used will be the "Consumer Price Index for All Urban Consumers: US City Average for All Items (1982-84 = 100)" published monthly in the Monthly Labor Review of the Bureau of Labor Statistics of the United States Department of Labor ("CPI-U"). In the event the CPI-U is discontinued, the alternate CPI to be used will be the "Consumer Price Index for All Urban Wage Earners and Clerical Workers: US City Average for All Items (1982-84 = 100)" published monthly in the Monthly Labor Review of the Bureau of Labor Statistics of the United States Department of Labor ("CPI-W"). Further still, in the event both the CPI-U and CPI-W are discontinued, comparable statistics on the purchasing power of the consumer dollar published by the Bureau of Labor Statistics of the United States Department of Labor will be used for the computation.
- b. The contract shall be for a term of five (5) years, beginning August 1, 2019. The prices offered by contractor will be used for the operations under the contract through July 31, 2020. Contractor compensation for the second, third, fourth, and fifth years of the contract, beginning on August 1 of each successive year, shall be based on the percentage of increase (or decrease) in the Consumer Price Index (CPI-U). The "Benchmark Month" for determining the change in the CPI-U shall be July 2019. If the increase (or decrease) in the CPI-U from the Benchmark Month to July 1 of the upcoming contract year is 1% or greater, the rates for that upcoming year of the contract shall be adjusted. This procedure will be used to determine whether a rate change is allowable in any contract year. Please refer to Appendix A for a sample determination calculation. Note this calculation determines only whether a cost adjustment may be made; the actual amount of adjustment is according to the method detailed in section (c) immediately below.
- c. In calculating the CPI Adjustment each year, an adjustment to the CPI-U will be made to remove the diesel fuel portion from the CPI-U index before applying the CPI-U to the rates. The calculation will be made according to the methodology recommended by the State of Idaho Department of Education using information from the US Department of Labor, Bureau of Labor Statistics. Refer to Appendix B for a detailed explanation and sample calculation.

2. Fuel Price Fluctuation Adjustment:

- a. To protect both the District and Contractor against future changes in fuel prices over which neither District nor Contractor have control, the District will figure a base price for fuel as of March 1, 2019. The base price of Ultra Low Sulfur Diesel #2 is \$2.65. This base price is determined using the Oil Price Information Service (OPIS) Boise Rack Average Price and includes applicable State and/or Federal taxes and fees.
- b. Starting August 1, 2019, the Contractor's rates will be adjusted up or down for any difference in the base fuel price above or below the base fuel price. For every incremental fuel price change of at least five cents (\$0.05) above or below the base fuel price, there may be a fuel price

adjustment added or subtracted from the route rates in the amount of \$0.50 per-route-per-day. Rate adjustments up or down will not be calculated more frequently than once per month.

3. Contractor will be entitled to the CPI Adjustment and the Fuel Price Fluctuation Adjustment. The use of one adjustment will not preclude the use of the other adjustment.

Compliance with Laws & District Policy

1. During the entire term of the contract period, Respondent agrees to comply in every respect with all applicable Federal and State laws, rules, and regulations affecting and/or regulating school buses and the transportation of children.
2. It is recognized that governmental mandates, whether local, state, or federal, that were unanticipated and/or did not exist at the time of proposal, that might require additional training, retrofitting of equipment, or any other requirements that become necessary to fulfill the terms of the contract might be adopted and effective during the period of the contract. Generally, such cost shall be borne by the Contractor; however, if such mandates are qualified to be paid by the State or other governmental entity, the Contractor upon presentation of a statement of costs incurred, will be compensated by the District as normal and necessary transportation costs of the District.
3. The District shall have the exclusive right and obligation to set standards and/or policies regarding student transportation in general and in particular as to the beginning and ending times, current route descriptions, student management, and all other pertinent policies relating to transportation. Respondent agrees to comply with all policies, rules, standards, and regulations of District applicable to student transportation.
4. It is understood and agreed by the District that proposals submitted are predicated on the student transportation model currently in place for the District. In the event of changes implemented by the District to the existing transportation model during the term of the contract, parties agree that all rates under the contract will be reviewed and renegotiated as necessary by the parties, and applied to the remainder of the contract term.
5. Respondent agrees to comply with applicable Federal and State laws and regulations if they choose to use the school buses designated for use in the school bus transportation contract for commercial transportation. In addition, any such commercial use will be prohibited if it conflicts with fulfilling the obligations and requirements of the school bus transportation contract.

Contract Termination & Failure to Perform

1. District Termination: Should the District desire to terminate the contract it shall give the Contractor written notification of that intent on or before January 15, immediately preceding the upcoming school year. If, after such notice has been given, mutual agreement cannot be reached for continuing the contract, the District may terminate the contract by giving a second written notice to the Contractor on or before March 15 of the same year.
2. The District shall have cause for termination of the contract based upon the occurrence of one or more of the following events:

- a. District has given Contractor written notice of default and the default has not been corrected within a period of thirty (30) days after receipt of such notice by the Contractor. Contractor will also be considered as failing to comply if the Contractor has not commenced the correction within the stated period of time or is not proceeding with due diligence to correct the default.
 - b. Contractor is or becomes insolvent.
 - c. Contractor makes a general assignment for benefit of creditors.
 - d. Contractor repeatedly refuses or fails to perform and/or supply enough properly qualified drivers and/or buses to fulfill the school bus transportation service required under this agreement.
 - e. Contractor regularly fails to comply with District transportation policies.
 - f. Contractor willfully disregards laws, ordinances, governmental rules, regulations, or repeatedly disregards the instructions of the District, which are applicable to the agreement.
3. Contractor Termination: Should the Contractor desire to terminate the contract due to its inability to comply with its obligations under such contract, it shall give the District written notification of that intent before January 15, immediately preceding the upcoming school year. If, after such notice has been given, mutual agreement cannot be reached for continuing the contract, the Contractor may terminate the contract by giving a second written notice to the District on or before March 15 of the same year.
 4. Upon written notice of cancellation or termination of the contract under any of its provisions, District may buy or lease from Contractor, and Contractor by signing this proposal agrees to sell or lease to District, any and all regular route and spare buses, which at the time of written notice are then being used by the Contractor for operations in the District. The purchase or lease of the buses will be detailed as follows:
 - a. Outright purchase of any or all of the buses; and
 - b. Lease of, at the District's sole discretion, any or all of the buses over a period of up to five (5) years, any said periods to be in the sole discretion of the District.
 - c. In the event District exercises said option to purchase or lease any or all of the Contractor's buses, the actual cash value at date of notification shall be determined by appraisal of three appraisers, one to be selected and paid by the District, one to be selected and paid by the Contractor, and the third selected by the two said appraisers with the payment for the third appraiser to be shared equally by the Contractor and the District. The value of each vehicle shall be established by a majority vote of the three appraisers. The appraisers shall determine lease payments on any lease using calculations which take into account said values, term of lease, and prevailing rates of interest. District may reject appraisers' report as to the lease or purchase price within fifteen (15) days of receipt and such rejection shall work to forfeit District's right to the lease or the purchase. Should the District reject appraisers' report, District shall reimburse the Contractor for its direct appraisal costs. In the event of a purchase or lease, the Contractor disclaims all warranties, express or implied.

5. If the Contractor fails to provide student transportation as provided in the agreement due to strike, work stoppage due to labor dispute, act of God, civil disturbance, fire, riot, war, governmental action, or any condition or cause beyond Contractor's control, no penalty shall be assessed to the Contractor by the District and District shall excuse the Contractor from performance under this contract. Should the Contractor for any reason fail to provide student transportation as provided in the contract, the District may use the Contractor's buses to transport and/or cause the students to be transported by any available means until the Contractor is able to resume its regular operations. If the District exercises the above option, it shall pay Contractor the same amount specified in the rate schedule applicable for that year, less all expenses and costs incurred by the District in securing the services of such operating personnel.

Public Relations

1. Respondent agrees to cooperate with the District to establish and maintain a good public relations program with the community and all news media. Respondent agrees to be responsible for answering all inquiries from the public as to bus routes, location of bus stops, and schedules.
2. Respondent agrees to have the Nampa School District name and number on all school buses. If school buses are used in commercial transportation, or for any other non-District No. 131 purpose, the school district name and number must be covered from public view.

Preventative Maintenance & Technician-in-Service Program

1. Respondent agrees to administer a superior preventative maintenance program, which shall meet or exceed the requirements of the Idaho State Department of Education. The preventative maintenance program and technician in-service program shall be presented to the District as part of the proposal.
2. Respondent agrees to provide a minimum ratio of full-time technicians to school buses of 1:17 for service and maintenance of school buses. Technicians shall be on site, and ASE Certified individuals are preferred. Calculation of the ratio shall not include the Shop Foreman position. This minimum ratio of technicians to buses must be maintained as the number of buses increases.
3. Respondent shall furnish a summary for the current school year to date showing a history of breakdowns or failures that occurred in at least one school district approximately the size of the Nampa School District or the largest client served. Information shall include the date of breakdown, the part or equipment failing, if breakdown resulted in late arrival to school or home and, if so, how late, and if a spare bus was dispatched to transport students as a result of the breakdown or equipment failure.

Mandatory Drug Testing, Fingerprinting, & Criminal History Check

1. As part of its proposal, Respondent shall provide proof of having in place a program for mandatory drug/alcohol testing/screening that meets all Federal requirements, for all new hires, mandatory post-accident drug/alcohol testing, and random testing of all employees, including providing the District with the name and address of the Respondent's Medical Review Officer. FBI fingerprinting and criminal background check through the Idaho State Bureau of Criminal Identification will be required for continued employment during driver training and orientation. Results of background checks must

be clear with no Category A convictions (grading of convictions as per the Idaho State Department of Education).

2. The District shall have the right to review background checks performed on individuals who are or will be assigned responsibilities under the Agreement and to provide a hire/do-not-hire recommendation to the Contractor, based on those background checks.

Safety Program & Driver Training

1. Respondent's school bus safety and training program, risk management program, and employee handbook shall be presented to the District with the proposal and shall meet or exceed State of Idaho requirements.
2. Respondent must describe any plan or program for student bus safety it will provide, including but not limited to, emergency school bus evacuation drills.

Reports

1. Respondent agrees to furnish the District information necessary for the District to make transportation reports as needed and/or required to the State of Idaho. Respondent agrees to make other special reports, studies, and surveys regarding pupil transportation to the District as are reasonably necessary. Respondent agrees to take daily a count of students riding each bus to and from school and will provide this information to the District monthly, along with information regarding actual route, shuttle, and trip miles. Respondent agrees to provide a year-end summary of ridership, mileage, category, and all other pertinent information, which will allow the completion of the State Reimbursement claim form.

In an effort to assist the District in transportation planning and in monitoring the transportation cap and its potential effect on the Nampa School District, Respondent agrees to track and upon request prepare cap projection reports for District personnel.

2. Respondent agrees to furnish the District, by November 1 of each contract year, a school-year-to-date route ridership report detailing route headcounts and route times for the purpose of examining and potentially adjusting routes so as to best economize student transportation costs and accommodate District needs and requirements at the time of review.

Relationship of Parties

1. In the interpretation of this agreement and the relationship between Contractor and the District, the same shall be construed as being an independent agreement with the Contractor furnishing transportation only, and the Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District.

Assignment of Contract

1. If the District's transportation should be united or consolidated with that of another school district(s) in the future, then this agreement shall be transferred or extended to or with such a district(s) for such term as deemed appropriate by the Board of Education.

2. Neither the agreement nor any interest of the Contractor may be transferred to any other person(s) or Contractor/company without the written consent of the District. The request for consent must be in writing and submitted six (6) months prior to the proposed date of change. Any such attempted transfer, without proper notification and District consent, shall void the school bus transportation agreement and will be considered by the District as a willful failure or refusal on the part of the Contractor to perform the agreement according to its terms and conditions.

Severability

1. Should any provision or the application of this agreement be held invalid or unenforceable, the remainder of this agreement and its application, other than those provisions(s) as to which it shall have been held invalid or unenforceable, shall not be affected thereby and shall continue valid and enforceable to the fullest extent permitted by law or equity.

Contract Dispute

1. Respondent agrees that any disagreement regarding the interpretation, meaning, or effect of any provision of this agreement may be settled by arbitration or mediation if requested by both parties in writing.
2. In the event suit or action is initiated to enforce any of the terms of this agreement, the prevailing party shall be entitled to recover from the other such sum as the court may determine reasonable as attorney fees at trial and on any appeal of such suit or action in addition to all other sums provided by law.

Confidential Information

1. Confidential attachments, data, documentation, or other information supplied by the Respondent to the District shall be utilized in a prudent manner by the District so as to allow Respondent to maintain its competitive operative advantages and trade knowledge. Examples of such documents may be Training/Safety Manuals, Employee Handbook, and routing proposals. However, the District shall not be held liable for any breaches of, or relating to, confidentiality, and should such a breach occur, Respondent agrees to hold the District harmless in such a circumstance.

Section IV: Proposal Information & Forms

Manner of Submitting Proposals

Individual proposals are to be submitted according to the following conditions:

1. Daily Transportation Services

- a. Proposals for regular and special needs routes are to be submitted on a per-route-per-day basis with a four (4) hour minimum (2 hours am/2 hours pm). Time will be measured based on departure from bus facility to arrival back at bus facility for each route, with adequate time for pre- and post-trip inspections added to the calculation of route time.
- b. In cases where a bus is used only in the morning or only in the afternoon, one half of the applicable rate is to be used. (e.g. full rate am/pm \$100.00 / partial rate am or pm only \$50.00)
- c. In cases where a bus is used only for elementary or only for secondary, one half of the applicable rate is to be used. (e.g. full rate secondary/elementary \$100.00 / partial rate secondary/elementary \$50.00)
- d. In cases where a bus is used only for elementary in the am or pm or only for secondary in the AM or PM, one quarter of applicable rate is to be used. (e.g. full rate secondary/elementary \$100 / partial rate only secondary am or pm or only elementary am or pm \$25.00)
- e. A charge for excess hours and miles will be applicable to each route that runs in excess of the established base miles and/or hours.
- f. **Regular Daily Route** is defined as transporting a group of children from designated bus stop(s) to school at the beginning of each school day and transporting a group of children from school to designated bus stop(s) at the end of each school day. Proposals shall be submitted on a per-route-per-day basis, with an 80-mile-per-day base and 4.0-hour-per-day base, with time included for pre- and post-trip inspections.
- g. **Teen Parent Route** (district-wide route) is defined as transporting a group of students and their children from designated bus stop(s) to school at the beginning of each school day and transporting a group of students and their children from school to designated bus stop(s) at the end of each school day. Special arrangements must be made to transport infants safely and according to Federal and State of Idaho guidelines and regulations. Proposals shall be submitted on a per-route-per-day basis, with a 65-mile-per-day base and a 3.0-hour-per-day base, with time included for pre- and post-trip inspections.
- h. **Other District-wide Routes** are defined as transporting a group of students from designated bus stop(s) to school at the beginning of each school day and transporting a group of students from school to designated bus stop(s) at the end of each school day. These routes have non-standard coverage areas, not bound by attendance boundary for any particular school and possibly covering the entire District. Proposals shall be submitted on a per-route-per-day basis, with a 65-mile-per-day base and a 3.0-hour-per-day base, with time included for pre- and post-trip inspections. In instances where the 3.0-hour-per-day base time is exceeded, time will be rounded to the nearest quarter hour.

- i. **Preschool Route** is defined as transporting a child or group of children from designated bus stop(s) to school at the beginning of each school day and transporting a child or group of children from school to designated bus stop(s) at the end of each school day, the said children or group of children being designated by the District as needing special assistance. Routes will provide door-to-school-to-door service and require an assistant in addition to the driver. The assistant may be a qualified CDL driver and will have the responsibility for maintaining the discipline, safety, and welfare of the passengers of the bus. Proposals shall be submitted on a per-route-per-day basis and shall include the assistant. Each route has a base of 70-miles-per-day and a 5.0-hour-per day base, with time included for pre- and post-trip inspections.
- j. **Special Needs Route** is defined as transporting a child or group of children from designated bus stop(s) to school at the beginning of each school day and transporting a child or group of children from school to designated bus stop(s) at the end of each school day, the said child or group of children being designated by the District as needing special assistance through an Individual Education Plan (IEP) or Contractor policy. Routes will provide door-to-school-to-door service and require an assistant in addition to the driver. The assistant may be a qualified CDL driver and will have the responsibility for maintaining the discipline, safety, and welfare of the passengers of the bus. Proposals shall be submitted on a per-route-per-day basis and shall include the assistant. Each route has a base of 80-miles-per-day and a 4.0-hour-per-day base, with time included for pre- and post-trip inspections.
- k. **Lift Route** is defined as transporting a child or group of children from designated bus stop(s) to school at the beginning of each school day and transporting a child or group of children from school to designated bus stop(s) at the end of each school day, the said child or group of children who are not ambulatory or who are designated by the District as needing special assistance through an Individual Education Plan (IEP) or Contractor policy. Buses shall be equipped with lifts to assist in loading wheelchairs. Routes will provide door-to-school-to-door service and require an assistant in addition to the driver. The assistant may be a qualified CDL driver and will have the responsibility of assisting in the loading and unloading process and for maintaining the discipline, safety, and welfare of the passengers on the bus. Proposals shall be submitted on a per-route-per-day basis and shall include the assistant. Each route has a base of 80-miles-per-day and a 4.0-hour-per-day base, with time included for pre- and post-trip inspections.
- l. **Standby Buses** are buses to be used for the purposes of providing activity and field trips and replacement in the event of required and/or necessary service. Proposals shall be submitted on a per-bus-per-day basis.

2. **Other Transportation Services**

For purposes of the proposal process none of the following will include overnight trips. Cost of trips that require an overnight stay will be determined by mutual agreement between District and Contractor before the trip is made.

- a. **Field Trips** are defined as transporting students from school to some other location and back for non-competition activities. Proposal shall include a rate per mile calculated as the round trip mileage beginning at the bus housing facility and a rate per hour calculated as the total elapsed time for the round trip, including time for pre- and post-trip inspections, rounded up or down to the nearest quarter hour.

- b. **Activity Busing** is defined as transporting students from school to some other location for the purpose of competition. Proposal shall include a rate per mile calculated as the round trip mileage from the bus housing facility and a rate per hour calculated as the total elapsed time for the round trip, including time for pre- and post-trip inspections, rounded up or down to the nearest quarter hour.
- c. **Shuttle Busing** is defined as transporting students from school to school or from school to site and from site to school. Proposal shall include a rate per mile calculated as the round trip mileage beginning at the bus housing facility and a rate per hour calculated as the total elapsed time for the round trip, including time for pre- and post-trip inspections, rounded up or down to the nearest quarter hour.
- d. **Additional Driver** is defined as a qualified driver or bus assistant.
- e. **Student Safety Training** is defined as providing at-school training on bus rider safety and emergency procedures. Training shall include all students K – 5 and be done on a classroom basis. A classroom shall not consist of more than 36 students. Proposal shall be as a rate per classroom.

Proposal Guarantee Calculation

Complete this table to determine the proposal guarantee value that must be included with the proposal submission.

Route Type	Buses	Rate	Days	Type Subtotal
Regular-- Elementary/Secondary	x \$	x	175	= \$
Regular--Elementary or Secondary only	x \$	x	175	= \$
District-wide--Teen Parent	x \$	x	175	= \$
District-wide--With Aide	x \$	x	175	= \$
District-wide--Other	x \$	x	175	= \$
Preschool	x \$	x	150	= \$
Special Needs	x \$	x	175	= \$
Lift Bus	x \$	x	175	= \$
Standby	x \$	x	175	= \$
Total				\$
Required Proposal Guarantee Percentage				x 5%
Required Value of Proposal Guarantee				\$

The undersigned agrees that a proposal guarantee payable to the District, accompanying the proposal, will be left in escrow with the District. Further, undersigned agrees to forfeit the bond if the undersigned defaults in executing the agreement within ten (10) days of being awarded the contract. If the District does not award the contract to the undersigned or undersigned does not default, the proposal guarantee shall be returned.

Name of Organization _____
 Authorized Representative (signed) _____
 Authorized Representative (printed name) _____
 Title _____
 Date _____

Proposal Form

Rates submitted on the Proposal Form are to be used for information purposes by the District in calculating and evaluating the proposals submitted and to assist in determining the “lowest responsive proposal.” **Award will not be based solely on cost (see Proposal Evaluation Sheet), but on a complete evaluation of the entire proposal submission, per the Proposal Specifications and Procedures.**

The Respondent acknowledges he/she has read and agrees to all terms and conditions of these Proposal Specifications and Procedures concerning the Nampa School District’s Transportation Requirements, including the Respondent Questionnaire and hereby submits the following proposal:

Description	Base - Mile / Base - Hour	Number of Routes	Rate per Day / Route	Excess Hours Rate	Excess Miles Rate	Rate per Hour	Rate per Mile
Regular--Elem/Second	80 / 4.0		\$	\$	\$	\$	\$
Regular--Elem or Second	40 / 2.0		\$	\$	\$	\$	\$
Teen Parent	65 / 3.0		\$	\$	\$	\$	\$
District-wide--W/Aide	65 / 3.0		\$	\$	\$	\$	\$
District-wide--Other	65 / 3.0		\$	\$	\$	\$	\$
Preschool	70 / 5.0		\$	\$	\$	\$	\$
Special Needs	80 / 4.0		\$	\$	\$	\$	\$
Lift Bus	80 / 4.0		\$	\$	\$	\$	\$
Field Trip	N/A		\$	\$	\$	\$	\$
Activity Trip	N/A		\$	\$	\$	\$	\$
Shuttles	N/A		\$	\$	\$	\$	\$
Additional Driver	N/A		\$	\$	\$	\$	\$
Student Safety Training	N/A		\$	\$	\$	\$	\$
Standby Buses	N/A		\$	\$	\$	\$	\$

Optional Add--Parent application for tracking bus, additional cost per route: \$ _____

Optional Add--Lap/shoulder 3-point style belt, additional cost per route: \$ _____

Name of Organization _____

Authorized Representative (signed) _____

Authorized Representative (printed name) _____

Title _____

Date _____

Respondent's Certifications

In submitting this proposal for Student Transportation for Nampa School District No. 131, I certify the following:

- The information provided in this proposal is truthful and accurate, including any supporting information included with the proposal.
- This proposal was developed and prepared without any collusion with any competing respondent or District employee; the content of the proposal has not been disclosed to any competing or potentially competing respondent prior to the proposal submission deadline; and that no action has been taken to persuade any potential respondent to submit or withhold a proposal.
- We have read and understand the requirements and specifications of this Request for Proposal, including any and all addenda, if issued, and supplemental information provided.

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Suggested Assembly/Packaging of Proposal Submission

Required Submissions/Inclusions

- Proposal Form, completed and properly signed
- Proposal Guarantee Form, completed and properly signed
- Proposal guarantee, in an acceptable form as specified
- Respondent's Certifications
- Five hard copies of proposal, one original and four copies
- One digital copy of proposal, in pdf format, on thumb drive or similar medium
- Proposed contract agreement
- Program descriptions:
 - Sexual misconduct training
 - Bullying training
 - Drug and alcohol testing/screening
- Certificates of insurance:
 - General liability coverage
 - Collision and comprehensive coverage
 - Workman's Compensation coverage
- Prior 12-month breakdown/failure history
- Respondent Questionnaire, with any necessary/relevant supporting documentation attached

Optional Submissions/Inclusions

- Employee handbook
- Resumes of key personnel
- Initial route plan proposal
- Employment application
- Expected equipment listing
- Trip scheduling software package description

Proposal Evaluation Sheet

The proposal evaluation sheet will be used to determine the “lowest responsive proposal,” based on the listed criteria.

1. Proposal Price **20 points**

Based on the Proposal Form and other financial analysis as deemed necessary

2. Contractor/Management Experience; Safety and Efficiency of Organization **15 points**

Involves the quality and style of management and the level of customer service that can be expected from the Respondent and its General Manager/Transportation Supervisor, other managers and supervisors, support personnel, and the company in general. Demonstrated minimum of five years’ experience, for the Respondent and the expected management team, in student transportation. The known or anticipated working relationship with Respondent will be considered in the evaluation. The demonstrated or perceived commitment to safety and efficiency as evidenced through quality management, drivers, and technicians, as well as the ability to work as a team with the District. Also demonstrated by commitment to student safety and student management. Evidence of demonstrated commitment should include, but is not limited to, the above listed items.

3. Driver Personnel/Training & Safety Programs **15 points**

Demonstrated commitment to thorough and continued training of drivers and an effective process to hire quality drivers. Includes a stated, effective driver and student safety program.

4. Student Management **15 points**

Demonstrated evidence of a program and process of dealing with student management issues in a timely manner. Should consist of written standards, forms, and reports used on a daily basis.

5. Preventative Maintenance and Personnel **15 points**

Stated and demonstrated effective preventative maintenance program with qualified technicians, including an ongoing commitment to maintaining safe buses.

6. Work Plan **20 points**

An overall plan for continuity, beginning with the current school year and continuing through the first month of the next school year. Plan should include, but is not limited to, the overall hiring process, hiring and training of drivers, establishing routes, publishing routes per state law, procuring school buses, facility location and setup, and developing relationships with school and District personnel

Total points available based on evaluation criteria **100 Points**

Note: Based on the District’s evaluation according to this listed criteria, a respondent must score a minimum of 90 points to be considered “responsive and responsible.”

Student Transportation Service—Respondent Questionnaire

To the Respondent: This questionnaire is part of the Request for Proposal and Proposal Specifications and Procedures and will be incorporated into any contract. The information provided herein will be used solely for evaluating the qualifications of the responding organization to carry out satisfactorily the terms of a contract. This questionnaire must be filled out accurately and completely and included with the proposal submission. Any errors, omissions, or fraudulent information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any subsequent agreement executed as a result of the proposal or proposals involved. The information contained in this questionnaire will be available only to District employees, the Board of Trustees of Nampa School District No. 131, and the Transportation Selection Committee.

This questionnaire is available in fillable pdf and Word formats on the District website at <http://goo.gl/Z5poER>

Description of Responding Organization

Organization Name _____

Street Address _____

City, State, ZIP _____

Mailing Address (if different) _____

City, State, ZIP _____

Phone Number () _____

Fax Number (if any) () _____

Type of Organization

Corporation _____ LLC _____

Partnership _____ Individual Proprietorship _____

State of incorporation or registration: _____

Please list names and positions of officers; if partnership, please also include addresses of partners

If subsidiary of another organization, provide name and address of parent organization

Nature of Operations

Is your organization currently engaged in student transportation in Idaho or other states?

___ Yes _____ No

- a. In what school district(s) or cities? (list up to four) Please identify any Idaho school districts and the number of school buses in use at each.

- b. Number of buses used in student transportation, other buses, and support vehicles?

- c. Are these operations full-time, regular scheduled, contracted, or part-time? Describe briefly.

- d. Describe any transportation permits under which you operate (State or Federal).

- e. Provide documentation of latest review, inspection, or audit of operations (including but not limited to compliance, vehicle maintenance, driver training, etc.) conducted by the Idaho State Department of Education or other regulatory authority.

Management & Advisory Personnel

Nampa School District places importance on the strength of key management and supervisory positions. Please list the names, titles, and experience of the on-site individuals who will be responsible for the overall management of the transportation services to be provided under the terms of this proposal. Management and supervisory positions should include, but are not limited to, Operations Manager/Transportation Supervisor, Dispatcher, Assistant Manager, Driver Trainer, Lead Drivers/Route Supervisors, and Maintenance Supervisor.

Provide the name(s) of any and all individuals to be employed in an advisory capacity and a brief summary of experience.

Driver Hiring & Personnel

Number of drivers now in your regular employ:

Driver selection procedures

What procedures do you use to secure data on applicants?

Do you use any personal interview procedures? Please describe.

Do you make a reference check on driver applicants? Please describe.

Do you use any personnel qualification and driver test procedures? Please describe.

Do you verify applicants hold a valid license? Please describe.

Provide the names and titles of on-site individuals responsible for your driver hiring and personnel program:

Driver training

Do you have a driver training program in your present operations? Please describe.

Provide names and titles of individuals assigned to this program and their experience.

If you are the successful respondent, do you plan to regularly drive one of the school buses yourself?

Has your company ever used a non-qualified or non-certified driver to drive a route? If yes, please provide details.

Has your organization contracted with any districts for which a bell schedule adjustment has been necessary in order to accommodate driver shortages? If yes, please provide details.

Facilities & Maintenance

Please describe your plans, should your organization be the successful respondent, for shop, maintenance, and parking facilities to be used in performance under the contract. List any other local facilities aside from the primary facility that may be used for maintenance and training.

Describe briefly your scheduled preventative maintenance program for your vehicles.

Do you require written daily reports from your drivers on the condition of vehicles? Describe.

Do you maintain records of, and evaluate, road failures?

What do you expect your ratio of technicians to buses to be, and what qualifications do you require of your technicians?

Provide the name(s) and experience of the on-site individual(s) responsible for supervising vehicle maintenance.

What qualifications and experience requirements do you have for your technicians?

Safety & Training Program

Do you have an established, continuing safety and training program for students and drivers?

Please outline the essential features of any such safety and training program.

Student Management Program

Please describe the essential features of your student management program.

Work Plan

Provide the overall plan for continuity, beginning at the end of the current school year and continuing through the first month of the next school year. This plan should include, but is not limited to, the overall processes of hiring and training drivers, establishing routes, publishing routes publicly as required under state law, procuring school buses, facility location and setup, and developing relationships with the school district and its personnel.

Insurance Data

List the names of any insurance companies that have insured your operation for liability and property damage, within the past three years.

Please provide the name of your organization's current insurance carrier. List the current limits for public liability and property damage, and provide evidence of coverage.

If your organization's proposal is actively considered, will you agree to one or both of the following, should the District request such:

Request and authorize your insurance carriers of the past three years to furnish in writing your accident loss ratio?

Yes _____ No _____

Furnish a statement in writing from an insurance carrier satisfactory to the District, that such organization will issue the insurance as set forth in the Specifications for student transportation service?

Yes _____ No _____

Company Name: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

Financial and Credit Data

Please list names and addresses of any banks with which you regularly transact business.

Please provide credit references from at least three suppliers with whom you deal regularly.

Has your organization ever filed for Chapter 11 reorganization?

If your organization has ever done business under any other name, please provide details.

Section V: Supplemental Information

Existing Student Transportation Service

Daily To and From Home Service

Route Type	October Miles	October Ridership
Regular--Elementary & Secondary	59293	5243
Regular--Elementary or Elementary Only	8416	284
District-wide--Teen Parent	0	0
District-wide--With Aide	4123	49
District-wide--Other	2369	39
Preschool	3686	39
Special Needs--Elementary & Secondary	3799	25
Lift--Elementary & Secondary	13875	127
Shuttles--Secondary	4308	937
Total	99869	6743

Schools	Count
High Schools	5
Middle Schools	4
Elementary Schools	14
Preschool	1
District-wide	2

2018-19 School Calendars

As of the date of publication of this Request for Proposals, calendars for the 2019-20 School Year have not been established/approved. The 2018-19 school calendars (General School Calendar, Kindergarten A Day Calendar, and Kindergarten B Day Calendar) are provided as Supplemental Information and are posted on the District's Bids & RFPs page, found at <http://goo.gl/Z5poER>. These calendars are believed to be reasonable approximations of the 2019-20 school year. The total number of student instructional days is expected to remain at 175.

Current Bus Routing

A listing of current bus routes, by school or school route groups, is available as supplemental information and is posted on the District's Bids & RFPs page, found at <http://goo.gl/Z5poER>.

District Board Policies

A collection of related or relevant District Board Policies is available as supplemental information and is posted to the District's Bids & RFPs page, found at <http://goo.gl/Z5poER>.

The District policies cited in this document and included as supplemental information are not intended to be and should not be taken as an exhaustive listing of District policies that may pertain to this Request for

Proposals, any specifications or requirements herein, or be relevant to the execution and performance of any resulting agreement.

Nampa School District Board Policies are available for review and download at <https://www.boarddocs.com/id/nsd131/Board.nsf/Public?open&id=policies>.

Idaho Department of Education Model Bus Contract

The Idaho Department of Education Model Bus Contract is available as supplemental information on the District's Bids & RFPs page, found at <http://goo.gl/Z5poER>. This model contract is provided as a reference resource and does not constitute legal advice. Please consult the Idaho Department of Education or its website for additional information.

Idaho Standards for School Buses and Operations

The Idaho Transportation Department provides the Standards for Idaho School Buses and Operations Manual 2018. This manual is provided as supplemental information and is posted on the District's Bids & RFPs page, found at <http://www.goo.gl/Z5poER>. It may also be found on the Idaho Department of Education website.

Appendix A: Sample Consumer Price Index Contract Adjustment Determination**Sample Determination--CPI-U Index Adjustment Allowed**

CPI-U July 2019 (benchmark)	169.2
CPI-U July 2020	170.3
CPI-U July 2021	173.1
CPI-U July 2019	169.2
CPI-U July 2020	170.3
CPI-U Increase (decrease)	1.1
Benchmark divisor	169.2
CPI-U Percentage increase (decrease)	0.65%
Rate adjustment allowed?	No
CPI-U July 2019	169.2
CPI-U July 2021	173.1
CPI-U Increase (decrease)	3.9
Benchmark divisor	169.2
CPI-U Percentage increase (decrease)	2.30%
Rate adjustment allowed?	Yes

Appendix B: SDE Method for CPI Increase Excluding Fuel Escalation

Adapted from "SDE Preferred Method for Removing the Relative Importance of Fuel from CPI Increases," available at <http://www.sde.idaho.gov/student-transportation>

This method prescribed by the Idaho State Department of Education is based on the United States Department of Labor, Bureau of Labor Statistics methodology. It is for use for contracts that contain both a Consumer Price Indicator (CPI) escalation clause as well as a separate fuel cost escalation clause.

This calculation requires the retrieval of three pieces of information: the change in base CPI, the change in fuel costs, and the relative importance of fuel within the CPI

1. Obtain Base CPI
 - a. Access Bureau of Labor Statistics website for CPI listings at <http://www.bls.gov/data/#prices>
 - b. Under "All Urban Consumers (Current Series), select "One-Screen Data Search" from the icons shown on the page
 - c. Within the window that opens:
 - i. In Section 1 Select an Area, select "U.S. city average"
 - ii. In Section 2 Select One or More Items, select "All items"
 - iii. In Section 3 Select Seasonal Adjustment, check only "Not Seasonally Adjusted"
 - iv. Click on Get Data
 - d. Within the next window/tab, click More Formatting Options
 - e. In this new window/tab:
 - i. Under Select View of the Data, check only "12-Month Percentage Change"
 - ii. Under Select the Time Frame for Your Data, select "Specify year range" and select the appropriate year range from the drop down boxes (e.g. if you wish to see the price change from the 2010 to 2011, you would select 2011 in both boxes)
 - iii. Under Select the Time Frame for Your Data, select "Select one time period" and pick the month for which you want to see the year-over-year change
 - iv. Click Retrieve Data; the percentage change should be returned and shown at the left of the screen

→ Using the year 2011 and month of March, the returned figure should be 2.7; though expressed as a decimal number, it is actually a percentage and for use in the formula should be converted to 0.027

2. Obtain Base Fuel Change
 - a. Follow steps (a) and (b) from the Base CPI procedure above
 - b. Within the window that opens:
 - i. In Section 1 Select an Area, select "U.S. city average"
 - ii. In Section 2 Select One or More Items, scroll down to the Transportation section and select "Other Motor Fuels"
 - iii. In Section 3 Select Seasonal Adjustment, check only "Not Seasonally Adjusted"
 - iv. Click on Get Data
 - c. Follow the same procedures in steps (e) to find the year-over-year percentage change in fuel costs that will be used for the fuel escalator exclusion calculation

→ Using the year 2011 and the month of March, the returned figure should be 33.6; though expressed as a decimal number, it is actually a percentage and for use in the formula should be converted to 0.336

3. Obtain Relative Importance of Fuel

- a. Go to the website <http://www.bls.gov/cpi/tables>
- b. On this webpage, under Relative Importance, select "Archived CPI Relative Importance Tables"
- c. On the new webpage, scroll to "Archived Relative Importance Data," and in this section, under the most recent year available, select "Tables 1-7, Relative Importance of Components in the Consumer Price Index, all areas (PDF) [only the (PDF) portion of the line is clickable as a hot link]"
- d. In Table I, scroll to Transportation and find "Other motor fuels;" the first column should list the CPI-U value that will be used in the calculation (the second column should be CPI-W)

→ The CPI-U relative importance for Other Motor Fuels in 2018 Table I is 0.091

Sample Calculation

The formula for determining the appropriate CPI adjustment, removing the relative importance of fuel costs is:

$$\frac{(CPI-U \text{ All Items} \times \text{Relative Importance All Items}) - (\text{Other Motor Fuels Change} \times \text{Relative Importance Other Motor Fuels})}{(\text{Relative Importance All Items} - \text{Relative Importance Other Motor Fuels})}$$

Note: The value of Relative Importance All Items will always be 100.

An example calculation, using the figures in the research guide sections above would be:

$$\frac{(0.027 \times 100) - (0.336 \times 0.091)}{(100 - 0.091)} = 0.026718 \text{ or } 2.672\%$$