



Third Party Provider for  
Specialized Student Transportation Services  
REQUEST FOR PROPOSAL (RFP)  
June 27, 2024

## Table of Contents

| <b>Section</b> | <b>Topic</b>                            | <b>Page Number</b> |
|----------------|-----------------------------------------|--------------------|
| 1.             | Summary                                 | 3                  |
| 2.             | Contact Information                     | 3                  |
| 3.             | Purpose                                 | 4                  |
| 4.             | Proposal Guidelines and Requirements    | 5                  |
| 5.             | Third Party Provider Information        | 6                  |
| 6.             | Services Description                    | 7                  |
| 7.             | Pricing                                 | 11                 |
| 8.             | References                              | 12                 |
| 9.             | Additional Requirements and Limitations | 13                 |
| 10.            | Evaluation Criteria                     | 18                 |

## 1. Summary

The Youngstown City School District (“YCSD”) is accepting proposals for Third Party Providers to provide specialized transportation services for certain students that reside in YCSD and/or attend YCSD public schools.

Specialized transportation services may be provided by a contractor who adheres to all Ohio law and regulations regarding such services.

For the 2024-2025 school year, YCSD will allocate an **estimated** \$1,500,000 to serve **approximately 500 students** who require specialized transportation services, as well as additional routes as needed. A majority of these students are students with disabilities.

The purpose of this Request for Proposals (“RFP”) is to gather competitive proposals for the delivery of specialized transportation services during the 2024-2025 school year. Contracts may be renewed in subsequent years pending the needs of the School District.

Proposers may propose to cover some or all of the services described in this RFP. In turn, the District may award the services to one or more proposers.

Proposals are due **July 12, 2024**, at 5:00pm (EST). The list of selected Third-Party Providers for the upcoming school year will be recommended to the Youngstown City School District Board of Education for approval on or before **July 23, 2024**.

## 2. Contact Information

Robert Kearns, Chief of Staff

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### 3. Purpose

The School District is seeking to contract with one or more Third Party Provider(s) (also referred as “Vendor(s)”) to provide specialized transportation services for certain students that reside in YCSD and/or attend a YCSD public school.

The transportation services that are to be provided are listed below:

#### A. BUS SERVICE

The School District seeks **between five (5) to ten (10) buses** to serve routes within YCSD, with the possibility of more depending on needs. Each bus would run a “three-tier” morning route from approximately 6:00 a.m. to 9:00 a.m. and a “three-tier” afternoon route from approximately 1:30 p.m. to 4:30 p.m. The number of students on each route would vary from 10 to 50 students. Service would be door-to-door or via bus stop, depending on the needs of the student. A bus aide may be required to accompany the students.

#### B. VEHICLE (“MOTOR VAN”) SERVICE

The School District seeks **between ten (10) to fifteen (15) vehicles (“motor vans”)** to serve routes within YCSD, with the possibility of more depending on needs.

[A “motor van” means a vehicle originally designed for not more than nine passengers, not including the driver, which meets Ohio Department of Education and Workforce standards. Some examples of these vehicles include passenger cars, sedans, SUVs, or smaller vans.]

Each motor van would run a “three-tier” morning route from approximately 6:00 a.m. to 9:00 a.m. and a “three-tier” afternoon route from approximately 1:30 p.m. to 4:30 p.m. The number of students on each route would vary from 2 to 9 students, depending on route need and vehicle capacity. Service would be door-to-door. No bus aide would be required to accompany the students.

#### C. “ON CALL” BUS OR VEHICLE (MOTOR VAN) SERVICE

The School District seeks Vendors who would agree to be available to provide bus or motor van transportation services in the event of a driver absence, a route change, an additional need (e.g., athletics field trip when no regular drivers are available), and/or other circumstances. For same-day needs, notice would be provided by approximately 5 a.m. on the day of the trip to willing Vendors and bid out on a “first-come, first-serve” basis at a special rate. For additional needs, notice may be provided earlier and may be bid out in advance.

## 4. Proposal Guidelines and Requirements

This is an open and competitive process.

Quotes received after the deadline of **July 12, 2024**, at 5:00pm (EST) will not be considered.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The prices that are quoted should be inclusive of all costs and expenses for providing the services, including but not limited to, general and administrative, overhead and profit.

The School District prefers Vendors that do not rely on sub-contractors to perform the services. The School District will not refuse a proposal based upon the proposed use of sub-contractors; however, the Third-Party Provider will be responsible for ensuring that the sub-contractors meet all the requirements of this RFP. In addition, the School District retains the right to refuse the sub-contractors identified/selected by the Third-Party Provider.

If the execution of work to be performed requires hiring sub-contractors, clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. Provide the name, address, and Employer Identification Number (EIN) of the sub-contractor (if applicable).

The RFP specification includes the following areas that require a response:

- Third Party Provider Information.
- Services Description.
- Pricing; and
- Submission of three (3) references

This RFP does not guarantee that your services will be selected or purchased.

Responsive proposals that the District deems to be most advantageous with benefits and other factors considered, and the District, at its option may select more than one approved Vendor to provide the services. The District does not obligate itself to accept the lowest cost proposal, the greatest benefit proposal, or any other proposal and shall have no liability whatsoever to any company whose proposal is not accepted.

This proposal and any responses received will be considered a public record and may be released without redaction pursuant to Ohio Revised Code Section 149.43.

## 5. Third Party Provider Information

### A. General Information regarding your business:

|                                                |                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------|
| <b>Type of Company</b> (e.g., LLC)             |                                                                           |
| <b>Incorporated in Ohio?</b> (Y/N)             |                                                                           |
| <b>CEO/Director Name</b>                       |                                                                           |
| <b>Total # of Employees</b>                    |                                                                           |
| <b>Years in Business</b>                       |                                                                           |
| <b>Summary of Services Provided by Company</b> | <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> |

### B. Evidence of sound financial background

| Year | Total Earnings | Comments |
|------|----------------|----------|
| FY22 |                |          |
| FY23 |                |          |
| FY24 |                |          |

### C. List Your top 3 Customers by US \$ dollar volume or customer base

|      | Customer Name | Comments |
|------|---------------|----------|
| FY22 |               |          |
| FY23 |               |          |
| FY24 |               |          |

## 6. Services Description

### A. Which Services Can You Provide?

- **BUS SERVICE** – Up to \_\_\_\_\_ buses/drivers  
Up to \_\_\_\_\_ aides to accompany the drivers
- **MOTOR VAN SERVICE** – Up to \_\_\_\_\_ motor vans/drivers
- **“ON CALL” BUS OR MOTOR VAN SERVICE:** [Yes] [No]

### B. History of Providing Transportation Services to Students

*Briefly describe your company's history of providing the services identified above to students, especially students with disabilities, and collaborating with school districts*

[Use this space or attach a Word document if you would prefer]

### B. Personnel

| <i># of Employees Available for this RPF</i> |  |
|----------------------------------------------|--|
| • Supervisors                                |  |
| • Bus or Van Driver (i.e., holds CDL)        |  |
| • Van Driver Only                            |  |
| • Bus or Van Aide                            |  |

*If you plan to use sub-contractors, turn to the next page.*

*Subcontractors: Please list the name, address, and Employee Identification Number (EIN) of the sub-contractor and describe the personnel the sub-contractor would be providing.*

Subcontractor 1

|                                                          |  |
|----------------------------------------------------------|--|
| • Name                                                   |  |
| • Address                                                |  |
| • EIN<br>(or write, "Self-Employed")                     |  |
| • Describe personnel available.<br>(e.g., 2 van drivers) |  |

Subcontractor 2

|                                                          |  |
|----------------------------------------------------------|--|
| • Name                                                   |  |
| • Address                                                |  |
| • EIN<br>(or write, "Self-Employed")                     |  |
| • Describe personnel available.<br>(e.g., 2 van drivers) |  |

Subcontractor 3

|                                                          |  |
|----------------------------------------------------------|--|
| • Name                                                   |  |
| • Address                                                |  |
| • EIN<br>(or write, "Self-Employed")                     |  |
| • Describe personnel available.<br>(e.g., 2 van drivers) |  |

*If you intend to use more than 3 sub-contractors, you may copy/paste the tables above and continue numbering accordingly.*



**C. Equipment**

*List the make, model, and year of the equipment you own that would be designated to these services. If you plan to use sub-contractors, please obtain this information, and provide it below.*

|     | Bus or<br>Motor Van | Make | Model | Year | Student Load<br>Capacity? | Used Last Year for<br>Student<br>Transportation?<br>(Y/N) |
|-----|---------------------|------|-------|------|---------------------------|-----------------------------------------------------------|
| 1.  |                     |      |       |      |                           |                                                           |
| 2.  |                     |      |       |      |                           |                                                           |
| 3.  |                     |      |       |      |                           |                                                           |
| 4.  |                     |      |       |      |                           |                                                           |
| 5.  |                     |      |       |      |                           |                                                           |
| 6.  |                     |      |       |      |                           |                                                           |
| 7.  |                     |      |       |      |                           |                                                           |
| 8.  |                     |      |       |      |                           |                                                           |
| 9.  |                     |      |       |      |                           |                                                           |
| 10. |                     |      |       |      |                           |                                                           |
| 11. |                     |      |       |      |                           |                                                           |
| 12. |                     |      |       |      |                           |                                                           |
| 13. |                     |      |       |      |                           |                                                           |
| 14. |                     |      |       |      |                           |                                                           |
| 15. |                     |      |       |      |                           |                                                           |

Please list any additional information about your vehicles – for example, if you carry GPS or 1:1 radio equipment, or if you have a vehicle that can accommodate wheelchairs.

|                  |
|------------------|
| [Use this space] |
|------------------|

*If you plan to use sub-contractors, turn to the next page.*

Subcontractor 1: \_\_\_\_\_

|    | Bus or<br>Motor Van | Make | Model | Year | Student Load<br>Capacity? | Used Last Year for<br>Student<br>Transportation?<br>(Y/N) |
|----|---------------------|------|-------|------|---------------------------|-----------------------------------------------------------|
| 1. |                     |      |       |      |                           |                                                           |
| 2. |                     |      |       |      |                           |                                                           |
| 3. |                     |      |       |      |                           |                                                           |

*If your subcontractor has more than 3 vehicles, please add rows accordingly.*

Subcontractor 2: \_\_\_\_\_

|    | Bus or<br>Motor Van | Make | Model | Year | Student Load<br>Capacity? | Used Last Year for<br>Student<br>Transportation?<br>(Y/N) |
|----|---------------------|------|-------|------|---------------------------|-----------------------------------------------------------|
| 1. |                     |      |       |      |                           |                                                           |
| 2. |                     |      |       |      |                           |                                                           |
| 3. |                     |      |       |      |                           |                                                           |

Subcontractor 3: \_\_\_\_\_

|    | Bus or<br>Motor Van | Make | Model | Year | Student Load<br>Capacity? | Used Last Year for<br>Student<br>Transportation?<br>(Y/N) |
|----|---------------------|------|-------|------|---------------------------|-----------------------------------------------------------|
| 1. |                     |      |       |      |                           |                                                           |
| 2. |                     |      |       |      |                           |                                                           |
| 3. |                     |      |       |      |                           |                                                           |

*If you intend to use more than 3 sub-contractors, you may copy/paste the tables above and continue numbering accordingly.*

## 7. PRICING

### Prices to be shown as “per route” unless otherwise indicated.

- “Per route,” means each vehicle is expected to run up to three morning tiers per route (6:00 AM - 9:00 AM) and up to three afternoon tiers per route (1:30 PM – 4:30 PM).

#### **SERVICE 1: BUS TRANSPORTATION SERVICES**

- Up to three tiers (AM & PM) with up to 60 students per bus per tier:

\$\_\_\_\_\_/route.

- For example, a bus company bids \$250/route. The School District would pay the bus company \$250 total to run the three morning tiers (up to 60 students each tier) and three afternoon tiers (up to 60 students each tier).

#### **SERVICE 2: MOTOR VAN TRANSPORTATION SERVICES**

- Up to three tiers (AM & PM) with up to 9 students per vehicle per tier, depending on vehicle size and student need:

\$\_\_\_\_\_/route.

- For example, a van company bids \$250/route. The School District would pay the bus company \$250 total to run three morning tiers (up to 9 students each tier, depending on vehicle size and student need) and three afternoon tiers (up to 9 students each tier).

#### **SERVICE 3: “ON CALL SERVICES”**

- On-Call Bus Run \$\_\_\_\_\_/hour
- On-Call Motor Van Run \$\_\_\_\_\_/hour
- Extra Trips (e.g., extracurricular/athletic trips) \$\_\_\_\_\_/trip

## 8. References

*Please list three references of school districts or other relevant customers that you have served.*

|                                                                      |  |
|----------------------------------------------------------------------|--|
| Name and Title                                                       |  |
| Company                                                              |  |
| Relationship with Vendor                                             |  |
| Email                                                                |  |
| Phone                                                                |  |
| <i>Optional:</i> Additional information to know about this reference |  |

|                                                                      |  |
|----------------------------------------------------------------------|--|
| Name and Title                                                       |  |
| Company                                                              |  |
| Relationship with Vendor                                             |  |
| Email                                                                |  |
| Phone                                                                |  |
| <i>Optional:</i> Additional information to know about this reference |  |

|                                                                      |  |
|----------------------------------------------------------------------|--|
| Name and Title                                                       |  |
| Company                                                              |  |
| Relationship with Vendor                                             |  |
| Email                                                                |  |
| Phone                                                                |  |
| <i>Optional:</i> Additional information to know about this reference |  |

## 9. Additional Requirements and Limitations

Please read the following requirements and limitations carefully. Vendors who are unable to meet these requirements will not be awarded a contract.

### *Personnel*

1. The Vendor shall comply with all federal and state personnel qualifications, including all “on-vehicle transportation staff” requirements as described by the Ohio Department of Education and Workforce. See <https://education.ohio.gov/getattachment/Topics/Finance-and-Funding/School-Transportation/School-Transportation-Safety/Ohio-Pupil-Transportation-Operation-and-Safety-Rul/On-Vehicle-Driver-Qualifications.pdf> for details.
2. The Vendor shall require all personnel to undergo **both** an FBI (Federal Bureau of Investigation) background check and a BCI (Bureau of Criminal Identification & Investigation) background check prior to being employed to perform work under this contract. The background check involves fingerprinting and then having both (BCI & FBI) criminal record checks done **prior** to assignment to the School District.
3. The Vendor shall provide to the School District copies of the BCII and FBI checks for all personnel prior to the personnel starting a route. The checks must satisfy the requirements for transportation personnel as set forth in the Ohio Revised Code and Ohio Administrative Code.
4. *All Drivers:* All drivers must be at least twenty-one (21) years of age with a minimum of two years driving experience.
5. *All Drivers:* All drivers must hold a driver’s license that qualifies the driver to operate the bus and/or motor van. The Vendor must complete semi-annual driver record checks through the Ohio Department of Education and Workforce for which records shall be maintained by the Vendor for a minimum of six years and submitted to the School District for a minimum of six years. Drivers who do not have a satisfactory driver’s record are prohibited from driving.
6. *All Drivers:* The Vendor shall require all drivers to undergo physicals and submit the results to the School District on the standard T-8 form prior to assignment to the School District.
7. *All Drivers:* The Vendor shall ensure all drivers are properly certified and have completed the appropriate pre-service training as described the Ohio Department of Education and Workforce. Evidence of each driver’s training must be submitted to the School District prior to assignment to the School District.
8. *Bus Drivers:* The Vendor shall provide to the School District copies/evidence that drivers assigned to perform under this contract are to meet all standards required of the Federal Motor Carrier Safety Administration Clearing House, as applicable.

9. The Vendor shall require all new personnel to undergo drug screening through a U.S. Department of Transportation licensed drug testing provider and submit the results to the School District as needed. In addition, the Vendor shall require all personnel to be enrolled in random drug screening program through a U.S. Department of Transportation licensed drug testing provider.
10. The Vendor shall ensure that all required documentation is valid and up to date prior to assignment to the School District.
11. The Vendor shall collaborate with the School District to enter driver information on the School District's SAFE/OHIOID Account prior to transporting any students.
12. The School District must be notified of any changes in a driver's abstract or federal criminal background check. Failure to notify the School District of any changes may result in Vendor liability and constitute a breach of contract.

### *Equipment*

13. All vehicles must meet federal, state, and local safety and licensing specifications and requirements.
14. The Vendor must provide safety equipment, including working safety belts for each passenger, car seats, and/or harnesses as required and noted on the route sheets provided by the School District.
  - a. Companies can request to borrow equipment from the Transportation Department with the approval of the Transportation Department. The equipment must be returned at the end of the school year in working order and in good condition. The cost for repair or replacement will be charged to the company who borrowed the equipment.
15. All vehicles must have:
  - a. A fire extinguisher.
  - b. A first aid kit.
  - c. A body fluid cleanup kit
  - d. Fuses and spare fuses; and
  - e. Emergency reflectors.
16. All vehicles must have adequate signage to designate student ridership and the name of the contractor clearly marked on the side of the vehicle.
17. A qualified mechanic must inspect these vehicles not less than two times per year. In addition, periodic maintenance intervals must be established and implemented. Documentation and proof of these inspections and service procedures, in addition to all other vehicle records required under Ohio law,

must be kept on file with the Vendor and provided to the School District when requested.

### *Insurance*

18. The following shall be required from the successful Vendor(s) at the Vendor's expense:

- a. The driver and his/her vehicle shall be insured with a company licensed to do business in the State of Ohio. This policy shall insure the driver against property damage for a minimum sum of \$100,000 each occurrence. The driver shall also obtain liability insurance against bodily injury to each person of \$250,000 to an aggregate of \$500,000 for each occurrence. Also included shall be medical expenses in the minimum amount of \$5,000 per occurrence. **A School Bus or School Van Rider/Student Transport endorsement shall be attached to the policy on file.**
- b. This requirement must be fulfilled by the successful service provider providing the School District with a **current Certificate of Insurance showing the Youngstown City School District Board of Education as an additional insured** (Certificate Holder does not constitute being an additional insured), within five (5) days of Notice of Intent to Award Agreement. The certificates of insurance shall contain a provision that the policy or policies shall not be cancelled without thirty (30) days' prior written notice to the School District.

### *General Expectations/Compliance*

19. It is the responsibility of each vehicle driver to complete and document a daily pre-trip inspection before transporting pupils. The vehicle owner may designate another qualified individual to complete and record portions of the stationary inspection in lieu of the vehicle driver. Pre-trip inspection records must be kept on file for a minimum of 12 months.
20. Students on these routes may require specialized support based on their IEP and/or their circumstances (e.g., in temporary housing). **Each Vendor shall fully cooperate with the School District to understand each student's needs and provide services in accordance with those needs and Ohio law.**
21. Students must arrive at destination 10 minutes before school start time and must depart within 10 minutes after school dismissal time. Anything outside of this time must be approved by the School District.

22. All bus riders must be dropped off at a designated place of safety, which may be a bus stop or curb-side, depending on the needs of the student(s). All motor van riders must be dropped off in a residence driveway.
23. When indicated on the IEP, transportation must accommodate the use of seatbelt/harness as specified in the service request form.
24. In the event of “non-compliance,” the Vendor must notify the School District as soon as possible by email or written documentation. An event of “non-compliance” includes any of the following:
  - a. One or more students were not picked up from the stop/home or from the school;
  - b. One or more students were dropped off late (“late” means *any time* after the start of school);
  - c. One or more students were picked up late (“late” means *30 minutes* after the end of school); or
  - d. Any other circumstances that could be deemed an event of non-compliance by the Ohio Department of Education and Workforce.

In the event the Vendor fails to pick up one or more students on any particular route, the cost of securing substitute transportation will be imposed on the Vendor who did not pick up the student or students on the route assigned to them.

The School District reserves the right, at the discretion of the Transportation Director, to terminate any awarded service agreement on the grounds of the vendor’s persistent, documented failure to perform within the specifications and requirements of this RFP.

25. In the event of a non-compliance investigation by the Ohio Department of Education and Workforce, the Vendor must cooperate fully with the School District to provide any information requested, to identify any issues with the route, and to develop a corrective action plan.

### *Miscellaneous*

26. The School District reserves the right to award a contract for the 2024-25 school year with the understanding or agreement to consider a renewal for subsequent school years.
27. This RFP and any subsequent contract award creates no relationship of joint venture, partnership, limited partnership, agency, or employer-employee between the parties, and the parties acknowledge that no other facts or relations exist that would create any such relationship between them. Neither party has any right nor authority to assume or to create any obligation or responsibility on behalf of the



other party except as may from time be provided by written instrument signed by both parties.

28. The School District will not be liable for vandalism which results in damage(s) to the property or vehicles of the Vendor. The School District will not reimburse for private insurance deductibles for such vandalism. Vandalism damage is defined as damage resulting from criminal conduct for which an individual may (but not necessarily) be prosecuted under the Ohio Revised Code.
29. The Vendor shall agree to indemnify and hold the School District harmless from and against all claims, losses, expenses, damages, causes of actions and liabilities of every kind of nature including without limitation reasonable attorney's fees, without waiver of Vendor's obligation to indemnify School District's hereunder, arising from or out of any alleged breach of any of Vendor's obligations or warranties hereunder or from other acts or omissions of Vendor, its officers, agents, employees, and sub-contractors. The School District cannot indemnify vendors under Ohio Revised Code 2744, *et. el.*

## 10. Evaluation Criteria

The School District will make awards based on the following criteria:

- the experience of the Vendor.
- the financial condition of the Vendor.
- the conduct and performance on previous contracts with the District or other agencies (if applicable).
- the Vendor's available personnel and equipment.
- the Vendor's management skills.
- the Vendor's ability to execute the contract properly.
- and the Vendor's pricing proposals.

The School District may conduct such additional interviews, discussions, and due diligence with any of the responding Vendors as the School District deems necessary.

**YCSD reserves the right to reject all proposals and to cancel this RFP (in whole or in part) at any time and for any reason. YCSD shall have no liability to any Vendor arising out of such cancellation or rejection.**

The School District reserves the right to waive minor variations or irregularities in the selection process.