



Request for Proposal

CHILDREN'S PROGRAMS TRANSPORTATION SERVICES
Community Action Agency

Table of Contents

Introduction	2
Purpose	2
Minimum Proposer	2
Question and Answer Period	2
Correspondence.....	2
Proposal Submission Deadline	3
Procurement Timeline	3
Procurement Conditions	3
Contingencies	3
Modifications	3
Proposal Submissions.....	3
Inaccuracies or Misrepresentations.....	3
Incurred Costs	4
Negotiations.....	4
Level of Service	4
Program Information	4
Definitions	4
Reference Documents.....	5
Background	5
Program Description	5
Program Requirements	6
Proposal Submission	8
General	8
Presentation.....	8
Format.....	8
Proposal Evaluation and Selection	11
Evaluation Process	11
Evaluation Criteria.....	11
Attachments	12
Proposed Sites	12
Calendar of Days in Session	13

INTRODUCTION

A. Purpose

Community Action Agency (CAA), hereafter referred to as the “Agency”, is seeking proposals from interested and qualified organizations and firms, hereinafter referred to as “Contractor” or “Proposer”, to provide transportation for children enrolled in the preschool program under a fee-for-service agreement for the one-year period of July 1, 2019 through June 30, 2020. The agency may, but is not obligated to, extend the awarded contract(s) for two additional one-year periods contingent on the availability of funds and Contractor performance.

B. Minimum Proposer

Required Proposers must:

1. Have no record of unsatisfactory performance.
2. Have the ability to maintain adequate files and records to meet monitoring requirements.
3. Have the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
4. Meet requirements listed in this Request for Proposal (RFP).

C. Question and Answer Period

All questions relating to this RFP must be submitted in writing via email or fax to the contact listed in Paragraph D of this section. Questions should be clear and concise and include references to sections of the RFP when applicable. **The deadline to submit questions is 4:00 pm, Thursday, January 10, 2019.**

Answers to written questions will be compiled into one document and posted on the agency website approximately one week following the deadline to submit questions.

D. Correspondence

All correspondence, including questions and proposals, must be submitted to:

Community Action Agency
Attention: Anthony J. Samon
1214 Greenwood Avenue
Jackson, MI 49203

Contact: Anthony Samon
Phone: (517) 784-4800
Email: tsamon@caajlh.org

During the proposal and evaluation process, the individual identified above is the sole contact point for any inquiries of information relating to this RFP. Other Agency staff may not provide information unless authorized by the Agency’s contact. Any violation of this procedure may be grounds for disqualification of the Proposer.

E. Proposal Submission Deadline

All proposals must be received at the address listed in paragraph D of this section no later than 4:00 pm on February 1, 2019.

PROCUREMENT TIMELINE

Deadline for submission of questions	Thursday, January 10, 2019 at 4:00 pm
Deadline for submission of proposals	Friday, February 1, 2019 at 4:00 pm
Tentative date for award/denial notification	Friday, March 8, 2019

The above dates are subject to changes as deemed necessary by the Agency.

PROCUREMENT CONDITIONS

A. Contingencies

Funding for this program is contingent on federal and state grants. This RFP does not commit the Agency to award a contract. Cost, while not necessarily the primary factor used in the selection process, is an important factor. The Agency will award a contract based on the proposal that best meets the needs of the Agency.

The Agency reserves the right to accept or reject any or all proposals if the Agency determines it is in the best interest of the Agency to do so. The Agency will notify all Proposers, in writing, if the Agency rejects all proposals.

B. Modifications

The Agency has the right to issue addenda or amendments to this RFP. The Agency also reserves the right to terminate this procurement process at any time.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time. All proposals and materials submitted become the property of the Agency.

D. Inaccuracies or Misrepresentations

If in the course of the RFP process or in the administration of a resulting contract, the Agency determines that the Proposer has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Agency, the Proposer may be terminated from the RFP process or in the event a contract has been awarded, the contract may be immediately terminated.

In the event of a termination under this provision, the Agency is entitled to pursue any available legal remedies.

E. Incurred Costs

This RFP does not commit the Agency to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing this proposal are the Proposer's responsibility.

F. Negotiations

The Agency may require the potential Contractor(s) selected to participate in negotiations, and to submit revisions to pricing, technical information, and/or other items from their proposal(s) as may result from these negotiations.

G. Level of Service

For any contract awarded as a result of the RFP, no minimum or maximum number of transactions can be guaranteed by the Agency.

PROGRAM INFORMATION

A. Definitions

Administration for Children and Families (ACF) - The Federal Agency that provides funding and guidelines for the operation of the Head Start program.

Bus Monitor- A person with specific responsibilities for assisting the driver in ensuring the safety of the children while they ride, board or exit the vehicle and for assisting the driver during emergencies.

Contractor- The Proposer selected to enter into an agreement with the Agency to provide services.

Great Start Readiness Program – State funded preschool programming for four-year-old children.

Head Start- A federally funded, comprehensive child development program which serves children from age 3 to age 5, and their families. It is a child focused program, and has the overall goal of increasing the social competence and school readiness of young children in low-income families.

Head Start Program Performance Standards – Part 1303.7 of the Rules and regulations governing the federally funded Head Start program.

McKinney-Vento – is a federal law that provides federal money for homeless students.

Program Monitoring - Head Start Program Performance Standards require an ongoing monitoring system for program operations, an annual program self-assessment, and a system for gathering and analyzing data on progress made by children during their participation in the program.

Request for Proposal (RFP) - The document used to solicit a solution or solutions from potential contractors to a specific problem or need. Although price is important, effectiveness of the proposal and the background and experience of the Proposer, are evaluated in addition to the proposed price.

B. Reference Documents

The agency has the following documents available or they can be located:

1. Head Start Program Performance Standards (HSPPS) <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/hspps-appendix.pdf>
2. Department of Human Services Licensing Rules for Child Care Centers http://dmbinternet.state.mi.us/DMB/ORRDocs/AdminCode/1316_10889_AdminCode.pdf
3. McKinney-Vento <https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

C. Background

The agency has operated the Head Start program since 1965 and the Early Head Start since 1996. The programs provide comprehensive child development services to low income preschool aged children and their families. One of the services provided to enrolled children is limited transportation to various sites throughout the area.

D. Program Description

The successful Proposer shall provide the following:

1. Transportation of children enrolled at sites outlined in attachment A, based on agreed transportation boundaries for each site.
2. Furnish, operate and maintain buses to provide requested transportation.
3. Hire and train all staff needed to fulfill contract.
4. Hired staff meet all background requirements outlined in the HSPPS.

E. Program Requirements

1. Proposer must be able to meet requirements as imposed by the Department of Health and Human Services Administration for Children and Families governing transportation (HSPPS 1303) and the Michigan Childcare Licensing Division (LARA).
 - a. Emergency equipment: Ensure each vehicle used in providing such services is equipped with an emergency communication system clearly labeled and appropriate emergency safety equipment, including a seat belt cutter, charged fire extinguisher, and first aid kit.
 - b. Auxiliary seating: Ensure any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection.
 - c. Child restraint systems: Ensure each vehicle used to transport children receiving such services is equipped for use of age-, height-, and weight-appropriate child safety restraint systems. CAA does apply for a waiver to allow flexibility of use of restraints. Historically, restraints are used for children with behavior concerns and/or smaller children.
 - d. Vehicle Maintenance: At a minimum, conduct an annual thorough safety inspection of each vehicle through an inspection program licensed or operated by the state; Carry out systematic preventative maintenance on vehicles; and ensure each driver implements daily pre-trip vehicle inspections.
 - e. Safety: Baggage and other items transported in the passenger compartment are properly stored and secured, and the aisles remain clear and the doors and emergency exits remain unobstructed at all times. Up-to-date child rosters and lists of the adults each child is authorized to be released to, including alternates in case of emergency, are maintained and no child is left behind, either at classroom or on the vehicle at the end of the route. Ensure there is at least one bus monitor on board at all times, with additional bus monitors provided when necessary to ensure licensing ratio compliance.
 - f. Driver Qualifications: Must ensure drivers at a minimum have a CDL for vehicles in the same class as the vehicle will operate and meet physical, mental and other requirements as necessary to preform job-related functions with any necessary reasonable accommodations.

- g. Background checks and selection of drivers/monitors: Before a driver is hired, the contractor must interview, verify references, conduct a sex offender registry check and obtain fingerprint check.
 - h. Training: Ensure drivers receives training prior to transporting any enrolled child and receives refresher training each year. Training must include: classroom instruction and behind –the-wheel instruction sufficient to enable to driver to operate the vehicle in a safe and efficient manner, to safely run a fixed route, to administer basic first aid in case of injury, and to handle emergency situations including vehicle evacuation, operate any special equipment, such as wheelchair lifts, assistance devices, or special occupant restraints, conduct routine maintenance and safety checks of the vehicle, and maintain accurate records as necessary.
 - i. Evaluation: Must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.
 - j. Bus Monitors: Proposer must train each bus monitor before the monitor begins work, training must include; on child boarding and exiting procedures, how to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures, how to conduct pre- and post-trip vehicle checks. Bus monitors also must be CPR and first aid certified.
 - k. Trip routing: Must ensure the time a child is in transit to and from the program must not exceed one hour on a fixed route; vehicles are not loaded beyond maximum passenger capacity at any time; drivers do not back up or make U-turns, except when necessary for safety reasons; stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle; stops are located to eliminate the for children to cross the street to board or leave the vehicle; either a bus monitor or another adult escorts children across the street to board or leave the vehicle if curbside pick-up or drop off is impossible.
 - l. Safety procedures: Contractor must coordinate with the agency and participate in Bus Safety Week (October). In addition must ensure at least three (3) bus evacuation drills are conducted and documented during the program year.
2. Contractor must submit monthly invoices for payment outlining the site and number of days transportation was provided.

PROPOSAL SUBMISSION

A. GENERAL

All interested and qualified Contractors are invited to submit a proposal for consideration. Submission of a proposal indicates that the Contractor has read and understands this entire RFP, to include all attachments and addendums (as applicable) and agrees that all requirements of this RFP have been satisfied.

Proposals must be submitted in the format described in this section. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays and, promotional materials, and etcetera are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Proposer may select to only bid on certain site locations or all locations.

Proposals must be complete in all respects as required in this Section. A proposal may not be considered if conditional or incomplete.

All proposals and materials submitted become the property of the Agency.

B. PRESENTATION

An original, which may be bound, and two unbound copies for the written proposal are required.

The package containing the original and copies must be sealed and marked with the Contractors name and "Confidential – Transportation Services for Children's Programs".

C. FORMAT

Response to this RFP must be in the form of a proposal package in which the content must be submitted in the following sequence and format:

1. Cover Page – A letter, on letterhead stationery, signed by a duly authorized officer, employee, or agent of the Proposer submitting the proposal, which must include the following information:
 - a. A statement that the proposal is submitted in response to the RFP for Transportation Services for the program.

- b. A statement indicating which individuals, by name, title, address, and phone number, are authorized to negotiate with the Agency on behalf the Proposer.
 - c. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the Proposer.
2. Statement of Certification must include:
- a. A concise statement of services proposed.
 - b. Statement that the Proposer will provide the services as described in the proposal for one year.
 - c. Statement that the offer made in the proposal is firm and binding for 60 days from the date the proposal is opened and recorded.
 - d. Statement that all aspects of the proposal, including cost, have been determined independently, without consultation with any other prospective Proposer or competitor for restricting competition.
 - e. Statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which, shall entitle the Agency to pursue any remedy by law.
 - f. Statement that the Proposer agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.
 - g. Statement that the prospective Contractor, if selected, will comply with all applicable rules, laws, and regulations.
3. Proposal Description should:
- a. Address all items in Program Information, Section E – Program Requirements.
 - b. Include a brief synopsis of the Contractors understanding of the Agency’s needs and how the Contractor plans to meet these needs. This should provide a broad understanding of the Proposer’s entire proposal.
 - c. Narrative description of the proposed plan to achieve the program objective and requirements.

- d. Detailed plan of activities.
- e. Explanation of how the Proposer will meet any Program considerations as required.
- f. Explanation of any assumptions and/or constraints.
- g. Listing of cost per day, per site.

4. Statement of Experience

- a. Business name of the Contractor and legal entity such as corporation, partnership, etc.
- b. List any applicable licenses or permits presently held by the Contractor and indicate ability to obtain any additional licenses or permits that may be required.
- c. A statement that the Contractor has an organization that is adequately staffed and trained to perform the required services or demonstrate the capability for recruiting such staff. Staff to include: drivers, bus monitors, and dispatch.
- d. Disclose convictions or adverse court rulings involving fraud and/or related acts of all officers and employees. If none, so state.
- e. Include a statement that the Contractor does not have any commitments or potential commitments which may impact on the Contractor's assets, lines of credit, guarantor letters, or ability to perform the Contract.

5. Insurance

A statement that the Contractor will carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations).
- d. Personal injury.
- e. \$2,000,000 general aggregate limit.

PROPOSAL EVALUATION AND SELECTION

A. EVALUATION PROCESS

All proposals will be subject to a standard review process developed by the Agency. A primary consideration shall be the effectiveness of the Proposer in the delivery of comparable or related services based on demonstrated performance.

B. EVALUATION CRITERIA

1. Initial Review - All proposals will be initially evaluated to determine if they meet the minimum requirements of being complete, in the required format, and comply with all the requirements of this RFP.
2. Failure to meet these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation if the irregularity, defect or variation is considered by the Agency to be immaterial or inconsequential. In such cases, the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect, variation, or the Agency may elect to waive the deficiency and accept the proposal.
3. Criteria must include Cost; Statement of Proposed Program; Experience; Methodology to be used for scheduling pick up points, and bus monitors; and proposed plan for Safety Instruction of Personnel.

While cost is a major consideration in the evaluation process, selection will be based on the determination of which proposal will best meet the needs of the Agency and the requirements of this RFP.

4. Contract Award - Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal of the successful Contractor will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

Attachment A – Proposed Sites

Jackson County

Site Location	Estimated # of Children to be transported <i>(Subject to Minimal Change)</i>	Bell Times <i>(Subject to Change)</i>
Dibble Elementary 3450 Kibby Road Jackson, MI 49203	12	8:25 am -3:47 pm
Hunt Elementary 1143 N. Brown Road Jackson, MI 49202	23	7:05 am – 2:27 pm
Frost Elementary 1226 South Wisner Street Jackson, MI 49203	54	8:20 am – 3:30 pm

Hillsdale County

Site Location	Approximate # of Children <i>(Subject to Minimal Change)</i>	Bell Times <i>(Subject to Change)</i>
Hillsdale CAA 55 Barnard St. Hillsdale, MI 49242	21	8:15 am –3:15 pm
Greenfield School 3471 Beck Road Hillsdale, MI 49242	12	8:30 am- 3:30 pm

Attachment B – Proposed Calendar (Subject to Change)

	Community Action Agency Children’s Programs
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2019-20	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
Jul 19		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Aug 19					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Sep 19	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
Oct 19			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Nov 19					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Dec 19	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Jan 20				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Feb 20						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
Mar 20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Apr 20				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May 20					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Jun 20		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							

Notes:
Classes in Session
Staff Break
Home Visits - No Students
Agency Holiday: Agency Closed
Teacher PD and Planning Day

As of 12.27.18 – Subject to Minor Changes

