

**REQUEST FOR PROPOSAL  
 SHARED STUDENT TRANSPORTATION SERVICES  
 2021-2022 SCHOOL YEAR**

**Crossroads Charter Schools  
 Ewing Marion Kauffman School**

**KIPP KC, Inc.**

**University Academy**

RESPONSE DEADLINE:

2:30 PM CST

FEBRUARY 5<sup>TH</sup>, 2021



**Table of Contents**

1.0	Introduction	
.....4	1.1 Cost	
Proposal .....	5	1.2
Instructions and Notifications to Vendors.....	5	
1.3	Requested	
Services.....	6	



Required Forms.....	29
6.0 General RFP Terms or Requirements.....	30
6.1 Term of Contract .....	30
6.2 Assignment of Work or Subcontracting .....	30
6.3 Performance Bond.....	30
6.4 Payment for Services.....	30
6.5 Fuel Cost Adjustment .....	30
6.7 Vehicle Count Changes.....	31
6.8 Award of Contract.....	31
7.0 Selection Process .....	32
8.0 Appendices and Required Forms .....	33
Appendices .....	34
Appendix 1 – Client Reference Form.....	34
Appendix 2 – Rate Form – Home-to-School and Summer School Services.....	35
Appendix 3 – 2020-2021 School Calendars.....	38

## **1.0 Introduction**

Crossroads Charter Schools, the Ewing Marion Kauffman School, Inc., KIPP KC Inc., and the University Academy, (the “Schools” or “LEAs”) are soliciting proposals from qualified student transportation services contractors, as the Schools or LEAs seek to jointly procure the services of a contractor or contractors (the “Contractor” or “Contractors”) in order to establish a partnership to provide safe, reliable, cost-effective and efficient transportation services for students deemed eligible for transportation by the Schools or LEAs.

The initial period of performance for any contract resulting from this solicitation will be three (3) years beginning not later than July 1, 2021 and ending on June 30, 2024. *Proposals to start transportation during the current school year, in other words before July 1, 2021, will be entertained, but not are not required in order to bid.* In the event of school closures, the Schools or LEAs are willing to guarantee a mutually agreed upon percentage of payment to the awarded vendor for a minimum of 160 service days for each fiscal year of the awarded contract and any extended periods, or as delineated for each contract year during the negotiation process. This Agreement shall become effective upon execution by the Schools or LEAs and Contractor. This Agreement may be renewed for an additional two (2) one-year “percentage increase not to exceed” option years upon the written consent of Contractor and the Schools or LEAs. The Schools or LEAs and Contractor shall have the option to extend to a 6th year and beyond pending negotiations between the Schools or LEAs and Contractor.

The goal of this solicitation and future agreement is for the Schools or LEAs to find the right

student transportation partner(s) in order to cultivate a mutually beneficial relationship that will best serve students. Under any service agreement resulting from this RFP, the Contractor or Contractors will be responsible for providing the defined transportation services subject to the bus routes, schedules, and all related requirements as defined by the RFP and documents attached in the Appendix. By submitting a proposal and accepting a contract, the Contractor or Contractors represent that it/they have the necessary management expertise and resources required to meet or exceed these specifications.

This RFP establishes the financial, service delivery requirements, and qualifications required of prospective "Contractor" or "Contractors". The RFP will allow qualified student transportation services contractors to propose different pricing for different transportation requirements/volumes and will allow the Schools or LEAs, at their sole discretion, to award one or multiple contracts.

The School's objectives for potentially considering multiple student transportation contractors are to:

- Champion a competitive marketplace
- Create potentially lower cost structures by allowing a vendor to operate in coordination with multiple schools and/or Schools
- Improve the quality of transportation service and pupil care by allowing vendors to include the provision of additional tools and technology that will showcase their experience and ability to bring an even higher level of service to the Schools or LEAs and their students

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 4

- Facilitate a structure that allows the shared services arrangement to readily evolve to best meet the needs of the students and the Schools or LEAs' educational initiatives
- Facilitate continuous improvement of service through the Contractor(s)' performance and accountability to both Schools and families
- Leverage potential economies of scale across the prospective vendor(s)' other nearby locations wherever possible

## **1.1 Cost Proposal**

The Contractor must prepare a separate sealed cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Required Rate Forms contained in Appendix 2 to this RFP. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th of each year.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost. There will be no public opening and reading of responses received by the Schools or LEAs pursuant to this solicitation, other than to name those vendors who have submitted proposals.

## **1.2 Instructions and Notifications to Vendors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as

described elsewhere herein may result in rejection of the proposal

2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The Schools or LEAs assume no responsibility for these costs even if the RFP is cancelled or discontinued
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the Schools or LEAs' Purchasing Agents/Authorities
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 5

8. Vendors are advised that all materials submitted to the Schools or LEAs for consideration in response to this RFP may be considered to be public records as defined by state or local law or board policy of the Schools or LEAs and may be released for inspection upon request once an award has been made

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Schools or LEAs may release records marked confidential by a vendor upon a public records request if the Schools or LEAs determine the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature

9. Interested parties are instructed to peruse the Schools or LEAs' websites on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP
10. By submission of proposals in response to this RFP vendors agree to comply with all state and local laws and policies which mandate that vendors/subcontractors

doing business with the Schools or LEAs exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability

### 1.3 Requested Services

Services requested will include home-to-school and school-to-home transportation, for both regular education students and students with special needs, during the term of the school year, and may include extended year services, such as summer school or transportation for other educational programs or activities, as requested by the Schools or LEAs. Services will be expected to be designed and managed in a manner that promotes the following:

- **Service Quality:** While the cost of service must and will be considered as responses are evaluated, the responder's ability to provide a high level of service will be the primary consideration. Service level quality is defined by the following statements and expectations, but is not limited to:
  - The provision of student transportation services should align with the highest levels of educational excellence that the Schools or LEAs collectively strive to provide to all of their students and communities

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 6

- Safety of students, staff, and the school bus fleet should be the highest priority, evident by a clear culture of safety through well-defined safety programs and operational processes
- On-time performance, from home to school, school to home, and all other educational programs and activities should consistently facilitate students arriving safely, on time, and ready to participate and learn
- Commitment to providing quality customer service to students, parents, designated representatives of the Schools or LEAs and the communities they serve should be evident in prompt and professional responses to all transportation requests, inquiries, and challenges throughout each operational day
- **Asset Utilization:** A high level of asset utilization (using each bus as many times per day for one or more of the participating Schools or LEAs) will continue to be an expected outcome of this partnership and shared services arrangement. It is expected that this will be accomplished through the planning of an effective routing network that serves each of the Schools or LEAs. Strategies to accomplish this goal will include:

- **Combination runs:** Bus runs will be planned to serve one or more schools for each LEA or shared between two or more LEAs when doing so is feasible within level of service standards
- **The strategic alignment of bell times:** Working collaboratively while respecting each individual LEA's educational goals and mission, bell times may be further aligned between one or more of the LEAs to support the tiering of bell times and the sharing of buses
- **Sharing of buses for other service needs:** Examples include but are not limited to late runs to support educational programs or activity trips
- **Capacity Utilization:** Within bus seating parameters (number of students per seat by grade range) and within the legal seating capacity of the bus, bus runs will be planned to utilize available seating to the greatest degree possible

Qualified student transportation services contractors are invited to submit a proposal that provides a written approach and pricing schedule for providing services as further defined within the remainder of this Request for Proposal (RFP). The selected contractor will be expected to commence services beginning July 1, 2021.

## 2.0 Description of Current Service Delivery Model

In 2018, the Schools or LEAs successfully entered into the current service delivery model, which is a shared transportation services arrangement. Currently, a single Contractor provides shared transportation services for all four of the Schools or LEAs, which is comprised of six total campuses and their respective students, ranging from grades Kindergarten through 12<sup>th</sup>.

Among the four Schools or LEAs, approximately 45 routes are operated in a three-tier system. The following tables provide a summary of the current campus locations, bell schedules, bus arrival and departure times, and route service delivery parameters for the Schools or LEAs' morning and afternoon routes.

**School Locations and Bell Schedule Summary**

School	School Location(s)	Grade Range	Bell Times	Bus Arrival AM	Bus Arrival PM	Bus Departure PM

<b>Crossroads Academy</b>	<ul style="list-style-type: none"> <li>• <b>Quality Hill</b> 1011 Central Street Kansas City, MO 64105</li> </ul>	K - 4 <sup>th</sup>	8:30 AM - 4:30 PM Monday - Friday Early Release Days 8:30 AM - 12:30 PM	8:15 AM	4:25 PM	4:45 PM
	<ul style="list-style-type: none"> <li>• <b>Central Street</b> 1080 Washington Street Kansas City, MO 64105</li> </ul>	K - 8 <sup>th</sup>	8:30 AM - 4:30 PM Monday - Friday Early Release Days 8:30 AM - 12:30 PM	8:15 AM	4:25 PM	4:45 PM
	<ul style="list-style-type: none"> <li>• <b>Crossroads Prep HS</b> 816 Broadway Boulevard Kansas City, MO 64105</li> </ul>	9 <sup>th</sup> - 12 <sup>th</sup>	7:30 AM - 2:45 PM Monday - Friday Early Release Days 7:30 AM - 11:30 PM	7:15 - 7:20 AM	2:40 PM	3:00 PM
<b>Kauffman School</b>	<ul style="list-style-type: none"> <li>• 6401 The Paseo Kansas City, MO 64131</li> </ul>	5 <sup>th</sup> - 12 <sup>th</sup>	8:00 AM - 3:30 PM Monday - Thursday	7:35 AM	3:25 PM	4:00 PM
			8:00 AM - 1:18 PM Friday - Early Release	7:35 AM	1:00 PM	1:50 PM
<b>KIPP KC</b>	<ul style="list-style-type: none"> <li>• 2700 E 18th Street Kansas City, Missouri 64127</li> </ul>	K - 8 <sup>th</sup>	8:15 AM - 4:25 PM Monday - Thursday Friday - No School	8:15 AM	4:10 PM	4:30 PM
		9 <sup>th</sup>	7:15 AM - 3:15 PM Monday - Thursday	7:15 AM	3:15 PM	3:35 PM
		7:15 AM - 1:15 PM Friday	7:15 AM	1:15 PM	1:35 PM	
<b>University Academy</b>	<ul style="list-style-type: none"> <li>• 6801 Holmes Road Kansas City MO 64131</li> </ul>	K - 12 <sup>th</sup>	7:30 AM - 2:40 PM Monday - Friday	6:45 - 7:00 AM	2:30 PM	2:55 PM

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 8

### A.M. Route Service Summary

Shared UA Buses Shared Kauffman Buses Shared Crossroads Buses
---

								Capacity Utilization
University Academy	11	AM	5:59 AM	6:50 AM	51	54	71	76%
University Academy	12	AM	5:40 AM	6:40 AM	60	49	71	69%
University Academy	13	AM	5:54 AM	6:50 AM	56	40	71	56%
University Academy	14	AM	6:06 AM	6:50 AM	44	62	71	87%
University Academy	15	AM	5:45 AM	6:56 AM	71	57	71	80%
University Academy	16	AM	5:57 AM	6:50 AM	53	43	71	61%
University Academy	17	AM	5:49 AM	6:50 AM	61	56	71	79%
University Academy	18	AM	6:00 AM	6:50 AM	50	57	71	80%
University Academy	19	AM	5:38 AM	6:50 AM	72	34	71	48%

University Academy	20	AM	6:00 AM	6:43 AM	43	43	71	61%
University Academy	21	AM	5:47 AM	6:50 AM	63	45	71	63%
University Academy	22	AM	6:04 AM	6:50 AM	46	69	71	97%
University Academy	23	AM	5:55 AM	6:50 AM	55	28	71	39%
University Academy	25	AM	5:59 AM	6:50 AM	71	27	71	38%
University Academy	26	AM	5:23 AM	6:50 AM	87	29	71	41%
University Academy	48	AM	6:15 AM	6:50 AM	35	43	78	55%
KIPP Endeavor	11	AM	7:10 AM	8:15 AM	65	47	71	66%
KIPP Endeavor	12	AM	7:16 AM	8:15 AM	59	48	71	68%
KIPP Endeavor	13	AM	7:12 AM	8:00 AM	48	51	71	72%
KIPP Endeavor	14	AM	7:27 AM	8:15 AM	48	53	71	75%
KIPP Endeavor	15	AM	7:12 AM	8:15 AM	63	54	71	76%
KIPP Endeavor	26	AM	7:21 AM	8:15 AM	54	53	71	75%
KIPP Endeavor	27	AM	6:40 AM	8:05 AM	85	61	71	86%
KIPP Endeavor	29	AM	6:53 AM	8:15 AM	82	38	71	54%
KIPP Endeavor	50	AM	7:30 AM	8:15 AM	45	50	71	70%
KIPP Endeavor	52	AM	7:30 AM	8:04 AM	34	41	71	58%
Ewing Marion Kauffman	16	AM	7:06 AM	7:50 AM	44	43	71	61%
Ewing Marion Kauffman	17	AM	7:11 AM	7:40 AM	29	47	71	66%
Ewing Marion Kauffman	18	AM	7:06 AM	7:40 AM	34	46	71	65%
Ewing Marion Kauffman	19	AM	7:07 AM	7:40 AM	33	47	71	66%
Ewing Marion Kauffman	20	AM	6:56 AM	7:45 AM	49	53	71	75%
Ewing Marion Kauffman	21	AM	7:04 AM	7:40 AM	56	48	71	68%
Ewing Marion Kauffman	22	AM	7:08 AM	7:40 AM	32	48	71	68%
Ewing Marion Kauffman	39	AM	6:26 AM	7:40 AM	74	35	71	49%
Ewing Marion Kauffman	40	AM	6:33 AM	7:40 AM	67	56	71	79%
Ewing Marion Kauffman	41	AM	6:46 AM	7:40 AM	54	50	71	70%
Ewing Marion Kauffman	42	AM	6:49 AM	7:40 AM	51	37	71	52%
Ewing Marion Kauffman	43	AM	6:32 AM	7:40 AM	68	18	71	25%
Ewing Marion Kauffman	44	AM	6:46 AM	7:40 AM	54	44	71	62%
Ewing Marion Kauffman	45	AM	6:55 AM	7:40 AM	45	41	71	58%
Ewing Marion Kauffman	46	AM	6:44 AM	7:40 AM	56	46	71	65%
Ewing Marion Kauffman	47	AM	6:37 AM	7:40 AM	63	39	71	55%
Ewing Marion Kauffman	48	AM	7:03 AM	7:40 AM	37	32	78	41%
Ewing Marion Kauffman	49	AM	6:47 AM	7:40 AM	53	50	71	70%
Ewing Marion Kauffman	50	AM	6:48 AM	7:30 AM	42	48	71	68%

Ewing Marion Kauffman	51	AM	6:36 AM	7:40 AM	64	53	71	75%
Ewing Marion Kauffman	52	AM	6:30 AM	7:30 AM	60	38	71	54%
Ewing Marion Kauffman	53	AM	6:40 AM	7:39 AM	59	40	71	56%
Ewing Marion Kauffman	54	AM	6:58 AM	7:40 AM	42	35	71	49%
Crossroads Charter	32	AM	6:00 AM	7:15 AM	75	30	71	42%
Crossroads Charter	33	AM	5:58 AM	7:15 AM	77	21	71	30%
Crossroads Charter	34	AM	6:06 AM	7:15 AM	69	44	71	62%
Crossroads Charter	35	AM	6:12 AM	7:15 AM	63	18	71	25%
Crossroads Charter	36	AM	6:05 AM	7:15 AM	70	28	71	39%
Crossroads Charter	37	AM	6:05 AM	7:15 AM	70	20	71	28%
Crossroads Charter	38	AM	5:50 AM	7:21 AM	91	47	71	66%
Crossroads Charter	23	AM	7:20 AM	8:15 AM	55	40	71	56%
Crossroads Charter	24	AM	6:45 AM	8:15 AM	90	30	71	42%
Crossroads Charter	25	AM	7:06 AM	8:15 AM	69	23	71	32%
Crossroads Charter	90	AM	6:25 AM	8:17 AM	112	50	71	70%
Crossroads Charter	35	AM	7:20 AM	8:15 AM	55	25	71	35%
Crossroads Charter	36	AM	7:25 AM	8:15 AM	50	25	71	35%
Crossroads Charter	37	AM	7:21 AM	8:15 AM	54	36	71	51%
Crossroads Charter	38	AM	7:22 AM	8:15 AM	53	27	71	38%
Crossroads Charter	32	AM	7:23 AM	8:15 AM	52	28	71	39%
Crossroads Charter	33	AM	7:12 AM	8:15 AM	63	20	71	28%
Crossroads Charter	34	AM	7:22 AM	8:15 AM	53	39	71	55%

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 9

### P.M. Route Service Summary

Shared UA Buses
Shared Kauffman Buses
Shared Crossroads Buses

University Academy	11	PM	3:00 PM	3:40 PM	40	66	71	93%
University Academy	12	PM	3:00 PM	3:48 PM	48	51	71	72%
University Academy	13	PM	3:00 PM	3:49 PM	49	50	71	70%
University Academy	14	PM	3:00 PM	3:42 PM	42	65	71	92%
University Academy	15	PM	3:00 PM	4:03 PM	63	47	71	66%
University Academy	16	PM	3:00 PM	3:35 PM	35	61	71	86%

University Academy	17	PM	3:00 PM	3:37 PM	37	60	71	85%
University Academy	18	PM	3:00 PM	3:21 PM	21	56	71	79%
University Academy	19	PM	3:00 PM	3:46 PM	46	39	71	55%
University Academy	20	PM	3:00 PM	3:36 PM	36	50	71	70%
University Academy	21	PM	3:00 PM	3:43 PM	43	46	71	65%
University Academy	22	PM	3:00 PM	3:21 PM	21	71	71	100%
University Academy	23	PM	3:00 PM	3:53 PM	53	23	71	32%
University Academy	25	PM	3:00 PM	3:46 PM	46	20	71	28%
University Academy	26	PM	3:00 PM	4:23 PM	83	32	71	45%
University Academy	48	PM	3:00 PM	3:38 PM	38	58	78	74%
University Academy	54	PM	3:00 PM	3:38 PM	38	40	71	56%
KIPP Endeavor	11	PM	4:15 PM	5:31 PM	76	45	71	63%
KIPP Endeavor	12	PM	4:15 PM	5:37 PM	72	47	71	66%
KIPP Endeavor	13	PM	4:15 PM	5:23 PM	68	52	71	73%
KIPP Endeavor	14	PM	4:15 PM	5:15 PM	60	59	71	83%
KIPP Endeavor	15	PM	4:15 PM	4:59 PM	44	54	71	76%
KIPP Endeavor	26	PM	4:15 PM	5:11 PM	56	58	71	82%
KIPP Endeavor	27	PM	4:15 PM	5:26 PM	71	63	71	89%
KIPP Endeavor	29	PM	4:15 PM	5:33 PM	78	44	71	62%
KIPP Endeavor	50	PM	4:15 PM	5:00 PM	45	62	71	87%
KIPP Endeavor	52	PM	4:15 PM	5:08 PM	53	44	71	62%
Ewing Marion Kauffman	16	PM	4:00 PM	4:50 PM	50	43	71	61%
Ewing Marion Kauffman	17	PM	4:00 PM	4:53 PM	53	45	71	63%
Ewing Marion Kauffman	18	PM	4:00 PM	4:55 PM	55	46	71	65%
Ewing Marion Kauffman	19	PM	4:00 PM	4:56 PM	56	47	71	66%
Ewing Marion Kauffman	20	PM	4:00 PM	5:04 PM	64	58	71	82%
Ewing Marion Kauffman	21	PM	4:00 PM	5:15 PM	75	49	71	69%
Ewing Marion Kauffman	22	PM	4:00 PM	4:48 PM	48	51	71	72%
Ewing Marion Kauffman	39	PM	4:00 PM	5:11 PM	71	34	71	48%
Ewing Marion Kauffman	40	PM	4:00 PM	5:01 PM	61	55	71	77%
Ewing Marion Kauffman	41	PM	4:00 PM	5:00 PM	60	46	71	65%
Ewing Marion Kauffman	42	PM	4:00 PM	4:59 PM	59	37	71	52%
Ewing Marion Kauffman	43	PM	4:00 PM	5:23 PM	73	18	71	25%
Ewing Marion Kauffman	44	PM	4:00 PM	5:01 PM	61	47	71	66%
Ewing Marion Kauffman	45	PM	4:00 PM	4:56 PM	56	41	71	58%
Ewing Marion Kauffman	46	PM	4:00 PM	5:07 PM	67	47	71	66%

Ewing Marion Kauffman	47	PM	4:00 PM	5:11 PM	71	40	71	56%
Ewing Marion Kauffman	48	PM	4:00 PM	4:41 PM	41	54	78	69%
Ewing Marion Kauffman	49	PM	4:00 PM	4:51 PM	51	46	71	65%
Ewing Marion Kauffman	50	PM	3:40 PM	4:10 PM	30	48	71	68%
Ewing Marion Kauffman	51	PM	4:00 PM	5:02 PM	62	49	71	69%
Ewing Marion Kauffman	52	PM	3:40 PM	4:15 PM	35	41	71	58%
Ewing Marion Kauffman	53	PM	4:00 PM	5:04 PM	64	41	71	58%
Ewing Marion Kauffman	54	PM	4:00 PM	4:53 PM	53	34	71	48%
Crossroads Charter	32	PM	2:50 PM	3:43 PM	53	31	71	44%
Crossroads Charter	33	PM	2:50 PM	4:10 PM	80	21	71	30%
Crossroads Charter	34	PM	2:50 PM	3:48 PM	58	47	71	66%
Crossroads Charter	35	PM	2:50 PM	3:54 PM	64	19	71	27%
Crossroads Charter	36	PM	2:50 PM	4:01 PM	71	28	71	39%
Crossroads Charter	37	PM	2:50 PM	3:54 PM	64	20	71	28%
Crossroads Charter	38	PM	2:50 PM	3:57 PM	67	48	71	68%
Crossroads Charter	23	PM	4:30 PM	5:46 PM	76	41	71	58%
Crossroads Charter	24	PM	4:30 PM	6:11 PM	101	23	71	32%
Crossroads Charter	25	PM	4:30 PM	6:19 PM	109	27	71	38%
Crossroads Charter	90	PM	4:30 PM	5:59 PM	89	50	71	70%
Crossroads Charter	35	PM	4:30 PM	5:28 PM	58	24	71	34%
Crossroads Charter	36	PM	4:30 PM	5:24 PM	54	23	71	32%
Crossroads Charter	37	PM	4:30 PM	5:31 PM	61	35	71	49%
Crossroads Charter	38	PM	4:30 PM	5:18 PM	48	23	71	32%
Crossroads Charter	32	PM	4:30 PM	5:33 PM	63	27	71	38%
Crossroads Charter	33	PM	4:30 PM	5:29 PM	59	24	71	34%
Crossroads Charter	34	PM	4:30 PM	5:52 PM	72	39	71	55%

### 3.0 Scope of Services to be Provided

The Contractor(s) shall provide a full, turn-key student transportation services in a safe, efficient, reliable and cost-effective manner to all students who are deemed eligible for transportation. These services shall be provided in accordance with the policies, procedures, and parameters as dictated by the Schools or LEAs, which may be modified at the sole discretion of the Schools or LEAs, consistent with the terms and conditions of the Contract.

The Contractor(s) will furnish all facilities, equipment, buses, fuel and personnel required for the safe and efficient provision of services, as well as all other required components of service, which include but are not limited to:

- Operations management personnel to lead and oversee day-to-day operations
- Dispatch and communications personnel to support prompt and professional customer service to parents, students and school staff
- Driver and bus aide personnel for each required route
- Driver recruitment, retention and management processes and strategies • Driver and bus aide training consistent with all Federal, State and local requirements
- Diversity and behavioral management training for appropriate management of students and staff
- Route planning software, route development and management expertise and personnel
- Development and provision of key reports and performance indicators, as requested by the Schools or LEAs and for reports or data as required by the State of Missouri, including but not limited to:
  - Route descriptions
  - Ridership data
  - Mileage data
  - GPS data
  - Map boundaries and attendance zone data
- Fleet procurement, maintenance, repair and State inspection management, data, and personnel
- Student bus safety, evacuation, conflict resolution and other safety related training for students, staff, or parents as deemed necessary and as requested by the Schools or LEAs

### **3.1 Route Planning & Scheduling**

The Contractor(s) will be expected to develop bus routes that maximize the safety, efficiency, effectiveness and cost of service. The Contractor(s) should provide their route development methodology within their RFP response, to include how routes are

designed, assigned, and communicated to students, parents and the Schools or LEAs, as well as how additional route changes or requests are handled throughout the year.

The Contractor(s) will submit the preliminary proposed bus routes to the Schools for approval no less than twenty-one (21) days before the start of each school year in which the Contract is in place. The Contractor(s) will be expected to provide the Schools or LEAs with route changes required as a result of new student enrollment or changes in student placements within three (3) to five (5) business days of notification of the change. All route changes are subject to review by the Schools or LEAs'

designee upon request.

Each morning, bus routes should be designed to arrive no earlier than fifteen (15) minutes before the respective campus' instructional start time, but no later than five (5) minutes before the instructional start time of each campus.

Each afternoon, bus routes should be designed to be at their designated pick-up location at least five (5) minutes before the final dismissal bell at the end of the school day.

The Schools or LEAs will review the bus routes and stop locations for consistency with State law and the best interests of students prior to the Contractor(s) operating any routes. The Schools or LEAs reserve final approval authority over all bus routes.

Routes will be planned to meet the Schools' route planning standards which include:

- The parameters that determine how far a student will be expected to walk between his/her residence and the bus stop will be determined by each individual School or LEA
- To support the annual and daily planning processes, each School or LEA will provide the Contractor(s) with student lists prior to the start of the new school year and then as new students enroll or as changes in student addresses occur. For the annual planning process, student lists will be provided no later than the end of June to ensure that the route planning process can be completed twenty-one (21) days prior to the start of the school year, in order to allow for parent notification of bus run and stop assignments
- Bus stops should be located where motorists approaching from either direction will have a clear view of the stop and students approaching/waiting at the stop. Loading and unloading zones at stop locations and at the campuses shall be established to provide for maximum achievable safety for all students and staff. The Schools or LEAs reserve the right to request alternative stop locations (within the confines of State safety regulations) as deemed necessary
- When geographically possible, student ride times will be limited to 60 minutes or less. Prior to the implementation of routes with ride times that exceed this expectation, the Contractor(s) is required to contact the Schools or LEAs impacted to discuss potential alternatives and/or to obtain approval to exceed this ride time
- Route additions, changes, and removals: The Contractor(s) will be responsible for the management of route and run paths based on the regular occurrence of

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 12

changes in a student's address, the enrollment of new students, or for students that no longer require service. The desired timeframe for completing route modifications is within 24 hours of notice, with a maximum of three (3) business days. Special circumstances that require longer than three days must be explained to the respective School(s) and approved by a representative of the School(s)

- Parent notification: The Contractor(s) will be responsible for notifying parents of their

student's initial bus stop and run assignment and as changes in stops or runs occur throughout the year. Contractor(s) should outline the process for notifying parents of student route information within their RFP response

### 3.2 Standards of Performance

As previously stated, the goal of this solicitation and future agreement with the selected Contractor(s), is to establish a mutually beneficial partnership that provides safe, reliable, efficient and cost-effective transportation services for the students eligible for these services. In the spirit of that partnership, the Schools or LEAs will make every reasonable effort to communicate and work collaboratively with the Contractor(s) to cultivate this type of partnership, even amidst expected and unexpected challenges. However, it is expected that the selected Contractor(s), whose response to this solicitation indicates their capability and expertise in meeting the requirements of the

requested services, will consistently meet minimum standards of performance and will make every effort to immediately rectify any non-compliance with minimum standards of performance in order to uphold the contractual obligations of the partnership.

The following factors are considered as criteria for minimum standards of performance, which when well executed, ensure that the students and Schools or LEAs are consistently provided with the highest quality of transportation services possible:

- **Operations management responsibility and accountability** – The Contractor(s) will provide a full operations management team which will be dedicated to oversight of the operation and providing customer service to parents, students, and administrators, and who will not be pulled from their primary duties to cover routes in the event of a driver shortage
- **Driver and aide staffing requirements** – A full complement of bus drivers and aides, which should include a driver assigned to every regular and special education route, an aide assigned to every special education route, and enough substitute drivers and aides to cover daily absenteeism, driver turnover, and any additional drivers needed to perform extracurricular/activity trips, must be maintained
- **Driver and aide hiring, safety and training compliance** – All drivers and aides shall be hired and trained in accordance with all Federal, State, and local regulations, and shall receive all mandatory and any supplemental ongoing training that is required to ensure compliance with the most recent regulations, laws, statutes and policies
- **On-time performance reporting and the provision of access to performance monitoring systems** – The Contractor(s) will provide access to its GPS web-based

Schools or LEAs, and the Contractor(s) will also provide, at minimum, a monthly on-time performance report summary with GPS data to demonstrate compliance with performance expectations

- AM and PM on-time performance expectations:
  - 99% of routes < 5 minutes late per specified bus *arrival* times
  - Example: Bus arrival time is 7:15 AM and school start time is 7:30 AM; 99% of buses should arrive by no later than 7:20 AM
- Overall daily runs = < .005% of runs are > 20 minutes late
- **Accident Safety** – All major accidents, especially those involving students, must be immediately reported to the liaison for the LEA(s) whose students were involved; in all cases, accidents and incidents must be reported no longer than 30 minutes following the event
  - Preventable Accidents: < 1.0 per 100,000 miles operated (rolling 6 months)
- **Fleet readiness, cleanliness and management expectations** – The Contractor(s) will adhere to all fleet specifications, which will be provided in further detail later in this section, including but not limited to a maximum average fleet age of 5 years old, with vehicles no older than ten (10) years of age, and all route and spare vehicles kept in safe, legal, and operable condition, meeting all preventative maintenance requirements and adhering to the standards of cleanliness, sanitization, and disinfecting outlined by the Schools or LEAs
  - State or other required vehicle inspection success rate (score): 90+%. **Post inspection results are to be provided to the Schools or LEAs within two weeks of the completion including the date of when deficiencies were corrected**
- **Customer service responsiveness** – Operations staff will be available during all operational hours to answer, respond to and resolve customer service inquires, request, complaints and incidents to all parents, students, campus administrators and other relevant stakeholders
- **Complaint, incident and accident management expectations** – The Contractor(s) shall provide a system and method to track and follow-up on all complaints, incidents and accidents to ensure that all are resolved, to the extent possible, within 24 – 48 hours of the event
- **Coordination with school leaders and operational responsiveness** – The operations management staff will work directly and collaboratively with school leaders to address and respond to daily operational needs, challenges and concerns
  - **Extracurricular trip performance** – The Contractor(s) will ensure that enough drivers and vehicles are available to meet both home-to-school, school-to-home, and extracurricular trip demands, up to four (4) trips from 6:00 – 8:30 AM

and 2:40 – 5:00 PM, and will communicate to the school no later than five (5) days in advance of a scheduled extracurricular trip if there will be conflicts that may impact the trip. In the event that a conflict will arise, the Contractor(s) should make its best efforts to meet the demand and/or provide a reasonable alternative for which any additional costs would be borne by the Schools or LEAs.

**Contract compliance and performance withholding** – The Schools or LEAs will make every effort to work in partnership with the Contractor(s) to ensure that all parties are doing their part to facilitate an environment conducive to the successful provision of the requested transportation services. However, if necessary, deficiencies in performance of services, failure to meet the minimum standards of performance, and/or to rectify service issues in a complete and timely manner can and will be documented in writing by the Schools or LEAs. This documentation will serve as the Schools or LEAs' contract compliance and performance measurement program (CCPM) as part of their contractual oversight procedures. The contents and requirements of the CCPM will include all of the minimum standards of performance provided above.

Prior to execution of the Contract associated with this RFP, the Schools or LEAs will review the CCPM with the Contractor. The intent of the CCPM is to never have to document consistent underperformance, but to rather clearly communicate and reiterate contractual expectations that will ultimately establish a partnership and understanding between the Schools or LEAs and the Contractor and foster a cycle of continuous improvement that best serves the students and communities of the schools.

In the event that minimum standards of performance are not maintained, the Schools or LEAs may impose a Performance Withholding penalty for non-compliance with these standards.

The following process will occur for notifying the Contractor(s) of non-compliance with minimum service level requirements:

1. The Schools or LEAs will first notify the Contract Manager of the issue(s) via a documented email and schedule a meeting with the Contract Manager within three (3) days of the notification to discuss the concerns and the Contract Manager's proposed plan of action to rectify the issue(s)
2. A reasonable window of time, based on the type of issue at hand, will be allotted for the Contractor(s) to rectify the issue, but no longer than thirty (30) days from the date of the meeting with the Schools or LEAs and the Contractor(s)
3. Continued issues of non-compliance and/or failure to rectify the issues within the initial thirty-day period will result in a second formal notice to the Contract Manager and Company via certified mail or email, and the maximum time to cure provision of the issue(s) will begin as of the date of this letter or email, ending no more than fifteen (15) days from the date of the second notice sent

4. Past the period of the second notice, issues of non-compliance will be assessed per the penalty process outlined below:
  - A. The Schools or LEAs may defer payment of up to ten (10%) percent of the monthly invoice submitted by the Contractor for the month in which non compliance
  - B. The number of monthly withholding instances shall be considered unlimited and may be repeated for each and every month that a non compliance with the minimum standards of performance continues
  - C. The Schools or LEAs will pay the full amount withheld and due to the Contractor for each non-compliance area providing that the non compliance is cured within one month of the deferral decision
  - D. If the non-compliance is still not cured within one month of the initial performance withholding, the Schools or LEAs may elect to retain the withholding with no obligation to pay the Contractor for the withheld amount

**Contact Requirements and Information for Contract Manager and Operations Management Team** – Per the expectations regarding operations management responsibility and accountability, the Contractor(s) shall provide all relevant contact telephone numbers and email addresses for the Contract Manager and operations staff. The Schools or LEAs, their staff and representatives, and parents should, at minimum, be able to contact operations management staff from 30 minutes prior to the first scheduled student pickup in the morning, until 30 minutes following the final scheduled student drop-off in the afternoon of each day that services are provided and/or from the time the first bus leaves the yard until the last bus returns to the yard each day. **To better serve the combined school community, the Contractor(s) shall recruit and employ at least one administrative point of contact who speaks both English and Spanish.**

**Daily route operations** – The routing plan should be developed to ensure safe, efficient, cost-effective, timely and consistent delivery of students to the Schools or LEAs, while adhering to the policies, procedures, and parameters ascribed by the Schools or LEAs. At minimum, the Contractor(s) shall ensure that:

- **Drivers can operate with familiarity of all assigned bus route paths.** To facilitate full familiarity, dry runs will be required of all routes by all assigned route drivers at least two (2) weeks prior to the start of the school year
- **Routes and any needed route modifications obtain approval from the Schools or LEAs.** Any route revisions to route timing or directions should be provided to the Schools or LEAs and the Contractor(s) price proposal should provide for this requirement

**Student Safety Training** – All students transported under the terms of the Contract shall be given two (2) emergency evacuation drills from their school bus each school year.

The drills shall be conducted by the Contractor(s) no later than the last school day of October for the first drill and by May 1<sup>st</sup> for the second drill. The Schools or LEAs shall be

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 16

informed of the times and dates of the evacuation drills at least three (3) days in advance. The Contractor(s) shall maintain suitable records of such evacuation drills each year. The Schools shall receive copies of such records.

**LEA Policies** – The Schools or LEAs have adopted policies and regulations for the provision of transportation and the conduct of students on the vehicles of the Contractor. Such policies can be viewed on each of LEA's individual websites as follows:

- **Crossroads Academy:**

<http://www.crossroadsschoolskc.org/cms/One.aspx?portalId=498066&pageId=2325774>

- **Kauffman School:**

[https://www.kauffmanschool.org/apps/pages/index.jsp?uREC\\_ID=1091964&type=d&pREC\\_ID=1376775](https://www.kauffmanschool.org/apps/pages/index.jsp?uREC_ID=1091964&type=d&pREC_ID=1376775)

- **KIPP KC:**

[https://87bbbcbb-79b6-4ec2-990e079c257624ec.filesusr.com/ugd/0d3799\\_a048f9d0da37403e801127778e935446.pdf](https://87bbbcbb-79b6-4ec2-990e079c257624ec.filesusr.com/ugd/0d3799_a048f9d0da37403e801127778e935446.pdf)

- **University Academy:** [http://www.universityacademy.org/Schools\\_/policies](http://www.universityacademy.org/Schools_/policies)

Said policies and regulations shall be enforced by the Contractor(s). Violations of the Schools or LEAs' rules and regulations for conduct of students shall be promptly reported to the Schools or LEAs by the Contractor(s) in accordance with such policies.

**Vehicles** – The Contractor(s) shall operate and maintain all vehicles serving the Schools or LEAs in a good and safe mechanical and operating condition. The Schools or LEAs shall have first priority for use of the fleet of buses associated with this Contract, including use for charters and other extra trips. All vehicles providing transportation services shall at all times be operated in accordance with all relevant State, Federal, and local government laws and regulations. The Contractor(s) shall provide, equip, operate, and maintain all vehicles providing services in strict accordance with all State, Federal, and any other local government minimum standards for school vehicles, and such additional requirements as set forth in the Contract including meeting or exceeding the standards as described in the 2017 Missouri – Minimum Standards for School Buses and available at

<https://dese.mo.gov/sites/default/files/30-261025IncbyRef-Final2-23-17.pdf>. These requirements include but are not limited to full compliance for ensuring that daily pre-and-post trip inspections are performed and that all necessary records are maintained. These records will be made readily available to the Schools upon request. The Proposed 2020 Missouri – Minimum Standards for School Buses can be located here at the following link, but have not yet been adopted at the time of this

writing: <https://dese.mo.gov/sites/default/files/Draft5CSR30-261.025Post.pdf>

**Fleet Availability** - All school buses shall be available for services when required. The Contractor(s) should be aware that cold weather conditions are prevalent in winter months and should make appropriate accommodations. Financial penalties may be

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 17

levied in the event that a sufficient number of vehicles are unavailable for any given service day.

**Fleet Age** - The average age of all vehicles assigned to home-to-school routes should not exceed 5 years from the date of manufacture as of the first day of each Contract Year. Additionally, no vehicle shall be utilized to provide services that have failed to pass all mechanical inspections required by State, Federal, and local government laws and regulations. The Contractor will be required to submit a fleet inventory report to the Schools or LEAs on an annual basis, prior to August 1<sup>st</sup> of each school year, confirming compliance with the average age requirements, and provide notification each time a vehicle is added or removed from the fleet. In addition, the Contractor shall, prior to August 1<sup>st</sup> of each school year, provide a vehicle replacement plan for the succeeding three (3) years, designed to assure compliance with vehicle age requirements.

**Spare Bus Ratio** - To help ensure that performance standards are met, the Contractor(s) should provide their methodology for determining the number of spare buses that will be required in order to meet all requested service requirements, as well as to mitigate any issues with bus availability due to preventative maintenance, repairs, inspections and breakdowns of the fleet. The Contractor(s) will be expected to maintain the minimum number of spare buses that are determined to be sufficient to meet the Schools or LEAs' needs.

**Bus Equipment** – All buses are required, at minimum, to be equipped with the following, with the exception of Wifi connectivity which is explained in more detail below:

- **Bus radios:** All buses, including spare buses, will be equipped with digital two way radios. The two-way radio system shall comply with all current and forthcoming FCC requirements. The range of transmission shall be strong enough under all weather conditions to cover the entire service area for each of the LEAs. The two-way radio system shall include private line monitoring/sending units with an antenna installed in the office of the designated contact for each of the Schools or LEAs. The Contractor(s) will be responsible for all costs associated with the operation and maintenance of the radio system
- **AV/GPS and Child check systems:** All buses will be equipped with automated vehicle locating devices and child check systems. Proposers are required to provide the incremental per day per unit price for installing these devices on all buses as described on the Rate Form. The Proposer shall describe the type of system that is used and the application that will be used to electronically provide real-time bus location and arrival information to the Schools or LEAs and parents

- **Video cameras:** All buses are to be equipped with fully functional digital camera systems. Proposers are required to provide the incremental per day per unit price for installing these devices on all buses as described on the Rate Form. The Proposer shall describe the type of system that is used and how the data will be made available to the Schools or LEAs. A standard of performance will include video data being made available by the close of business on the day an incident occurred for morning routes or by noon the day following an incident for incidents that occurred in the afternoon or on after school runs

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 18

- **Vehicle condition and cleanliness:** All vehicles shall be maintained in a clean and sanitary condition and shall have good interior and exterior appearance during the entire term of the Contract. Additionally, Contactor(s) will adhere to any health, safety, sanitization and disinfecting requirements of the Schools or LEAs amidst the current pandemic and/or in response to any future health and safety related circumstances. The Contractor shall be responsible for all costs and expenses associated with the maintenance of vehicles serving the Schools or LEAs
- **\*Wi-Fi connectivity:** The Schools or LEAs are interested in understanding the cost of providing Wi-Fi on all vehicles. Proposers are required to provide the incremental per day per unit price for installing these devices on all buses as described on the Rate Form

**Personnel** – Throughout the term of the Contract and for any renewal terms which may be exercised, the Contractor(s) shall provide all personnel necessary to effectively and efficiently provide transportation services including but not limited to:

- Management and supervisory personnel
- Vehicle drivers and bus attendants, as required or requested
- All operations personnel including dispatch and communications staff • Support and clerical staff
- Maintenance personnel

**Driver and Aide Qualifications and Information:** All personnel shall meet minimum required and appropriate licensing and certification requirements as may be required for their position by Federal, State, and local government laws and regulations as well as the policies, procedures, and parameters ascribed by the Schools or LEAs.

**Bus operators:** All buses used by the Contractor(s) shall be operated at all times by qualified, competent, and prudent drivers who possess a school bus operator's/commercial driver's license issued by the State of Missouri. Each such driver shall be capable of carrying out all of the duties of a school bus driver in accordance with rules as may be issued by the Schools or LEAs and State Law. The Contractor shall maintain a list of all drivers including his/her school bus operator's/commercial driver's license number and date of expiration.

- **Physical examinations:** All school bus drivers shall be duly licensed in accordance

with Missouri statutes and each of the individual LEA's policies or regulations. Per Revised Statutes of Missouri (RSMo), all drivers must comply with the following: 1. Be in good physical and mental health

2. Undergo a physical examination annually no more than ninety (90) days before the beginning of the school year by a medical examiner who is licensed, certified, and/or registered, in accordance with applicable Missouri laws and regulations, to perform physical examinations to determine whether they meet the requirements of section 302.272, RSMo,

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 19

and present a signed physical examination certificate that they, in the medical examiner's judgment, meet or exceed those requirements to the employer

3. A school bus driver whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by the public-school School or LEAs' board of education, must submit a release by the attending physician prior to resuming school bus operation; and
4. Undergo testing for drug and alcohol use/abuse, in compliance with laws including the inclusion in random drug testing protocols

- **Criminal History/Background Check:** Prior to commencing service to the Schools or LEAs, all school bus operators and attendants must have undergone a criminal history/background check through the Missouri Automated Criminal History Site (MACHS). All onboard staff must remain in compliance throughout their term of employment with the Contractor(s). Reasons for disqualification may include but not be limited to the following:
  - Convicted of driving under the influence within the last seven years
  - Conviction of a serious felony
  - Conviction of child abuse or endangerment
  - Murder or manslaughter convictions
  - Assault convictions or other high misdemeanors within the last ten years
- **Duty to Report:** The Contractor(s) shall record each time a driver employed by the Contractor(s) who performs services under the Contract is convicted of a moving violation or fails to pass a substance abuse test. Serious moving violations, such as reckless driving, or convictions of felonies or misdemeanors will be immediately reported to the Schools or LEAs. Infractions of these types may, at the sole determination of the Schools or LEAs, result in the driver's immediate disqualification of providing services to the Schools or LEAs
- **Record Keeping:** Records for these employees shall be accessible for examination by, or submitted to, the Schools or LEAs upon request. Any applicant demonstrating evidence of alcohol or drug abuse shall be deemed unfit to

provide services to the Schools in this Contract

- **Right of Removal:** The Schools or LEAs may also request the removal of any prospective or actual employee or agent of the Contractor(s) from working under the Contract. Such request shall be made in writing and shall include the Schools or LEAs' stated rationale for the request. The Contractor(s) shall make every effort to comply with any such request
- **Reporting Requirements:** The Contractor(s) shall provide ridership information in order to assist the Schools or LEAs in complying with state and local reporting requirements. Examples include but are not limited to the following:

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 20

- The Contractor(s) shall provide to the Schools or LEAs, at any time upon request, data and information required for compliance to the Revised Statutes of Missouri (RSMo) and Code of State Regulations (CSR) pertaining to pupil transportation. A prime example is the performance of both morning and afternoon ridership counts that are required to be performed biannually in October and February of each school year<sup>1</sup>
- Data or information necessary to support the tracking of Contractor performance shall be provided upon request. The necessary data and information shall remain on record with the Contractor for the entire term of the Contract and is subject to audit by the Schools or LEAs at any time. Requests made for data will be complied with within a reasonable timeframe, generally considered to be no more than three (3) school days

**Routing and Scheduling Software** – The Contractor(s) will implement and maintain a routing and scheduling system that is compatible with the Schools or LEAs' hardware and software and export/import format. Upon request, the Contractor(s) will provide the Schools or LEAs with routing system data or performance reports.

<sup>1</sup> 5 CSR 30-261.010 Requirements for the Operation of School Buses, Section 1,E

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 21

## **4.0 Proposal Timeline and Requirements**

### **4.1 The Proposal**

It is the intent of this RFP that legally binding obligations to perform an agreement for the services referred to in the Scope of Services will commence only upon full execution of a Contract between the Schools or LEAs and the Contractor(s) selected to enter into such a Contract with the Schools or LEAs. Until such Contract is fully executed, the intent to award this RFP does not legally bind the Schools or LEAs to any obligations. If a Proposer submits a Proposal with terms that disclose, expressly or by implication, an intent to create a binding contractual relationship, such terms shall be deemed to be of no force and effect.

### **4.2 COVID-19 Protocols: Response Process Overview**

Proposers and the public are advised that, due to Covid-19 emergency social distancing requirements, there will be no bid pre-proposal conference or public bid openings. Proposers are advised to adhere to the RFP Response Timeline and

Activities as outlined in Section 4.3.

### 4.3 Timeline and Activities

<b>Date:</b>	<b>Activity:</b>
January 18 <sup>th</sup> , 2021	Issuance/advertisement of RFP to perspective Proposers
January 21 <sup>st</sup> , 2021	Proposers submit an Intent to Respond email by 2:30 PM CST
January 22 <sup>nd</sup> , 2021	Deadline for the submittal of Proposer questions by 5:00 PM CST
January 26 <sup>th</sup> , 2021	Distribution of answers to questions submitted or the issuance of addendums by 5:00 PM CST
February 5 <sup>th</sup> , 2021	Proposals due via email from Proposers at 2:30 PM CST; Schools will confirm via email by 5:00 PM CST receipt with each Proposer
February 8 <sup>th</sup> , 2021	Proposal evaluation begins
February 8 <sup>th</sup> -14 <sup>th</sup> , 2021	Interviews, reference checks and Proposer presentations
February 15 <sup>th</sup> , 2021	Notice of intent to award
March 2021	Contract award date (Actual date to be determined pending final negotiations)
July 1 <sup>st</sup> , 2021	Contract start date

### 4.4 Intent to Respond

Each Proposer who intends to submit a proposal in response to the Request for Proposals (“RFP”) shall submit an “Intent to Respond” via e-mail to Mr. Jerrad Jones [JJones@kauffmanschool.org](mailto:JJones@kauffmanschool.org) on or before January 21<sup>st</sup>, 2021 by 2:30 PM CST. The Intent to Respond shall include the name of the Proposer, the name of a contact person and that person’s e-mail address.

**4.5 Intent to Respond Receipt and RFP Question Submission** The Schools or LEAs will respond to receipt of all Intents to Respond via email by 5:00 PM CST on January 21<sup>st</sup>, 2021. Questions pertaining to the RFP may be submitted via email to Mr. Jerrad Jones until 5:00 PM CST on January 22<sup>nd</sup>, 2021. All questions will be responded to in writing or via email by 5:00 PM CST on January 26<sup>th</sup>, 2021. The Schools or LEAs intend to communicate with Proposers via e-mail (e.g., RFP clarifications and

addenda). Any references in this RFP to "written" form of communications include e mail.

The Schools or LEAs will not respond to any questions or requests for clarification received after the close of business on January 26<sup>th</sup>, 2021. The response to any questions or requests for clarification will be provided to all parties that have filed an Intent to Respond with the Schools or LEAs. Questions, requests for clarification or inquiries may be made via e-mail. All questions and requests for clarification or inquiries must be directed to:

**SUBJECT: PUPIL TRANSPORTATION SERVICES RFP**

**Attention: Mr. Jerrad Jones**

**Email Address: [JJones@kauffmanschool.org](mailto:JJones@kauffmanschool.org)**

#### **4.6 Addenda to the RFP**

If it becomes necessary to revise any part of the RFP, notice of the revision will be e mailed in the form of an addendum to all parties that filed an Intent to Respond with the Schools or LEAs. All addenda shall become a part of the RFP. To avoid any miscommunication, each Proposer must acknowledge all addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of, any addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.

#### **4.7 Restrictions on Communication**

From the issue date of the RFP until a proposal is selected and selection announced, a prospective Proposer shall not communicate about the subject of the RFP or a Proposer's proposal with the Schools or LEAs, or any individual member, administrator, faculty, staff, student, or employee.

#### **4.8 Submission Deadline and Requirements:**

The date and time for receipt of proposals is February 5<sup>th</sup>, 2021, at 2:00 PM CST. Proposals may be submitted electronically via email as follows:

**SUBJECT: PUPIL TRANSPORTATION SERVICES RFP**

**Attention: Mr. Jerrad Jones**

**Email Address:** [JJones@kauffmanschool.org](mailto:JJones@kauffmanschool.org)

**If Proposers elect to send a proposal via USB and/or hard copy, please address as follows: SUBJECT: PUPIL TRANSPORTATION SERVICES RFP**

**Attention: Mr. Jerrad Jones**

**6401 The Paseo**

**Kansas City, MO 64131**

#### **4.9 Late Proposals**

Each Proposer is responsible for submission of its proposal. Proposals or proposal revisions received after the date and time specified above will not be accepted or considered. The Schools or LEAs are not liable for any delivery or postal delays.

#### **4.10 Returned Proposals**

All proposals received after the date and time specified above will be returned to the Proposer unopened.

#### **4.11 Signed Original Proposal**

Each proposal may be submitted electronically, with the option of being submitted via USB drive or hard copy. Each proposal must be signed by an authorized member of the Proposer's firm. Each proposal must include all of the proposal Forms attached to this RFP, with the cost proposal and Rate Form provided in a separate attachment or document.

#### **4.12 Withdrawal of Proposals**

A Proposer may withdraw his/her bid prior to the time the bid is opened. The response will be returned, and the Proposer shall not be entitled to re-propose upon the RFP at hand unless the same RFP is re-advertised. No Proposer may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

#### **4.13 Opening of Proposals**

At the specified location, date and time stated in Section 4.3 above, all submitted proposals shall be received with Proposers notified of their receipt by 5:00 PM CST. No immediate decision will be rendered. After the responses are opened, a Proposer will not be allowed to alter his/her response. A Proposer claiming an error or omission after the opening shall immediately give written notice to the Schools or LEAs and present clear, satisfactory evidence that it was not by carelessness in preparation.

#### **4.14 RFP/Proposal Information Controlling**

The Schools or LEAs intend that all Proposers shall have equal access to information relative to the RFP, and that the RFP contains adequate information. Part of the RFP

preparation may include discussions with certain prospective Proposers; however, each Proposer shall prepare its proposal based only on the information contained in this RFP, notwithstanding any information that may have been previously provided to

a prospective Proposer. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously provided to it should submit a request for clarification. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in this RFP, an addendum to this RFP, a request for clarification or other written response thereto, or in the proposal.

#### **4.15 Reservation of Rights**

The Schools or LEAs reserve the right, in their sole discretion (for this provision and all other provisions contained in this RFP), to cancel the Request for Proposal, to select or reject, in whole or in part, any or all proposals with or without cause. The Schools or LEAs further reserve the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the Contract to Proposer(s) other than the Proposer(s) submitting the best financial proposal (low bidder). The Schools or LEAs reserve the right to request additional information from any or all Proposers. The Schools or LEAs reserve the right to negotiate with the Proposers concerning their proposals.

#### **4.16 Release of Claims**

Each Proposer by submitting its proposal releases the Schools or LEAs from any and all claims arising out of, and related to, the RFP process and selection of a Contractor(s).

#### **4.17 Proposer Bears Proposal Costs**

A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

Each Proposer is expected to comply with the required format for the proposal. Any proposal not providing the required information, or not conforming to the format specified, will be considered non-responsive and may, at the sole discretion of the Schools or LEAs, be eliminated from any further review. Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth herein and must include information that will enable the Schools or LEAs to determine the Proposer's overall qualifications. Each proposal shall also include any other information that the Proposer feels is significant with respect to making an informed decision relative to the proposal.

Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of its proposal, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP requirements in their entirety, except to the extent exceptions are expressly noted in its proposal. All Pricing factors must be clearly indicated in the Proposer's cost proposal and cost forms provided as part of its proposal.

### **5.1 Cover Letter**

Proposers must provide information, which will serve as an introduction of your company, on business letterhead. Any exceptions to the terms and conditions contained in this RFP, Contract, or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of the Cover Letter, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP requirements in their entirety, except to the extent exceptions are expressly noted in the Cover Letter.

### **5.2 Minimum Qualifications and Experience**

Qualified Proposers shall have at least five years of contracted student transportation experience, and at least two years of contracted experience with a public school or school collaborative similar in scope and size to the combined operation of each the Schools or LEAs. Proposers that have successfully provided transportation services to more than one school or public-school entity should describe in detail how they have performed services that promote safe, effective, efficient, and equitable service to each of the Schools or LEAs.

Proposers must provide background and qualifications of the key personnel who will be involved with the Contract. Describe the organizational structure and key contact points for the Schools or LEAs. Proposers must provide detailed evidence that they are currently providing pupil transportation services for other public-school entities. The description of services provided should detail all aspects of their transportation management capabilities. These should include human resources services, computer and software systems and capabilities, and training programs for management and non-management personnel. The proposal must fully describe the Contractor's diversity awareness with respect to employee recruitment and management, student

practices.

### 5.3 Financial Resources

Proposers shall provide documentation of sufficient financial resources to provide transportation services for a pupil transportation operation of this size and complexity. Proposers will be financially stable and not currently engaged in bankruptcy proceedings, being acquired, merging with another company, or a party to a material lawsuit. Proposers must confirm in writing within its cover letter the compliance with this requirement. This shall include the submission of three (3) years of audited financial statements.

Financial capacity includes the ability to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this RFP or its supporting exhibits. Failure to satisfy this requirement may be grounds for disqualification of the Contractor's proposal.

### 5.4 Insurance Coverage

Qualified Proposers shall throughout the term of this Contract provide and maintain, at the Contractor's expense, minimum insurance coverage as outlined in the table below from a carrier rated as "A+" or better by AM Best as outlined below:

**a. Workers Compensation (Statutory) and Employer's Liability:**

\$1,000,000 each accident for bodily injury by accident

\$1,000,000 each employee for bodily injury by disease; and

\$1,000,000 policy limit for bodily injury by disease

**b. General Liability Insurance (CGL):** Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:

\$1,000,000 each occurrence (combined single limit for bodily injury and property damage)

\$1,000,000 for personal and advertising injury liability

\$1,000,000 aggregate on products and completed operations;

and \$2,000,000 general aggregate

**c. Automobile Liability Insurance:** \$5,000,000 Combined single limit each accident for bodily injury and property damage. Include coverage on all owned, hired, and non-owned automobiles.

**d. Sexual, or Physical Abuse or Molestation:** \$1,000,000 each occurrence/  
\$2,000,000 aggregate

**e. Umbrella/Excess Liability Insurance:** \$10,000,000 coverage to be provided

**f. Certificates of Insurance:** Contractor shall furnish certificates of insurance indicating the following:

- a. An endorsement granting the Schools or LEAs and each individual school as an additional insured under the General Liability, Auto Liability, and Umbrella Liability policies prior to commencing any work
  - b. An endorsement providing "Primary and Noncontributing" coverage under the policies to any additional insured as it pertains to General Liability, Auto Liability, and Umbrella/Excess Liability
  - c. An endorsement providing "Primary and Noncontributing" coverage under the policies to any additional insured as it pertains to General Liability, Auto Liability, and Umbrella/Excess Liability
  - d. An endorsement granting "Waiver of Subrogation" rights in favor of the Schools or LEAs and each school as allowed by law
- g. Indemnification:** The Contractor shall hold harmless and indemnify the School(s), their Boards of Directors, President/CEO, officers and employees against all loss, damage, injury, liability, demands and claims which may be made by any person, firm, corporation or other entity arising from or caused by (i) an act of neglect, misconduct, default or omission of Contractor, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of the School, (ii) a breach of this Agreement, or (iii) a termination of this Agreement prior to the end of the term by the Contractor

## **5.5 Additional Information**

Proposer must describe any other resources to be provided by your company, not listed above, which would result in the safe and efficient delivery of transportation services.

## **5.6 References**

Proposers must provide a minimum of three (3) references. Each reference should include the contact name, address, phone number, fleet size, and scope of services as detailed in Appendix 1. The Schools or LEAs will check the references provided including on-site observation of operations if it is deemed necessary at the sole discretion of the Schools or LEAs.

## **5.7 Litigation**

Proposers must list all litigation or regulatory proceedings, for the past five (5) years, within the State of Missouri, or if more than eighty five percent (85%) of the Proposer's pupil transportation contracts are performed outside the State of Missouri, the State(s) where eighty five percent (85%) or more of the Proposer's pupil transportation contracts are performed. These litigation and regulatory proceedings are to be limited to contract disputes and negligence actions for: (i) Schools or LEAs in which the Proposer has been a party providing any type of pupil transportation services; (ii) supplies, equipment or services of the type which are the subject of the proposed Contract; (iii) non-compliance of the Proposer's supplies, equipment and services or the Proposer's working conditions and employment practices with the Occupational

Safety and Health Act and other applicable state and federal requirements; or (iv) any suits

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 28

whereby an employee of the Proposer was found to have mistreated pupils in any manner. Therefore, it is contemplated under this RFP that workers' compensation and unemployment proceedings are not to be deemed part of this requirement.

## **5.8 Pricing**

The Contractor shall submit a separate cost proposal, indicated clearly as such and as a separate attachment, with fixed pricing for the entire term of the Contract on the rate forms provided in Appendix 2 to this RFP. The basis for this pricing is to establish a fixed price per vehicle for each service day, subject to certain adjustments for route time exceeding a maximum daily allowance. Adjustments are also allowed for the use of specialized equipment types and personnel.

The service day period will include only active route time. Active route time is defined as the time difference from the first pickup in the morning to the last drop off on a given route plus the time for the shortest path back to the first pickup point. Active route time for afternoon routes begin when the bus departs the first school to when the last student is dropped off plus the time for the shortest path back to the first point of departure. The time for midday runs will be measured from the first student pickup to the last student drop off.

Proposers shall provide an annual cost escalator to be applied to the base rate and the associated costs. This escalator shall be a proposed percentage increase and will include the rationale for such increases. Percentage increases for any extension shall be negotiated between the Schools or LEAs and the Contractor.

The cost of fuel shall be considered by the Contractor as part of the base per vehicle daily rate. The Contractor's compensation for student transportation services rendered under the terms of the Contract shall be adjusted quarterly to reflect changes in Contractor's actual cost of fuel per process described in Section 6.5.

## **5.9 Required Forms**

Proposers must complete the required forms attached hereto and submit the same along with the response and cost proposal. Any modification of the pricing form will be considered grounds for disqualifying the bidder.

## **6.0 General RFP Terms or Requirements**

### **6.1 Term of Contract**

The term of the Contract shall be for three (3) years with the option to renew for an additional two (2) one-year “percentage increase not to exceed” option years upon the written consent of Contractor and the Schools or LEAs. The primary basis for extension will be the Contractor(s)’ performance as measured by the CCPM, with the secondary basis being the proposed pricing for the two (2) one-year “percentage increase not to exceed” option years. The Schools or LEAs and Contractor shall have the option to extend to a 6<sup>th</sup>

year and beyond pending negotiations between the Schools or LEAs and Contractor. The term of the Contract may be terminated collectively or by any one School or LEA, with respect to that School’s participation, upon the breach of the Contract or other non performance of a term or condition of the Contract by Proposer.

### **6.2 Assignment of Work or Subcontracting**

Without the express consent of the Schools, The Proposer agrees that they will not subcontract, assign, transfer, convey, sublet or otherwise dispose of the contract of any right, title, obligation or interest it may have therein.

### **6.3 Performance Bond**

The Schools or LEAs reserve the right to demand a performance bond from the Contractor at any time before or during the contract term for any reason and without explanation. If such demand is made:

1. The Contactor must obtain and maintain a performance bond issued by a bonding company authorized to do business in Missouri; failure to do so may result in the Schools or LEAs proceeding with severing the Agreement for cause
2. The cost of such performance bond will be fully reimbursed by the Schools or LEAs to the Contractor upon being provided evidence of surety from a reputable surety and payment by the Provider

## **6.4 Payment for Services**

The Contractor shall submit one invoice on or before the 10<sup>th</sup> day of each month of service of the contract term. The invoice shall be itemized and summarized for all services provided to the Schools or LEAs for the previous month. At a minimum the invoice shall include, by route and bus number, the number of days of service provided multiplied by the fixed daily rate plus each adjustment to the base rate for the subject route.

Each special trip cost shall be invoiced separately for total time and miles driven by route number. Each invoice is subject to audit and verification by the Schools or LEAs. Undisputed invoices shall be paid by the Schools or LEAs by the 25<sup>th</sup> of the month.

## **6.5 Fuel Cost Adjustment**

The baseline fuel cost will be set as of the first day of the Contract and used as the benchmark for subsequent price changes. The source data for determining the cost of fuel shall be mutually negotiated between the Schools or LEAs and the Contractor(s) following Contract award. This source will be used to record the cost of fuel on the business day

Kansas City Area Charter Schools – Request for Proposal for Transportation Services 30

nearest to the 1<sup>st</sup> of each month. These monthly values will be averaged to determine how fuel costs will be adjusted during the quarterly reconciliation process, including any renewals or extensions. The calculated average will represent the new baseline fuel cost. The amount of the adjustment to the Contractor invoice shall be based on the difference between the original baseline fuel cost and the average calculated cost for the quarter multiplied by the actual fuel consumed in the provision of service to the Schools or LEAs. The fuel consumed will be based on total active route miles divided by 8 miles per gallon for Type C and D buses and 12 miles per gallon for all other vehicles. Active route miles are defined as the total distance from the first pickup to the last drop off on a given route plus the shortest path back to the first pickup point. The source for this value shall be the lesser of the actual miles traveled as recorded by the Contractor(s) and the amount determined by the Contractor(s)' bus routing software. The Contractor(s)' first monthly invoice following this determination shall be adjusted for increases or decreases in fuel costs such that the Contractor(s) and the Schools or LEAs share equally in any additional costs or savings resulting from fuel cost changes.

## **6.7 Vehicle Count Changes**

The Contractor acknowledges that throughout the term of the Contract the Schools or LEAs will be engaged in efforts to improve the efficiency of its transportation operation. The Contractor(s) shall warrant that pricing provided in the cost proposal and on the Rate Form will not change if the Schools or LEAs increase or reduce the number of buses in use by fifteen (15%) percent of the number of buses used on the last day of the previous school year. Any increase or decrease above fifteen (15%) percent will result in a good-faith negotiation of any pricing change at the option of either the Schools or LEAs or the Contractor(s).

## **6.8 Award of Contract**

Following selection of a proposal, the Schools or LEAs and the Proposer shall negotiate in good faith the terms of the Contract. The Contract shall incorporate the terms of this Request for Proposal, the terms of the selected proposal (with such modifications as may be negotiated by the parties), subject to such additional or modified terms and conditions as may be negotiated by the parties and shall be in such final form as may be agreed to by the Proposer and the Schools. In the event that agreement on the terms and conditions of the Contract is not reached within twenty-one (21) days following the selection of the proposal, the Schools may reject such proposal and may thereafter negotiate terms of the Contract with another Proposer on the terms set forth in its proposal. All costs incurred by the Schools or LEAs in connection with the preparation of the Contract shall be paid by the Schools or LEAs; all costs incurred by the Proposer in connection with the preparation of the Contract shall be paid by the Proposer, provided, however that the Proposer shall reimburse the Schools or LEAs the cost incurred by each School or LEA for the negotiation and preparation of the Contract should Proposer withdraw from consideration of the Contractor after the Schools award the Provider the Contract and prior to its execution. The Contract shall be in writing and shall state the legal obligations of the Schools or LEAs and the Contractor. All terms of service shall be fully stated in the Contract and, except as otherwise expressly provided herein, neither party shall have any liability hereunder or

thereunder unless and until the Contract has been fully executed by the Proposer and the Schools or LEAs.

## **7.0 Selection Process**

The Schools or LEAs intend to use a two-phase review procedure as part of the selection process. The first phase will include a review of required documentation and submission requirements. Respondent's proposals will be determined to be either responsive or non responsive to those requirements. Only proposals judged as responsive will be considered for contract award.

The second phase of the selection process will include an evaluation of the approach proposed by the Proposers to provide the services defined within the scope of this RFP. Each Proposer submitting a proposal should understand that the nature of the Schools or LEAs' pupil transportation requirements is complex and that all facets of the operation may not be explicitly detailed in this RFP. The Proposer must document its expertise, experience, and approach based on its understanding of Schools or LEAs' requirements. The following categories, without any specific order ascribed to the categories, are the principal criteria by which proposals will be evaluated:

- Management expertise as shown by detailed evidence of Proposer's expertise, experiences, and references
- Business stability checked through various sources as well as the proposal
- Routing design, analysis and management expertise as shown by detailed evidence provided by the Contractor and checked through various other sources; a focus of this area of the evaluation will be on the Contractor's expertise in the identification of

strategies including run tiering through bell time coordination to achieve a high level of fleet utilization

- Human resources practices as determined by references, and by checking other sources
- Cost as indicated in the separate cost proposal, pricing form and through the negotiation process
- Compatibility of routing/ridership software with Schools or LEAs' student management software

The Schools or LEAs reserve the right to select multiple Proposers to proceed with the negotiation process from those submitting proposals. A major portion of the negotiations will include the financial terms of the Contract

## **8.0 Appendices and Required Forms**

Appendix 1 – Client reference forms (three (3) required)  
Appendix 2 – Rate forms  
Appendix 3 – 2020-2021 School Calendars

## **Appendices**

### **Appendix 1 – Client Reference Form**

<b>Client Reference</b>
-------------------------

Client name and address	
Primary contact person, Title	
Phone number	
Email Address	
Service Dates	
Number of vehicles operated	
Briefly Describe the Scope of Services	

**Appendix 2 – Rate Form – Home-to-School and Summer School Services**

Contractors should provide a daily rate for services in the following time blocks. The rate should assume a four (4) hour minimum time block. Mid-day runs will be included in the total route time per bus.

### Home-to-School/School-to-Home: 160 Days

VEHICLE TYPE	4 Hours/ Day	Additional Cost Over 4 hours (in 15-minute increments)
Type B, C, or D Bus	\$	\$
Type B, C, or D Bus with Air Conditioning	\$	\$
Type A Bus	\$	\$
Type A Bus with Wheelchair lift	\$	\$
Type A Bus with Air Conditioning	\$	\$
Bus Aide or Monitor	\$	\$

### >160 Days/Summer School Days

VEHICLE TYPE	2 Hours/ Day	4 Hours/ Day	Cost adjustment to base rates in 15-minute increments
Type B, C, or D Bus	\$	\$	\$
Type B, C, or D Bus with Air Conditioning			
Type A Bus	\$	\$	\$
Type A Bus with Wheelchair lift	\$	\$	\$
Type A Bus with Air Conditioning	\$	\$	\$
Bus Aide or Monitor	\$	\$	\$

### Extra Trips

Service Type (Additional services outside of the four-hour minimum use per bus)	Per Hour	Minimu m Numb er of Hours	Cost adjustment to base rates in 15-minute increments

Late Activity Bus	\$		\$
Field Trips	\$		\$
Driver Standing or Wait Time	\$		\$

Kansas City Area Charter Schools – Request for Proposal for Shared Student Transportation Services 35

**Proposed percentage of minimum guaranteed payment for 160 days of service in the event of a school/operational shutdown: \_\_\_\_\_%**

Of the guaranteed minimum percentage, please provide a breakdown of what percentage of this payment is being allocated to the following categories, or any additional categories not listed:

<b>Category:</b>	<b>Percentage of Guaranteed Minimum Allocated to Each Category:</b>
Overhead/Management	%
Hourly Labor/Driver and Monitor Wages	%
Maintenance Staff Wages	%
Capital Equipment/Fleet	%
Facility	%
Utilities	%
Fleet repair/preventative maintenance	%
Fuel	%
Other (please specify):	%

**Proposed minimum contract dollar amount for guaranteed percentage of 160 days of service in the event of a school/operational shutdown: \$\_\_\_\_\_**

**Rate increase per year:**

Proposed Annual Cost increase to all rates Year 2: \_\_\_\_\_%

Proposed Annual Cost increase to all rates Year 3: \_\_\_\_\_%

**Digital camera pricing:** Please provide the additional incremental per day cost per unit to provide the Schools or LEAs with digital cameras with audio and video recording for all units provided under this contract. \$\_\_\_\_\_

**Automated vehicle locating system:** Please provide the additional incremental per day cost per unit to provide the Schools or LEAs with automated vehicle locating devices for all units provided under this contract.  
\$\_\_\_\_\_

**Parent access to school bus location in real time:** Please provide the additional incremental per student to provide parents with real time bus location or stop arrival time. Provide a brief description of how the application or parent portal functions.  
\$\_\_\_\_\_

Kansas City Area Charter Schools – Request for Proposal for Shared Student Transportation Services 36

**Child check system:** Please provide the additional incremental per day cost per unit to provide the Schools or LEAs with child check devices for all units provided under this contract. \$\_\_\_\_\_

**On Board Wi-Fi capability:** Please provide the additional incremental per day cost per unit to provide the Schools or LEAs with Wi-Fi for all units provided under this contract.  
\$\_\_\_\_\_





# Ewing Marion Kauffman School

## 2020-2021

### Academic Year Calendar

- School Release at 1:30pm
- Holidays/Breaks (no school)
- End of Quarter for Grades
- Teacher Workday (no school for students)
- Report Card Confs. (1:30 pm release)
- Progress Reports/Mailed Report Card
- STEP (Grades 5-8)
- ANET (Grades 5-8)
- Graduation (Evening)
- Advanced Placement Exam (10-12)
- ACT Practice Tests (9-12)
- HS Interims (Grades 9-12)
- EOCs (Grade 9, 10 & 12)
- ACT National Exam
- MAP (Grades 5-8)
- Admin Work Weeks
- AP Exams
- ACT District Exam On Site

July 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 20						
Su	M	Tu	W	Th	F	Sa
						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					

September 20						
Su	M	Tu	W	Th	F	Sa
		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			

October 20						
Su	M	Tu	W	Th	F	Sa
				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

November 20						
Su	M	Tu	W	Th	F	Sa
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					

December 20						
Su	M	Tu	W	Th	F	Sa
		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		

January 21						
Su	M	Tu	W	Th	F	Sa
					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						

February 21						
Su	M	Tu	W	Th	F	Sa
	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						

March 21						
Su	M	Tu	W	Th	F	Sa
	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			

April 21						
Su	M	Tu	W	Th	F	Sa
				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 21						
Su	M	Tu	W	Th	F	Sa
						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					

June 21						
Su	M	Tu	W	Th	F	Sa
		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			

July 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
Su	M	Tu	W	Th	F	Sa
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				



July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					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

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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					

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	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						

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				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

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						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

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

## 20-21 Calendar

		Days w/ Fridays
July:	Q1	39
7/24 - New to KIPP Staff PD	Q2	44
7/27-8/7 All Staff PD	Q3	41
<b>August</b>	Q4	40
10-14 1:1 Parent conferences		173
17 First day of school		
<b>September</b>		
7 No school - Labor Day		
<b>October</b>		
9 End of First Quarter		
15 Student Led Conferences		
16 No School - Student Led Conferences		
<b>November</b>		
23 - 27 No School - Thanksgiving		
<b>December</b>		
18 - End of Quarter 2		
21 - 31 No School - Winter Break		
<b>January</b>		
1 No School - Winter Break		
4-5 No School - Staff PD		
18 - No School - MLK Jr. Day		
<b>February</b>		
15 No School - Presidents Day		
<b>March</b>		
5 End of Quarter 3		
11 Student Led Conferences		
12 No School - Student Led Conferences		
15 - 19 No School - Spring Break		
<b>April</b>		
26-5/14 Map State testing		
<b>May</b>		
21 End of Quarter 4, Last day of school		
28 Last day of school for staff		
Summer School: June 1-July 2		
No Student Attendance / Teacher Workday		
No Student or Teacher Attendance		
Virtual Fridays for all students/staff (no in-person attendance)		

