

CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION AGENCY (C-HCCAA)

REQUEST FOR PROPOSAL (RFP)

PROVISION OF HEAD START STUDENT TRANSPORTATION SERVICES

THE PURCHASING DEPARTMENT, CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION AGENCY, 1740 LANGDON FARM ROAD, CINCINNATI, OHIO 45237, PHONE 513-569-1875, FAX: 513-569-4353 IS SOLICITING PROPOSALS FOR THE PURPOSE OF PROVIDING HEAD START STUDENT TRANSPORTATION SERVICES TO THE FOUR CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION AGENCY LOCATIONS LISTED HEREIN.

SECTION I. GENERAL INFORMATION:

1.1 Cincinnati-Hamilton County Community Action Agency is requesting proposals for HEAD START/EARLY HEAD START (DEFINED AS AGES 3 YEARS THROUGH 5 YEARS OLD) STUDENT TRANSPORTATION SERVICES for our four sites located at:

- 1) 880 West Court Street, Cincinnati, OH 45203 – (1 bus/1 route ~ approx. 17 children)
- 2) 1740 Langdon Farm Road, Cincinnati, OH 45237 – (3 buses/3 routes ~ approx. 60 children)
- 3) 3301 Beekman Street, Cincinnati, OH 45225 – (2 buses/2 routes ~ approx. 40 children)
- 4) 5139 Holland Drive, Cincinnati, OH 45232 – (1 bus/1 route ~ approx. 17 children)

during the period beginning on August 1, 2024 at 12:01 AM and ending on July 31, 2025 at 11:59 PM.

1.2 Inquiries: Inquiries concerning this RFP should be directed to Kristopher Parrish 513-569-1875 or communicated via email to [purchasing@cincy-caa.org](mailto:purchasing@cincy-caa.org),

1.3 Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of Offeror and will not be reimbursed by the Cincinnati-Hamilton County Community Action Agency. Please note on a separate sheet any conditions or specifications shown within this RFP that you are unwilling or unable to comply with.

1.4 Mistakes within the Proposal: An apparent low Offeror discovering a mistake in its proposal can withdraw the proposal if all of the following conditions apply: Timely notice – the Offeror must notify C-HCCAA in writing within three (3) working days after the opening of proposals that a mistake was made. This notice can be given whether an award has been made or not. Substantial Mistake – The mistake must be significant enough to make the proposal price substantially out of proportion to other proposal prices. Mathematical Error – The mistake must be mathematical in nature due to a miscalculation or clerical error, an inadvertent omission, or a typographical error, which results in an erroneous sum. Mistakes of law, judgment, or opinion are specifically excluded from these criteria. Documentary Evidence – Clear and convincing documentation of the mistake must be presented as soon as possible, but no later than three (3) working days after the opening of proposals. Upon withdrawal of proposal, the low Offeror shall be prohibited from doing work on the project as 1) a subcontractor or in any other capacity and 2) quoting on the same project if the proposal is re-issued for response. *Otherwise, no portion of any proposal submitted may be withdrawn prior to sixty (60) days from Proposal Due Date shown below.*

1.5 Notification Of Award: It is expected, but not guaranteed, that a decision selecting the successful Offeror will be made within four (4) weeks of the closing due date for the receipt of proposals (Proposal Due Date). Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this Request for Proposal (RFP) will be informed, in writing, of the name of the successful Offeror. It is

expected that the contract shall be one year negotiated price contract with renewal options as noted below for subsequent years.

- 1.6 **Options:** At the sole discretion of Cincinnati-Hamilton County Community Action Agency, any contract entered into as a result of this RFP may be extended for four (4) additional one-year periods. The cost for the option periods will be agreed upon by Cincinnati-Hamilton County Community Action Agency and the Offeror.

**DUE DATES:**

- |      |                                |                              |
|------|--------------------------------|------------------------------|
| 1.6  | Pre-Submission Meeting:        | None anticipated             |
| 1.7  | Proposal Due Date:             | Friday, May 3, 2024, 5:00 PM |
| 1.8  | Tentative Award Date:          | Friday, May 17, 2024         |
| 1.9  | Substantial Commencement Date: | Thursday, August 1, 2024     |
| 1.10 | Ending Date:                   | Thursday, July 31, 2025      |

- 1.11 **Instructions to Prospective Offerors:** All RFQ packages are due by 5:00 pm, Friday, April 26, 2024. Please transmit your RFQ response to: Kristopher Parrish, Purchasing Manager, via email at the following email address: [purchasing@cincy-caa.org](mailto:purchasing@cincy-caa.org). The RFQ must be in either PDF file format or Microsoft Word format and the subject line of the email should read: Head Start Busing RFQ Response - Confidential. Any RFQs received after the RFQ due date and time will be disqualified. Failure to meet the deadline for submitting RFQs cannot be waived and RFQs submitted late will be disqualified. We strongly recommend you request a delivery receipt for your submission.

- 1.12 **Public Opening:** No public opening of the sealed proposals is anticipated.

- 1.13 **Right To Reject:** As a private not-for-profit corporation, the Cincinnati-Hamilton County Community Action Agency retains the right to ACCEPT or REJECT, any and all RFPs and does not bind itself to accept the lowest price proposal. Further, the Cincinnati-Hamilton County Community Action Agency reserves the right to award in whole or in part and to ACCEPT or REJECT any parts of all RFPs.

- 1.14 **Merger or Sale:** In the event a vendor awarded any business as a result of this RFP merges with, or is acquired by, another company during the term of any agreement resulting from said award, the vendor must notify the Purchasing Manager of the Cincinnati-Hamilton County Community Action Agency in writing within ten (10) days of the merger or acquisition. After such notification, the Cincinnati-Hamilton County Community Action Agency reserves the right to terminate the existing agreement upon a thirty (30) day written notice to the vendor.

- 1.15 **Negotiated Contract Award:** This request for proposal (RFP) package is expected to be a negotiated contract award procurement. Therefore, the Cincinnati-Hamilton County Community Action Agency reserves the right to engage in final negotiating with Offerors, selected solely at its discretion, who appear to have submitted initial proposals most advantageous to The Cincinnati-Hamilton County Community Action Agency after the Proposal Due Date noted above.

- 1.16 **Availability of Funds:** Funding for any Contract issued as a result of this RFP will be provided in full or in part by the United States Government, the State of Ohio, the City of Cincinnati, or the County of Hamilton. While continuation of funding to complete any Contract issued as a result of this RFP is anticipated, there can be no guarantee that will be the case. Therefore, should the funding for any Contract issued as a result of this RFP be terminated by Agency's funder or should total funds available to pay for any Contract issued as a result of this RFP be significantly reduced (more than 20 percent) by Agency's funder, the Agency will provide proper notice to Contractor as soon as possible or practical and pay for any work completed or services rendered by the Contractor through the date of proper notice to the Contractor. Notice shall be considered rendered upon phone call, voice message or electronic mail to Contractor followed by a mailing to the address noted in the Contract via First Class U.S. Mail. Further payments to the Contractor by Agency under any Contract issued as a result of this RFP shall cease upon said proper notice to Contractor. Any

services performed by Contractor under any Contract issued as a result of this RFP after said notice, with or without Agency's knowledge, shall be performed solely at Contractor's expense. In addition, Contractor, by its authorized signature on the Contract, acknowledges it shall be liable for full repayment to Agency of any dollar amounts disallowed by Agency's funder should any audit or review of records directly associated with any Contract issued as a result of this RFP by Agency or funder indicate Contractor failed to follow procedures outlined in any Contract issued as a result of this RFP; including, but not limited to, billed for product delivered or work performed without the express written authorization of the Agency as noted in Agency's standard contract, fraudulently billed Agency for services not rendered, invoiced for services in any way counter to the method agreed to in any Contract issued as a result of this RFP or Addenda thereto or performed substandard work under any Contract issued as a result of this RFP.

- 1.17 Description Of Entity: Cincinnati-Hamilton County Community Action Agency: Cincinnati-Hamilton County Community Action Agency is a nonprofit organization that serves Cincinnati and Hamilton County in Ohio. The Cincinnati-Hamilton County Community Action Agency is a private, nonprofit corporation and has been determined to be exempt from federal income tax under section 501(c)(3), of the Internal Revenue Code. It is governed by an eighteen (18) member volunteer Board of Directors. The Administrative offices and all records are presently located at 1740 Langdon Farm Road, Cincinnati, Ohio 45237. Other program offices and facilities are located throughout the Cincinnati area. Cincinnati-Hamilton County Community Action Agency receives most of its funding from federal and state grants. Four major programs are run by the Agency. The four major programs are Head Start, Home Energy Assistance Program, Community Services Block Grant, and Youth Services Program.**  
**The National Head Start Association is a private not-for-profit membership organization dedicated exclusively to meeting the needs of Head Start children and their families. It represents more than 1 million children, 200,000 staff and 2,700 Head Start programs in the United States. The Association provides support for the entire Head Start community by advocating for policies that strengthen services to Head Start children and their families; by providing extensive training and professional development to Head Start staff; and by developing and disseminating research, information, and resources that enrich Head Start program delivery. Created in 1965, Head Start is the most successful, longest-running, national school readiness program in the United States. It provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. More than 21 million pre-school aged children have benefited from Head Start.**
- 1.18 Sales Tax: Products or services provided by a vendor awarded any business as a result of this RFP are exempt from Ohio Department of Taxation sales and use tax. The Cincinnati-Hamilton County Community Action Agency is a non-profit organization defined by IRS Code 501(c)3.**
- 1.19 Rule Of Law: The laws of the State of Ohio shall govern any agreement entered into as a result of an award based on this RFP. Said agreement shall be the standard agreement used by the Cincinnati-Hamilton County Community Action Agency with attachments and/or exhibits as necessary to specifically define the scope of work. Further, said agreement, when executed by both parties shall constitute the entire agreement between the parties for the specified products or services for the term of the agreement.**
- 1.20 Contingencies: Vendor's employees must agree to, and *may* be required to submit to, fingerprinting and background investigation as a condition of working in close proximity to Head Start students at the facilities previously noted. They must also be able to provide proof of current immunizations if requested.**
- 1.21 Miscellaneous:**
- 1.21.1 If this RFP is for the procurement of goods, not services, the Cincinnati-Hamilton County Community Action Agency will, to the extent practical, accept goods dimensioned in the metric system of measurement.**
- 1.21.2 The Cincinnati-Hamilton County Community Action Agency will, to the extent practical, deem products and services that conserve natural resources, protect the environment and are energy efficient to be preferable to those which do not.**
- 1.21.3 The Cincinnati-Hamilton County Community Action Agency will take positive steps to do business with minority, small, disadvantaged businesses, and women-owned businesses.**

1.22 No Pre-Submission Meeting is planned for this RFP.

**SECTION II: SCOPE OF WORK & PRICING – SEE & COMPLETE EXHIBIT A**

**SECTION III: REQUIRED BUSINESS INFORMATION**

All Offerors are required to provide the following financial information. The information will be kept in strict confidence and will be only used as criteria to evaluate the response to this RFP. In the event, that the requested Business information, in this Section or Section IV is not available, a written STATEMENT, addressing the specific point is acceptable.

- 3.0 Name, address and telephone number of Business/Company.
- 3.2 Proprietors name, address, and telephone number, or if publicly owned, the President/CEO's.
- 3.3 Date business/company was established.
- 3.4 Disadvantaged Business Enterprise status.
- 3.5 Copy of recent business credit report, less than three (3) months old.
- 3.6 If applicable, summarized list of staff and their experience level, certifications, or other qualifications.
- 3.7 Proof of insurance, amount of coverage and workers compensation coverage. (Note: Prior to performing any work under any Contract issued as a result of Responder submission, Responder must supply Certificate of Insurance with C-HCCAA shown as an Additional Insured. Certificate must be not less than \$1 million per occurrence and \$2 million in aggregate.)
- 3.8 A list of business banks, or business credit unions and two (2) current suppliers for reference are required, including name, address, and telephone number.
- 3.9 Business References from at least three (3) previous (recent past – within two years) or current customers; include name, address, and telephone number.
- 3.10 Provide assurance that staff is properly identified, such as: uniforms, badges, ID cards, appropriate attire.
- 3.11 Complete SECTION V – PROPOSAL PRICING PAGE, of the RFP.
- 3.12 Provide a yes or no answer to: A) Is the Owner(s) or any member of Management or Senior Management of your company related to someone who is either employed in a Senior Management position by, or a member of the Board of Directors of, the Cincinnati-Hamilton County Community Action Agency AND B) Does the Owner(s) or any member of Management or Senior Management of your company have a long standing personal relationship with someone who is either employed in a Senior Management position by, or a member of the Board of Directors of, the Cincinnati-Hamilton County Community Action Agency.  
YES: \_\_\_\_\_  
NO: \_\_\_\_\_
- 3.13 Complete SECTION V – PROPOSAL PRICING PAGE, of the RFP.

- 3.14 Complete the Civil Rights Compliance form.
- 3.15 Complete the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form.
- 3.16 Complete the Non-Collusion Affidavit form.
- 3.17 Complete the Contractor Business Status Questionnaire.

#### **SECTION IV: PROPOSAL EVALUATION CRITERIA**

The following criteria will be used in considering and evaluating each Offeror's Proposal. In the event that the requested information, in this Section or in Section III is not available, a written STATEMENT addressing the specific point is acceptable.

- 4.0 Best and most responsive offer from a reputable, experienced, and responsive Offeror.
- 4.1 The Offeror's overall responsiveness to the proposal solicitation package is important. Some examples of **non-responsiveness** may include, but are not limited to: (1. failure to provide all of the requested information in the solicitation, i.e., Section III – Required Information, (2. incomplete documents or (3. proposing alternative offers in direct opposition to those which are listed in the specifications or RFP, and which offer no, or negative, cost savings to the Cincinnati-Hamilton County Community Action Agency.
- 4.2 Experience of contractor and staff that will actually perform the contract.
- 4.3 A credit report to assess the Offeror's ability to staff and with equipment, the financial ability to complete the contract.
- 4.4 Proof of Insurance and Workers compensation.
- 4.5 The contractor's ability to follow basic Cincinnati-Hamilton County Community Action Agency accounting procedure, i.e., sending all invoices to Accounts Payable and/or if needed following all shipping/receiving procedures. All invoices are to be mailed to Accounts Payable on the last day of each month. (No exceptions). Payment terms will be net 30 days from date of completed product deliveries or completed services, or from date of receipt of correct invoice, whichever is last.
- 4.6 Contractors' integrity and compliance to public policy and the capability to perform in accordance with the terms and conditions of the proposal package. All supplier references will be verified, and if necessary, the Cincinnati-Hamilton County Community Action Agency will utilize the services of the Better Business Bureau.
- 4.7 A review of the three (3) requested business references from current or previous customers to verify customer satisfaction and quality of work.
- 4.8 The Offerors completeness and thoroughness, in submitting all of the requested documents, the results of the Offeror's reference checks and confidence that the Offeror can successfully perform all terms, conditions and functions as designated in the RFP.
- 4.9 Creative or innovative cost reduction and/or control responses to this RFP.
- 4.10 Prior business experience with the Offeror.

**4.11 EVALUATION GRID - The following grid will be used in evaluating responses:**

<u>Criteria</u>	<u>Point Range</u>
<b>Experience or length of time in business:</b> (Includes experience with the type of specific project for which proposal is being requested or length of time in business supplying goods of the type requested)	<b>0-25</b>
<b>Organization, size &amp; structure of Offeror's firm</b> (Includes adequacy of company size to fulfill C-HCCAA needs)	<b>0-10</b>
<b>Qualifications of staff</b> (Includes adequacy of staff supervision and description of staff qualifications)	<b>0-25</b>
<b>Understanding of work to be performed</b> (Includes a demonstration of understanding of Scope of Work & understanding of need to adhere to said Scope.)	<b>0-15</b>
<b>Price quote</b> (Price compared to other responses)	<b>0-20</b>
<b>Minority or other disadvantaged business enterprise status</b> (Self-Explanatory)	<b>0-5</b>
	<hr/> <b>0-100</b>

**SECTION V – PROPOSAL PRICING PAGE**

5.1 Company Name - (PRINT) \_\_\_\_\_

5.2 Signature of Owner (Or Authorized Representative) \_\_\_\_\_

(The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.)

5.2.1 Owner's Name (Or Authorized Representative) (PRINT) \_\_\_\_\_

**With Home  
Based Students**

**\*\*With Out Home  
Based Students**

\* Quoted Daily Price for Transportation Services: Monday: \_\_\_\_\_

Quoted Daily Price for Transportation Services: Tuesday: \_\_\_\_\_

Quoted Daily Price for Transportation Services: Wednesday: \_\_\_\_\_

Quoted Daily Price for Transportation Services: Thursday: \_\_\_\_\_

Quoted Daily Price for Transportation Services: Friday: \_\_\_\_\_

\* Please base this price on the daily price you would charge for services rendered that comply with EXHIBIT A (the attached current routing schedules as they have been submitted to you in this Request for Proposal) for any day in which you actually transport children to and from our sites. These prices would be added together to arrive at a weekly (Monday through Friday) price.

5.2.2 In lieu of quoting pricing based on the above method, you may attach a separate **SIGNED** sheet and quote pricing using your own specific method as long as C-HCCAA's weekly cost is either specified or can be easily determined using your method.

5.3 Please complete, sign, and return this section. All Offeror's agree that by completing and signing this section, they bind the companies they are representing to honor, subject only to changes in the routing schedule (specifically; adding/deleting children from said schedule or adding/deleting routes) said pricing listed above and term as specified on page #1.

5.4 The contractor shall invoice, for the above charges MONTHLY and send to: ACCOUNTS PAYABLE, Cincinnati-Hamilton County Community Action Agency, 1740 Langdon Farm Road, Cincinnati, Ohio 45237. By executing this RFP, all Offerors agree that should the Cincinnati-Hamilton County Community Action Agency add or delete children or routes from the routing schedule during the term of any contract resulting from this RFP, daily prices shall be adjusted up or down a mutually agreed upon amount by Addendum.

5.5 Offeror agrees that should they be awarded business as a result of this RFP, their service performance results shall be initially reviewed by the appropriate Head Start representative of the Cincinnati-Hamilton County Community Action Agency at 30-, 60- and 90-day intervals, to assess the quality-of-service delivery. Should the review results not be acceptable, said service performance will be subject to immediate corrective action on the part of the Offeror that is acceptable to the appropriate Head Start representative. If it is found that acceptable performance cannot be mutually agreed upon, the Cincinnati-Hamilton County Action Agency retains the sole right to terminate the agreement for cause due to substandard service delivery, and it also retains the right to charge the Offeror for any additional costs incurred to obtain acceptable service performance from another vendor.

5.6 By executing this RFP, all offerors agree that the offeror receiving the contract award will be required to supply the Cincinnati-Hamilton County Community Action Agency's Purchasing Manager with a certificate of general commercial liability insurance in an amount not less than \$1 million per occurrence and not less than \$3 million in the aggregate **listing the Cincinnati-Hamilton County Community Action Agency as an additional insured** prior to performing services under the award. In addition, by executing this RFP, all offerors agree that the offeror receiving the contract award will be required to supply the Cincinnati-Hamilton County Community Action Agency's Purchasing Manager with a certificate of Workers

**Compensation prior to performing services under the award. Failure to provide both certificates as described above is cause for immediate termination of the agreement solely at the Cincinnati-Hamilton County Community Action Agency's discretion.**

- 5.7 By executing this RFP, all offerors agree that should they be awarded any business as a result of this RFP, any information collected, stored or used in any way as a result of that award such as, but not limited to, student information related to names, addresses or pick up/drop off schedules (offerors proprietary or confidential information such as payroll or accounting based information, excepted) shall become, at Agency's sole discretion, the property of Agency and shall be surrendered to Agency within 24 hours of Agency's verbal request.**



## CIVIL RIGHTS COMPLIANCE

Offeror agrees that in the performance of an Agreement, as such, that there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor, as specified in the Civil Rights Act of 1964, and all subsequent amendments.

\_\_\_\_\_  
(Signature of Owner or Authorized Representative)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Date)

**SECTION VII**

**CONTRACT/PROPOSAL:**

\_\_\_\_\_  
**(This Affidavit must be executed for the proposal under consideration)**

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ ) ss.

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_  
**(Owner or Authorized Representative Signature & Print Name)**

being duly sworn, do depose and say:

That \_\_\_\_\_  
**(Name of Company)**

its agents, officers, or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

\_\_\_\_\_  
**(Owner or Authorized Representative Signature)**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_, \_\_\_\_\_

**my commission expires**

\_\_\_\_\_

**SECTION VIII**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The vendor noted below that is seeking to conduct business with the Cincinnati-Hamilton County Community Action Agency (“Agency”) hereby certifies and warrants that during any period in which they are performing services for, or supplying goods to, the Cincinnati-Hamilton County Community Action Agency, that the business or individual shall not be considered debarred, suspended, ineligible or been voluntarily excluded in business ventures by any Federal government agency. Further, said vendor agrees to immediately notify Agency’s Purchasing Manager should such a debarment, suspension, ineligibility, or exclusion occur in the future.

---

**(Print Name of Company)**

Printed Name:  

---

**(Signature of Owner/Authorized Individual & Print Name)**

---

**(Date of Signing)**

**SECTION IX**

**Contractor Business Status Questionnaire**

Please mark any of the boxes below that apply to your business and return this survey with your contract documents. Should you have any difficulty determining if your business qualifies for any of the Certifications noted below, more information is available to you at the following web sites: <http://www.mwbe.com/cert/certification.htm> and <http://www.das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx> .

- My business is a MBE (Minority Owned Business)
- My business is a WBE (Women Owned Business)
- My business is a SDB (Small Disadvantaged Business)
- My business is a DBE (Disadvantaged Business Enterprise)
- My business is a DVBE (Disabled Veteran Business Enterprise)
- My business is EDGE Certified
- My business is none of the above

**Contact Phone Number:** \_\_\_\_\_

**Completed By:**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# EXHIBIT A

## SCOPE OF WORK

### GENERAL OVERVIEW:

Transport, for the term of any agreement that results from this RFP, all (approximately 134) Head Start students both to and from their Cincinnati-Hamilton County Community Action Agency owned and operated Head Start centers as outlined on page #1 of the RFP, and as detailed on the attached routing schedules currently being used by the Agency. The successful Offeror will be expected to supply vehicles (although the Cincinnati-Hamilton County Community Action Agency will consider alternatives to this specification such as leasing our Agency-owned vehicles to the Contractor for \$1 per year so long as Contractor provides insurance and maintenance for the term of the lease), operators and/or other necessary staff and any administrative staff necessary to accomplish the scope of work. Insofar as they apply to the completion of this RFP, Offerors proposals for transportation must comply with CFR 45 Part 1404.22 and CFR 45 Part 1310. In addition, all transportation vehicles and/or equipment and/or operators must also adhere to the Ohio Administrative Code section 5101:2-12-18 through 5101:2-12-18.2 as it applies to transportation procedural requirements for licensed childcare centers in the State of Ohio. Finally, all transportation vehicles used to transport Head Start children in the State of Ohio must minimally meet the criteria outlined in the Ohio School Bus Inspection Manual for 2022. Please note that in the case of conflicting or dual regulations, the most stringent regulation shall prevail. Also, please note that all references to Federal and State regulations noted above are readily available on the Internet and are therefore not reproduced within this RFP.

### Bus Driver Requirements:

- Have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operating (in states that issue CDLs)
- Meet any physical, mental, and other requirements necessary to perform job-related functions with any reasonable accommodations

### The applicant review process for drivers must include:

- Disclosure by the applicant of all moving traffic violations, regardless of penalty
- A check of the applicant's driving record through the appropriate state agency, including through the Commercial Driver's License Drug and Alcohol Clearinghouse, if available
- Checking that drivers qualify under the applicable driver training requirements in the state or tribal jurisdiction
- A medical examination, performed by a licensed Doctor of Medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations
- The medical examination takes place after a conditional employment offer to the applicant and before the applicant begins work as a driver
- A criminal records background check, including fingerprint checks (45 CFR §1302.90(b))
- A negative tuberculosis (TB) test result
- Negative drug and alcohol test results

### Bus Monitor Requirements:

- Meet any physical, mental, and other requirements necessary to perform job-related functions with any reasonable accommodations
- Are able to physically assist children, which may include carrying children from a vehicle in case of an emergency (45 CFR §1302.90(b))
- Pass a TB test
- Pass a criminal records background check, including fingerprint checks (45 CFR §1302.90(b))

### **Bus Driver Training Requirements:**

Head Start bus drivers must receive a combination of classroom and behind-the-wheel instruction prior to transporting any children (45 CFR §1303.72) in addition to training in all state, federal, and local laws. Topics include:

- How to safely run a fixed route
- Administering first aid and emergency situations, including emergency evacuation
- Routine maintenance
- Safety checks
- Recordkeeping
- Transporting children with disabilities

### **Bus Monitor Training Requirements:**

Training requirements for bus monitors include (45 CFR §1303.72(e)):

- Boarding and exiting procedures
- Child restraint systems
- Emergency response and evacuation
- Use of special equipment
- Instruction for required paperwork
- Child pick-up and release procedures
- How to do pre- and post-trip vehicle checks to ensure that there are no safety hazards, and no child is left on the bus

### **Vehicles:**

A program must 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.

A program must ensure each vehicle used to transport children receiving such services is equipped for use of age-, height- and weight-appropriate child safety restraint systems.

In order to maintain the vehicles safe operating condition, the organization operating the vehicle established and implemented procedures for an annual safety inspection operated by the state.

The organization operating the vehicle established and implemented procedures for systematic preventive maintenance.

The organization operating the vehicle established and implemented procedures for a daily pre and post-trip inspection by the driver.

At least two bus evacuation drills in addition to the one required to be provided within the first 30 days of service being conducted during each program year.

The program ensures the annual evaluation of each driver.

**In completing a response to this RFP, please note that the students shown on the detailed routing schedules are those currently being transported and thus will be used for purposes of comparability. However, obviously for the contract term noted on page #1, those specific students are subject to change and thus may not be part of the schedule. Furthermore, additional students not currently on the schedule may be added. As outlined on the Pricing Proposal Page; page #7, prices quoted by Offerors shall be subject to adjustment once final routing schedules are completed and as they change throughout the term of any contract issued as a result of this RFP.**

**The Agency will expect the successful Offeror to maintain a data base of routing schedules (dispatch) for the routes and specific details of the children transported, such as phone numbers. The Agency will further expect the successful Offeror to supply a dedicated account representative or contact who can be responsible for assisting Agency staff in contacting parents if necessary to notify them of changes in their child's transportation arrangements, such as in the case of inclement weather leading to cancellations of transportation service.**

**The winning bidder will be responsible for maintaining current and up to date files for drivers and monitors. These files must be submitted to the Agency by August 17, 2025.**

**END OF EXHIBIT A**