



**Sturgeon
Public Schools**
Dare to reimagine learning

REQUEST FOR PROPOSAL

FOR

TRANSPORTATION SERVICE

Issue Date: July 7, 2022

RFP #: 07.07.2022

Please note that responses to this RFP must be received by July 21, 2022 by 4:30 PM Local Time (the Closing Date), either electronically at amy.hebert@sturgeon.ab.ca or at the address below. Facsimile submissions not accepted.

**Attention: Amy Hebert
Manager, Transportation Services
Sturgeon Public School Division
9820 - 104 Street Morinville, AB T8R 1L8**

Request for Proposal

Transportation Services has identified a need for a bus to complete transportation service for students registered in programs to and from their respective Sturgeon Public School Division schools, and other locations as required.

The successful applicant will be bound to the existing Student Transportation Agreement. The contract term will be in alignment with the Student Transportation Agreement (August 31, 2022 to June 30, 2023).

Terms and Conditions

- Any response not complying in full with the mandatory terms and conditions will be rejected.
- Proposals must include sufficient relevant documentation and provide a concise description of the vendor's ability to efficiently and effectively provide services required.
- This RFP should not be construed as a contract to order or purchase services or a call for tender and the rules regarding calls for tenders, submission of tenders and acceptance of tenders shall not apply.
- Sturgeon Public School Division shall not be liable for any costs incurred by a vendor in the preparation of or presentation of proposals.
- Responses may be withdrawn by written notice only to **Amy Hebert, Transportation Services Manager** (amy.hebert@sturgeon.ab.ca) prior to the closing date.
- The respondent agrees that by submitting a response, the response shall remain open for acceptance for at least a period of thirty (30) calendar days from the closing date of August 31, 2022.
- Transportation Services reserves the right to reject any or all responses and to accept any response.

Instructions

Vendors should carefully read the following document prior to submitting a proposal.

Please submit all relevant information for the provision of services required as per **Schedule A – Requirements** and as outlined in **Schedule C - Proposal Evaluation**.

Proposals that do not include completed **Section B – Relevant Contractor Information** and **Section D – Acknowledgement Form** will not be considered.

Responses will be received until **4:30 PM** on **July 21, 2022**. Responses submitted after this time will not be considered.

All responses must be submitted to **Amy Hebert, Transportation Services Manager**, either electronically at amy.hebert@sturgeon.ab.ca or to Central Office at 9820-104 Street Morinville, Alberta.

The respondent is fully and solely responsible for the accuracy of the calculations it submits, and no revisions or withdrawals will be allowed after the closing date.

Any questions regarding this request for proposals are to be directed to Amy Hebert, Transportation Manager at amy.hebert@sturgeon.ab.ca or at 780-939-4341 Ext 1238.

Evaluation

Stage One: An Evaluation Committee will screen each proposal to ensure the vendor's compliance with the requirements to this RFP as articulated in the Terms and Conditions and in the Schedules.

Stage Two: Proposals that meet the requirements in the initial screening will be evaluated as per **Schedule C - Proposal Evaluation**.

Stage Three: Interviews will be held with short-listed vendors.

Stage Four: The Evaluation Committee will provide the results of the evaluation process with a recommendation to the Superintendent/CEO.

Stage Five: The successful candidate will be notified of the decision.

SCHEDULE A

Route Requirements

2022-2023 Route Extension

Transportation Services has identified a need for a bus with a monitor to complete transportation services for a student registered to and from Namao School GOALS program. This will be an extension of the current route and will take place right after the regular Namao School student drop off in the morning, and prior to the regular Namao School student pick up in the afternoon.

The monitor for the route extension will be from Namao School, to the student's residence and back to the school location in the morning and afternoon. The monitor payment will not be for the full route, it will only be for the section of the route extension. This monitor will receive Non-Violent Intervention training as well as first-aid training from Sturgeon Public Schools at no cost to the Contractor.

The successful applicant will be bound to the existing Student Transportation Agreement, but for Distance Rate payments only, as applicable due to the extension of the existing route. The contract term will be in alignment with the Student Transportation Agreement (August 31, 2022 to June 30, 2023).

Special Education Route Extension

- The route extension will begin on August 31, 2022.
- There are an estimated 180 operational days in the 2022-2023 school year.
- The route will run from Namao School to Northern Drive, Sturgeon County
- The route extension will operate approximately 75 kilometers a day in addition to the current route.
- Route extension currently will only service one student to Namao School
- Tier 3 Monitor is required, additional information will be provided.

Minimum Requirements

- Must be a current Namao or SCHS route for the 2022-2023 school year
- Ability to hire a bus monitor, and maintain appropriate employer practices
- Willingness to extend the current route after the regular student drop off and before the regular student pick up is scheduled

Potential Available Bus Monitor Contact Information

*For your information only, there are 2 individuals who have expressed interest in monitor employment from your company directly. This employment would not at all be connected to their Sturgeon Public Schools employment. These individuals currently work at Namao School and may be interested in riding the bus to/from Namao school for the route extension period. Please connect with Amy Hebert directly for their contact information.

SCHEDULE B

Relevant Contractor Information

Contractor Information	
Name of Contractor:	
Address:	
Phone Number:	
Is the Operator willing to extend their current route?	
Monitor Information	
Do you currently have a monitor available?	
Do they have First Aid?	
Do they have Non-Violent Intervention training?	
Do you currently have a spare monitor available?	

SCHEDULE C

Proposal Evaluation

<p>Safety Program (25%) Comprehensive description of Safety Program & evidence of safety record</p> <ul style="list-style-type: none">- Safety Certification- Does the program include how often it is reviewed?- Is easy to read & understand?- Evidence of the how the contractor applies the safety measures, as identified in their manual.
<p>Previous Service (25%) The vendor's experience with the Division (Operating or as a Contractor)</p> <ul style="list-style-type: none">- Paperwork Compliance- Bus Operator/Contractor Concerns- Communication and Response- Ability to respond to changing needs- Cancellations (not related to inclement weather or mechanical concerns)- Years providing service for the Division- Relationship with families
<p>References (10%) Relevant and reputable to showcase relationships</p> <ul style="list-style-type: none">- Shows positive working relationships- Shows positive leadership skills- Shows positive past services
<p>Driver Availability (20%) Operator and spare operator availability, as well as the company retention policies and ability to provide drivers as required.</p> <ul style="list-style-type: none">- Do they have a bus operator listed for the route?- Do they have a spare bus operator available?- Has there been cancellations in the past due to no operator being available?
<p>Proximity to the Community (20%) The vendor's area of residence, and proximity to the community the route is established for.</p> <ul style="list-style-type: none">- Do they reside in the attendance area of the route?- Do they have other routes within the area?- Is there support nearby incase assistance is required?- Are there other indicators of community involvement?

SCHEDULE D

Acknowledgement Form

I/We have read the terms and conditions. I/We certify that the information provided in the response package is accurate and complete.

Signature: _____ Title: _____

Name: _____

Witness: _____

Signature: _____ Title: _____

Name: _____

Witness: _____

Company Name: _____

Address: _____

Postal Code: _____

Phone: _____

Email: _____

Date: _____