



Columbus
Urban League

Empowering Communities.
Changing Lives.



Fun | Relevant | Enriching | Scholastic | Holistic

Columbus Urban League
Afterschool Initiative

Transportation Request for Proposal

Agency Info

Columbus Urban League
788 Mt. Vernon Ave.
Columbus, Ohio 43203

Procurement Contact

Giselle Lindsay
Program Coordinator- FRESH Afterschool Initiative
Email: glindsay@cul.org

About FRESH Afterschool

The FRESH Afterschool Initiative takes a Fun, Relevant, Enriching, Scholastic, Holistic approach in delivering after school programming. We aim to engage TANF eligible and low to middle income students (grades 6-8) in activities that will supplement their academic learning. Academic activities include tutoring, tracking students' progress and identifying areas of improvement. In addition to academic support, FRESH provides participants with opportunities to develop and improve their life skills.

General Considerations

The proposer's responsibilities include, but are not limited to, the following: ensuring viable dispatch services, maintaining confidentiality of ridership information, & SPED accommodations (if required). Proposer shall not sub-contract services without written approval from CUL (Director of Youth & Family Empowerment Services). Please see **Proposal Specifications** below for more details.

Program Location

Sherwood Middle School
1400 Shady Lane Rd.
Columbus, Ohio 43227

Scope of Services

Duties	Timeline
Provide door to door transportation <ul style="list-style-type: none"> ○ Up to 60 students each day ○ Monday- Thursday ○ Arrive at Sherwood Middle School at 5:30 pm ○ Depart from Sherwood Middle School at 5:45 pm 	October 29, 2018- May 29, 2019

<p>Transportation for Experiential Learning Trip #1: Get Air Trampoline Park 3708 Fishinger Blvd, Hilliard, OH 43026</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, November 30, 2018</p>
<p>Transportation for Experiential Learning Trip #2: Chiller Ice Rink 3600 Chiller Ln, Columbus, OH 43219</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, December 14, 2018</p>
<p>Transportation for Experiential Learning Trip #3: The Works: Ohio Center for History, Art & Technology 55 S 1st St, Newark, OH 43055</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, January 25, 2019</p>
<p>Transportation for Experiential Learning Trip #4: King Arts Complex 867 Mt Vernon Ave, Columbus, OH 43203</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	<p>Friday, February 22, 2019</p>
<p>Transportation for Experiential Learning Trip #5: Young Chef's Academy 425 Beecher Rd, Columbus, OH 43230</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day Notice ○ Receive students from school at 2:50 pm 	<p>Friday, March 29, 2019</p>

<ul style="list-style-type: none"> ○ Door-to-door transportation from trip location starting at 7:00 pm 	
<p>Transportation for Experiential Learning Trip #6: Honda of America Mfg., Inc. 24000 Honda Parkway, Marysville, OH 43040</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	Thursday, April 18, 2019
<p>Transportation for Experiential Learning Trip #7: Field of Dreams Farm 1841 Unbridled Way, Blacklick, OH 43004</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	Friday, May 24, 2019
<p>Transportation for Experiential Learning Trip #8: Lincoln Theatre 769 E Long St, Columbus, OH 43203</p> <ul style="list-style-type: none"> ○ Up to 60 students & 6 adults per trip ○ Trip Sites subject to change with a 7-day notice ○ Receive students from school at 2:50 pm ○ Door-to-door transportation from trip location starting at 7:00 pm 	Wednesday, May 29, 2019

Anticipated Selection Timeline

Task	Date
Request for RFP	Friday, October 11 - Thursday, October 18, 2018
Proposals submitted to Columbus Urban League	By Thursday, October 18, 2018
Selection & notification of top bidder	Friday, October 19, 2018
Transportation contract emailed to selected bidder	Monday, October 23, 2018
Signed contract returned to Columbus Urban League	Wednesday, October 24, 2018
Services will start	Wednesday, October 29, 2018
Notification to Unsuccessful Bidders	Friday, October 30, 2018

Any questions regarding the RFP should be emailed to glindsay@cul.org. No phone calls, please.

Submission of Proposals

Method	How
Mail or drop off submission to CUL Front Desk in Reception Lobby	Columbus Urban League ATTN: Giselle Lindsay 788 Mt. Vernon Ave. Columbus, Ohio 43203
Email submission	glindsay@cul.org

Service Requirements of Proposal

Submissions must include the monthly & total amount for transportation services, with cost breakdown for each type of service (program trip or field trip). The following format can be used.

	Program Days		Field Trip		Total
November 2018	16 x \$	+	1 x \$	=	\$
December 2018	12 x \$	+	1 x \$	=	\$
January 2019	17 x \$	+	1 x \$	=	\$
February 2019	18 x \$	+	1 x \$	=	\$
March 2019	19 x \$	+	1 x \$	=	\$
April 2019	14 x \$	+	1 x \$	=	\$
May 2019	18 x \$	+	2 x \$	=	\$
Grand Total	\$	+	\$	=	\$

For calculating monthly trip costs, please use the formula: number of programs days multiplied by proposer’s costs, plus number of experiential learning trips multiplied by proposer’s cost.

Proposal Specifications

Invoicing: CUL shall pay contractor within 30 days of contractor’s monthly invoice for services rendered supported by reasonable documentation.

Pricing Options: Proposers can recommend a pricing option for alternative options they think is more practical for services rendered than the one described above.

Routes: Proposers will be responsible for creating best and most efficient routes possible and shall provide CUL with the routing specifications.

Route Rosters: Routing roster specifications, including riders’ names and addresses, driver’s name, and bus number shall be provided to CUL twice each month on the 15th and 30th day of service for each month from November 2018 – May 2019.

Additional Information: Each proposer must provide the following attachments as part of their proposal:

- **Attachment A:** Company Executive Summary/Qualifications (Maximum length: 2 pages). Should include company’s experience with ridership population (i.e. middle schoolers) and knowledge of Columbus geographical area
- **Attachment B:** Company Overview/Fiscal Condition
- **Attachment C:** Company Organizational Chart
- **Attachment D:** Copies of all required licenses and certifications for selected drivers

- **Attachment E:** Certificate of liability insurance (the awardee will need to add a subrogation clause to their policy naming CUL an additional insured) and W-9 (latest version 2017 IRS W-9)
- **Attachment F:** Organizational Policies that address BCI (frequency of checks), Staffing policies (regarding selection methods, on-boarding for staff, etc.), safety & security policies, and staff training
- **Attachment G:** Cost/Pricing Model, company contact information, and RFP submission checklist (included with RFP)
- **Attachment H:** Please describe proposer's standards of safety (i.e. accident records, safety reports, safety training, etc.)

Selection Criteria

The Columbus Urban League will evaluate and determine the selected proposer based on a weighted evaluation for the following:

- Service Capability (20%)
- Price (25%)
- Reputation/Performance History (10%)
- Staff Selection/Training Plan (25%)
- Customer Service Methodology (10%)
- Minority Vendor (10%)