



5926 Ryan Road, Duluth, MN 55804 · 218.525.0663 · www.northshorecommunityschool.org

Request for Proposal (RFP) for Transportation Services

Issued by: North Shore Community School

Date Issued: 4/7/2025

1. Introduction

North Shore Community School (NSCS) is a rural charter school nestled in the woods near the north shore of Lake Superior, approximately halfway between Duluth and Two Harbors. We are requesting proposals from qualified accounting firms or organizations to provide comprehensive financial management and accounting services.

2. About Us

NSCS serves approximately 390 preschool through 6th grade students. NSCS's mission is to excel in connecting our students' academics and learning with their natural and social environments in a nurturing community setting. This mission is driven by four core values: ***Kids First:*** Students' diversity and needs drive decisions and actions. ***Partnership:*** Together we achieve more than alone. ***Knowledge:*** Skilled in accessing, navigating, and using a broad array of facts and viewpoints from a global perspective. ***Stewardship:*** Care and responsibility for our natural and social environments

Written Quotations and proposals for student transportation services will be received by North Shore Community School, 5926 Ryan Road, Duluth, MN 55812, at **2:00 PM CST, on Tuesday, April 22, 2025**, at which time all written quotations and proposals will be opened and read publicly.

NSCS reserves the right to reject any quotations and waive irregularities therein, and further reserves the right to award a contract to the lowest responsible service provider(s) that is in the best interest of NSCS.

3. Scope of Services

The selected provider will deliver the following services:

Routes:

- Equipment and personnel sufficient to provide daily transportation of students during the duration of this contract according to a time schedule and routes approved by NSCS.
- Current routes include 7 morning bus routes and 6 evening bus routes. Once routes have been approved, there shall be no change in bus routes or time schedule without consent of NSCS. Generally, transportation will include to school in the morning between 7:40 and 7:55 and from school in the afternoon beginning at 2:35.
- A description of each route to the School District prior to August of each school year.
- A list which includes the school bus number, regular drivers, route mileage, bus stop locations, bus stop times (morning and afternoon), bus capacity, number of passengers, and a route map by the last week of August.
- Projected routes will not exceed 1 hour and 15 minutes maximum from first pick-up to last drop-off.

- All routing is subject to approval of NSCS.
- Changes in the routes, time schedules, or designated stops may be made by agreement with the contractor and the School District.
- Transportation of Special Needs Students will be determined by collaborating with the contractor and NSCS in accordance with the current IEP.
- Transportation shall be provided to maximize efficiency and minimize the number of vehicles and mileage.
- The Contractor shall comply with all applicable state and federal rules and regulations.
- The contract will submit billing for busing services monthly, no later than the end of the first full week each month.

Assignment

The services contemplated under this Agreement are deemed to be in the nature of personal services. The contractor shall not assign this Agreement without prior consent of NSCS. The parties agree that assignment by Contractor of any sums due and owing Contractor under this Agreement shall not constitute an assignment of the Agreement.

Insurance

- The Contractor shall maintain, during the life of the contract, insurance that meets the specifications as required by the State of Minnesota. A copy of the Certificate of Insurance will be provided to NSCS.
- Contractor shall furnish and maintain during the life of the contract Worker's Compensation coverage for the protection of its employees in amounts required by law.
- No liability resulting from a vehicular accident or any driver or operational negligence will be assumed by NSCS, or its officers, employees, or authorized representatives.
- All certificates of insurance coverage furnished to NSCS shall show NSCS as an additional insured under the policy, and such certificates shall be in force at all times under the contract.

Service Conditions

1. The number of students transported shall not exceed the rated manufacturer's capacity of the transporting vehicle. If passenger vehicles are used, i.e. vans or cars, the number of passengers shall not exceed the rated capacity of the vehicle, exclusive of the driver.
2. No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students for NSCS.
3. The Contractor shall ensure all drivers hired meet legal requirements established by the State of Minnesota and Federal laws.
4. Each driver must have a current criminal history background check to the satisfaction of NSCS.
5. The Contractor must comply with all state and federal laws governing the mandatory drug and alcohol testing of school bus drivers.
6. Contractor shall be responsible for handling complaint calls in accordance with NSCS's procedures and policies.

The Contractor shall ensure the following:

1. All buses are operated by qualified drivers who meet licensing requirements and demonstrate the ability to perform necessary duties, including adhering to established schedules and effectively managing student behavior on the buses.

2. All drivers will comply with the regulations set forth by the U.S. Department of Transportation, the Federal Highway Administration, and the State of Minnesota, including its relevant subdivisions (such as the Department of Transportation, the Motor Vehicle Department, and the Minnesota Department of Education).
3. Drivers must follow all road and safety regulations outlined by any Federal, State, or Municipal policies, laws, statutes, or ordinances related directly or indirectly to the safe operation of vehicles used in the public transportation of students.
4. All buses must be kept in safe working condition and equipped with reliable devices, including a functional two-way radio, and must undergo a current inspection by the State of Minnesota.
5. All vehicles must be stored and maintained at the contractor's transportation facility throughout the school year.
6. Bus operators and drivers are responsible for managing student behavior on the buses in accordance with NSCS's policies and procedures.
7. Any accidents, physical injuries, emergencies, or unusual incidents involving student transportation must be reported promptly to the Bus Coordinator or Administrator using a bus accident referral form.
8. To enhance safety and student management, NSCS recommends that all newly purchased buses be equipped with full-length acoustic roof panels.
9. The District reserves the right to review all State and Federal vehicle inspection records for any contractor submitting a proposal. Contractors must be in good standing with the Minnesota State Patrol and all relevant Federal agencies involved in student transportation.

4. Proposal Requirements

Respondents should include the following in their proposals:

- **Company Profile:** An overview of history, mission, and experience with Minnesota charter schools. *To qualify, a Contractor must provide evidence of a minimum of ten (10) years of successful transportation of K-12 students in the State of Minnesota and must currently be engaged in the business of providing K-12 pupil transportation services in the State of Minnesota.*
- **Approach and Methodology:** Description of how services will be delivered outlined in the scope or services.
- **Pricing:** Detailed fee structure, including any additional costs or process for additional years.
- **Contract Terms:** The services requested shall be for the 2025-2026 through 2029-2030 school years. NSCS reserves the right to extend the contract for additional years if they see it fit for the district and contractor. At that time, NSCS and the Contractor will negotiate terms of the extension.

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Alignment with our school's needs and goals.
- Experience working with Minnesota charter schools.
- Cost-effectiveness and transparency of pricing.
- Demonstrated ability to meet compliance and reporting deadlines

6. Timeline

- RFP Issued: 4/7/25
- Deadline for Questions: 4/15/25
- Submission Deadline: Sealed bids will be received on 4/22/25 at 2:00 PM CST
- Selection Notification: 4/30/25

7. Submission Instructions

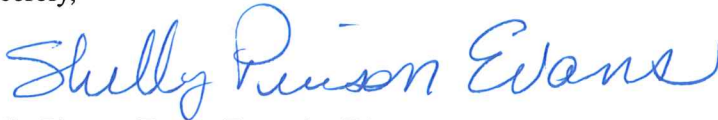
Sealed bids will be received on 4/22/25 at 2:00 PM CST by
Shelly Pierson Evans, Executive Director
spierson@nscsk6.org
5926 Ryan Rd., Duluth, MN 55084
218-525-0663 ext. 118

8. Contact for Questions

For questions about this RFP, contact:
Nicole Carpenter, Business Manager
ncarpenter@nscsk6.org
218-525-0663 ext. 117

We look forward to reviewing your proposal.

Sincerely,



Shelly Pierson Evans, Executive Director