

New York Edge
 58-12 Queens Blvd., Suite 1
 Woodside, NY 11377



REQUEST FOR PROPOSAL

PROPOSALS MAY BE SENT TO THE ABOVE ADDRESS ONLY
 (E-Mail or Facsimile Bid Submissions Are NOT Acceptable)

Proposal Due

Date: Monday, April 15th, 2019

Time: 5:00 PM

RFP Number: RFP #2019-001

Contract Period: July 1st, 2019 through June 30th, 2020, with option to renew by mutual agreement

Designated Contact

Name: Danny Lam, Procurement Specialist

Phone: (718) 786-7110

Email: dlam@newyorkedge.org

The proposal must be fully and properly executed by an authorized person. By signing, you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this REQUEST FOR PROPOSAL. Any entity submitting proposals shall be authorized to do business in the State of New York. No proposer may withdraw their proposal within 60 days of the RFP due date to allow time for the evaluation of the proposals.

Bidder's Federal Tax Identification Number: <i>(Do Not Use Social Security Number)</i>				
Legal Business Name of Company Bidding:				
D/B/A - Doing Business As (if applicable):				
Street	City	State	Zip	County
If you are not bidding, place an "x" in the box and return this page only. <input type="checkbox"/> WE ARE UNABLE TO BID AT THIS TIME BECAUSE				
Bidder's Signature:		Printed or Typed Name:		
Title:		Date:		
Phone :		Company Web Site:		
Fax :				
E-mail Address:				

SECTIONS OF THIS RFP

- I. Notice to Offerors & RFP Terms
- II. Description of Program Objectives & Background
- III. Scope of Work/Services
- IV. Detailed Requirements
- V. Evaluation Criteria
- VI. Submissions Checklist

RFP TIMETABLE

RFP Documents Released	March 1 st , 2019
Last day for submission of questions	March 25 th , 2019
Responses to questions posted to website	April 1 st 2019
RFP Due Date	April 15 th , 2019
Notification of Award	June 1 st , 2019
Start Date of Contract	July 1 st , 2019



I. NOTICE TO OFFERORS

Proposals, along with all requested documents/information shall be submitted in an envelope marked on the outside with offeror's name, address, date and time of RFP due date and "**RFP #2019-001 Proposal Enclosed**". Any incomplete proposals may be considered as non-responsive. Please submit 1 original and 3 copies of the proposal to:

New York Edge
Attn: Danny Lam, Procurement Specialist
58-12 Queens Blvd, Suite 1
Woodside, NY 11377

Delivery of Proposals

Proposals will be received until **5:00 PM, Monday, April 15th, 2019**. Proposals received after that time may be deemed unqualified. Email or fax submissions will not be accepted. Offerors assume all risks for timely and properly submitted deliveries, and New York Edge will not be responsible for delays in delivery.

Contact & Questions

Questions regarding this RFP must be submitted in writing to Danny Lam, Procurement Specialist, at dlam@newyorkedge.org. Oral explanations or instructions will not be binding. Any information provided to a prospective contractor will be furnished to all prospective contractors as an amendment to the RFP if such information is necessary in submitting proposals or if the lack of such information would be unfair to those who are uninformed. All questions are due by **Monday, March 25th, 2019**.

Method for Issuing Clarifications or Modifications to the RFP

Any addenda to the RFP, along with responses to questions that may apply to all proposers, will be posted to New York Edge's website at www.newyorkedge.org/rfps. It is the responsibility of each proposer to obtain all addenda that pertains to this RFP. Proposers who submit a proposal without addressing the addenda may be deemed to have submitted an incomplete/unresponsive proposal.

Method of Award

Proposals will be evaluated based on the criteria listed in Section V (Evaluation Criteria). New York Edge will consider awarding to one or multiple responsive and responsible vendors supplying the most valuable proposal(s). Responsive means the bidder is able to meet all of the RFP specifications, and responsible means that the proposer can and will successfully fulfill the terms and conditions of the proposed procurement.

Reserved Rights

Until a final contract is awarded, New York Edge reserves the right to reject any and/or all proposals, to

re-advertise, to waive any and all information, and the right to disregard all non-conforming, non-responsive or conditional bids.

Contract Period

The contract period will be July 1st, 2019 through June 30th, 2020, with option to renew by mutual agreement.

Diversity Statement

New York Edge is an equal opportunity employer and a supporter of workforce diversity and inclusion. Special consideration will be given to small businesses, minority-owned firms, and women's business enterprises, whenever possible.

Non-Collusive Bidding Certification By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, under penalty of perjury, that to the best of its knowledge and belief:

- The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

IMPORTANT NOTICE TO POTENTIAL PROPOSERS: Receipt of these RFP documents does not indicate that New York Edge has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the RFP opening and will be based on our evaluation of your submission compared to the specific requirements and qualifications contained in these RFP documents.

II. DESCRIPTION OF PROGRAM OBJECTIVES AND BACKGROUND

New York Edge is a non-profit organization and one of the largest providers of school-based afterschool programs in New York City and the metropolitan area. Our mission at New York Edge is to help bridge the opportunity gap among underserved students by providing programs designed to improve academic performance, health and wellness, self-confidence, character and attitudes for success in life.

Operating between three to five days each week for 36 weeks during the school year in most programs, our flagship out-of-school time Champions Clubs, through Pathways to Success, offer combined academic enrichment curricula including: literacy, STEAM, leadership, High School Today College Tomorrow (HSTCT) and Middle School Today High School Tomorrow (MSTHST) with sports and wellness, music, visual and performing arts opportunities and trips to educational and cultural institutions.

Additionally, New York Edge Summer Camps allow students to engage in critical thinking, problem-solving, teamwork, and “21st-century skills” while stimulating student creativity as they participate in a variety of fun and educational activities. Activities include sports clinics, interactive field trips, and an Olympic style field day event at ICAHN Stadium on Randall’s Island.

III. SCOPE OF WORK/SERVICES

New York Edge is seeking proposals on school bus services for the organization’s student transportation needs for our afterschool and summer camp programs. As such, the majority of our bus trips take place during Out-of-School-Time hours. Specifically, these are during after-school hours, weekends, summer breaks, and holidays.

Our programs are located throughout all five boroughs of New York City. New York Edge’s programs serve students at the elementary, middle-school, and high school levels. During the 2017-2018 school year, our programs operated in over 100 NYC Department of Education public schools. Our bus needs involve the transportation of students and staff between program sites to field trip and athletic trip destinations.

As a frame of reference, from the period from September 2017 through August 2018, we utilized over 1900 buses, for a monthly average of over 165 trips. For both the academic school year and summer camp periods, our trips may take place on school days, during after-school hours, holidays, and weekends, as necessitated by the specific trip events. The majority of our trips stay within the five boroughs of New York City, with occasional excursions to neighboring areas such as Long Island, New Jersey, and Westchester.

New York Edge does not have any facilities, equipment, parking, or personnel to operate or maintain buses. The contractor will provide all necessary materials and personnel required to provide bus services. It is expected that the contractor will provide service that is timely, with properly functioning and safe buses for the transportation of students and staff.

In the best interest of the students, drivers and other personnel coming in contact with students must be of stable personality and of high moral and professional character. As such, the prospective contractor is responsible for conducting and obtaining all required security clearances and background checks.

IV. DETAILED REQUIREMENTS

Note: Some items in this section require a written response. A checklist of required submissions, including items detailed in this section, can be found in Section VI

Volume of Trips

As a frame of reference for our potential needs, from the period from September 2017 through August 2018, New York Edge utilized over 1900 buses, for a monthly average of over 165 bus trips. Throughout the school year, there are peak periods in which a higher-than-usual number of buses are required. These periods include the months of July and August (our Summer Camp period), the week of Mid-Winter recess in February, and the week of Spring Recess (usually in April). For the 2017-2018 school year, we utilized 190+ buses during Mid-Winter Recess, 160+ during Spring Recess, and 440 for our Summer Camp programs.

For both the academic school year and summer camp periods, our trips may take place on school days, after-school hours, holidays, and weekends, as necessitated by the specific trip events. The majority of our trips stay within the five boroughs of New York City, with occasional trips to Long Island, New Jersey, Westchester, and Connecticut.

Cost (submission required)

Given the high volume of buses that we utilize, and taking into consideration the need to account for bus usage in our financial projections and accounting, *proposals that offer a flat-rate cost per bus are preferred.*

When developing rates, the following factors should be taken into account:

- **Geographic location** – The majority of New York Edge’s trips stay within the five boroughs of New York City, with occasional excursions to neighboring areas in Long Island, New Jersey, and Westchester.
- **Toll charges** – New York Edge is requesting that prospective contractors take into consideration the occasional need for toll fees when responding.
- **Overtime fees** - if your company charges an overtime fee, state the specific conditions in which overtime will be charged
- **Cancellation fees** – Provide details of your company’s bus cancellation and/or rescheduling policies and any fees that might apply
- **Multiple pickups** – Occasionally, New York Edge will schedule for one bus to transport students from multiple program sites (no more than three) to the same destination

Administrative Requirements (submission required)

Prospective contractors must demonstrate that they have the infrastructure to handle all business responsively and accurately. With regards to the prospective contractors' administrative practices, respondents shall submit a narrative detailing the following:

- **Administrative staffing plan** – Describe the company's staffing plan and the chain of command during normal hours of operation. Indicate how communication would be handled during emergencies, after-hours, weekends, and holidays. Please include the dedicated contact(s) for field trip buses and the contact(s) for contract/invoicing concerns.
- **Billing practices** – Describe in detail your company's billing practices, requirements, and general timelines as it relates to invoicing and receipt of payments

Fleet

New York Edge expects buses to meet all safety and inspection requirements at all times. Buses used must comply with the rules established in Part 156 of the Regulations of the Commissioner of Education of the State of New York, which can be found at <http://www.p12.nysed.gov/schoolbus/regulations>. The contractor must also comply with the regulations of the New York State Department of Transportation and the Motor Vehicles Department related to buses and school transportation.

- **Ventilation & Heating** – With regards to bus ventilation and heating, all vehicles must adhere to the rules set forth in section 720 of the New York State Department of Transportation Bus and vehicle regulations. It is expected that passengers are provided an adequate supply of fresh air, especially in warm or hot weather.

Drivers & Employees

Any school bus operator, whether regular or substitute, must comply with Section 156.3 of the Rules and Regulations of the Commissioner of Education of the New York State Education Department, which can be found at <http://www.p12.nysed.gov/schoolbus/regulations>. This includes, but is not limited to, the following:

- Drivers must be at least 21 years of age
- The driver must have been properly trained and hold the appropriate vehicle operator's license required to provide student transportation services, which must be in the driver's possession at all times.
- The contractor must ensure that all training, finger printing, any required background checks, and physical examinations are conducted and that only drivers who meet all qualifications are allowed to operate a bus. All expenses for training, background checks, and physical examinations are the responsibility of the contractor.

Performance & Rescinding of Award

It is expected that the contractor will provide service that is punctual and professional. If the contractor exhibits a history of unsatisfactory or delayed service, New York Edge reserves the right to rescind their award and to disqualify them from further bidding or proposals.

Insurance Requirements

All required insurances must be up-to-date and in effect at all times during the contract period. It is the contractor's responsibility to provide to New York Edge any required insurance documents.

In order to satisfy insurance requirements set forth by the State and City agencies under which New York Edge operates, the insurance requirements are as follows:

- For Commercial General Liability, the minimum for each occurrence is \$1,000,000.
- For Automobile Liability, the required amount is \$5,000,000.

Safety (submission required)

It is expected that the contractor will transport students and adult staff/chaperones safely at all times. It is the contractor's responsibility to exercise proper supervision over the school bus drivers and vehicles in order to ensure that the duties of the contract are performed. The contractor must comply with all state, county, and city rules and regulations regarding vehicle traffic and drivers.

- **Safety Procedures Description (submission)** – In narrative form, describe your company's procedures regarding safety and contingency plans. At the minimum, address the following: accident reporting; contingency plans in the event of a bus breakdown and/or an accident; contingency plans for unexpected and highly inclement weather such as snowstorms, ice storms, and thunderstorms; and how the company plans to ensure the safety of all passengers in the event of unforeseen circumstances
- **Cell Phone Use for Drivers** – In accordance with New York law, drivers cannot use a hand-held mobile telephone or portable electronic device while operating a vehicle (except to call 911 or to contact medical, fire or police personnel about an emergency)

Subcontracting Limit

Subcontracting of bus services is not allowed for this contract. Subcontracting is defined as a person or business, other than the principal contractor, that provides some portion of the work or services that the principal contractor has agreed to perform.

V. EVALUATION CRITERIA

In evaluating RFP submissions, the following criteria will be taken into account to determine the overall value of each proposal. Each criteria has a maximum point value assigned, and will be tabulated at the end of the evaluation process

1. **Cost (up to 25 points)** – Provide details of your proposed cost per bus and any other applicable fees. More points will be assigned to those that address the factors listed under *Cost* in *Section IV*.
2. **Administration (up to 15 points)** – Administrative procedures will be judged on the overall capability of the company to be responsive and accurate in all administrative aspects. Refer to the *Administrative Requirements* portion of *Section IV*.
3. **Reliability (up to 20 points)** – Reliability will be judged based on the quality of reference checks. Respondent shall supply at least *three* references pertaining to student transportation services provided. Poor references may be a basis for a determination that the vendor is not a responsible provider. Use the References Form provided in *Section VI (Submissions)*. New York Edge and its personnel will not serve as references.
4. **Experience (up to 20 points)** – In narrative form, describe in detail the company’s past experience in student transportation services. Higher value will be given to those who have the following experience:
 - a. Working within New York City
 - b. Working with the New York City Department of Education
 - c. Servicing after-school programs
 - d. Servicing summer camp programs
5. **Safety & Contingency Procedures (up to 15 points)** – Higher value will be assigned to safety & contingency procedures that are more comprehensive. Refer to the *Safety* portion of *Section IV*.
6. **MWBE (up to 5 points)** – Special consideration will be given to Minority or Women-owned Business Enterprises. If your company is an MWBE, you may submit your company’s MWBE certificate.

VI. SUBMISSIONS CHECKLIST

1. Cost

In your preferred format, provide the proposed cost for bus services. Refer to *Cost* in *Section IV* for factors that should be addressed

2. Administrative Requirements

Submit a narrative statement detailing the company's administrative capacity and staffing plans. Refer to the *Administrative Requirements* portion of *Section IV* for details

3. References

A minimum of three references are required. Use the provided References form on the following page

4. Details of Past Experience

Submit a narrative statement detailing the extent of the company's experience in student transportation services. Refer to *Section V (Evaluation Criteria)* for details

5. Safety & Contingency Procedures

Submit a narrative statement detailing the company's safety and contingency plans. Refer to the *Safety* portion of *Section IV*.

6. MWBE Certification

If applicable, include a copy of your company's MWBE certification.

