

**Request for Proposals (RFP)**  
**FY25 Non-Profit Schools Transportation**  
**Contracted Bus Services**  
**Invictus Nashville Charter School (INCS)**

**POSTED:** March 10, 2025

# **1. Statement of Work**

## **1.1 Purpose**

Prospective vendors are invited to submit proposals to supply transportation services for Invictus Nashville Charter School (INCS). The selected vendor will be responsible for providing safe, reliable, and efficient student transportation services while ensuring compliance with all applicable local, state, and federal regulations. The contractor must have extensive experience in providing school transportation services and demonstrate the ability to adapt to the unique needs of a growing public charter school.

## **1.2 Coverage & Participation**

The intended coverage of this RFP, and any agreement resulting from this solicitation, is for the use of all departments at INCS. INCS reserves the right not to enter into any contract, to add and/or delete elements, or to change any aspect of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount. The selected vendor must ensure compliance with all INCS policies, safety protocols, and reporting requirements throughout the duration of the contract. The contractor must be prepared to provide additional services such as field trips, athletic events, and emergency transportation as needed.

## 2. General Information

### 2.1 Original RFP Document

INCS shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification. The RFP and all responses shall become the property of INCS upon submission and will not be returned.

### 2.2 The Organization

Invictus Nashville Charter School is a public charter school located in the Donelson neighborhood in Davidson County, Tennessee. The school will open in **August 2025** and will serve:

- **Year 1:** 183 students (Pre-K3 to 2nd grade)
- **Year 2:** 266 students (adding 3rd grade)
- **Year 3:** 325 students (adding 4th grade)
- **Year 7:** 810 students (PreK3 to 8th grade at full capacity)

## 3. Proposal Preparation Instructions

### 3.1 Vendor's Understanding of the RFP

Vendors accept full responsibility to understand the RFP in its entirety, including making any inquiries to INCS as necessary. INCS reserves the right to disqualify any vendor who demonstrates less than such understanding. If awarded, this right extends to revocation of the award if it is later determined that the vendor failed to understand or comply with the RFP's requirements.

### 3.2 Good Faith Statement

All information provided by INCS in this RFP is offered in good faith. Individual items are subject to change at any time. INCS makes no certification that any item is without error. INCS is not responsible or liable for any use of the information or any claims asserted therefrom.

### 3.3 Communication

All inquiries regarding this RFP should be directed to:

**Adam Holdren**

aholdren@invictus-nash.org

Written questions and requests for clarification must be received by 4:00 pm CST on March 19, 2025. Questions will only be accepted by email only. Questions and requests for clarification received after 4:00 pm CST on March 19, 2025, will not be accepted, reviewed, or responded to. Responses to any inquiries received will be sent by March 26, 2025, to all bidders. INCS reserves the right to change any dates contained within this RFP. Any changes to this RFP or its schedule will be posted to INCS's website or communicated directly to all bidders

### 3.4 Proposal Submission

Proposals must be emailed to **aholdren@invictus-nash.org** using the following criteria:

- Attach RFP document in Adobe Portable Document Format (.pdf)
- Subject Line: **FY25 INCS Transportation RFP\_[Company Name]**
- File Name: **FY25 INCS Transportation RFP\_[Company Name]**
- Submission Deadline: **April 9, 2025 by 4:00 PM CST**

### 3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on a weighted matrix scale (0-100 points) to include but not be limited to pricing, demonstrated competence, financial stability, and ability to complete the work. The goal of this evaluation is to identify vendors who can best meet the transportation service needs outlined in this RFP.

Proposals will be opened and reviewed by the following representatives of Invictus Nashville Charter School:

- **Adam Holdren**, Director of Operations
- **Dr. Brenda Jones**, Executive Director

These individuals will evaluate and score proposals based on the established criteria. The selection committee reserves the right to make final recommendations regarding vendor selection. Additional representatives may participate in the evaluation process as needed, but a minimum of two reviewers will be present. The final evaluation scores will be documented, and the results will be reviewed and approved before awarding the contract.

Total Possible Points (100)	Criteria
45	<b>Pricing</b> <ul style="list-style-type: none"> <li>• The vendor with the lowest price receives 45 points.</li> <li>• The vendor with the second-lowest price will receive 35 points.</li> <li>• The vendor with the third-lowest price receives 25 points</li> <li>• All other vendors will receive 20 points</li> </ul>
25	<b>Service Capability Plan</b> (vendor is required to provide examples of providing service to similar type schools) <ul style="list-style-type: none"> <li>• "Poor" shall mean the proposal does not meet RFP requirements. A "poor" rating equals 0 points.</li> <li>• "Fair" shall mean that the proposal meets most but not all of the RFP requirements. A "fair" rating equals 10 points.</li> <li>• "Good" shall mean that the proposal meets RFP requirements. A "good" rating equals 20 points.</li> <li>• "Exceptional" shall mean that the proposal exceeds the RFP requirements. An "exceptional" rating equals 25 points.</li> </ul>
10	<b>Years of Experience</b> <ul style="list-style-type: none"> <li>• The vendor with the most years of experience receives 10 points.</li> <li>• Every other vendor will receive 1 point for each year of experience w/ a maximum of 9.</li> </ul>
10	<b>Financial Conditions/Stability, Business Practices</b> (the vendor is required to provide examples of past audits) <ul style="list-style-type: none"> <li>• "Poor" shall mean the proposal does not meet RFP requirements. A "poor" rating equals 0 points.</li> <li>• "Fair" shall mean that the proposal meets most but not all of the RFP requirements. A "fair" rating equals 2 points.</li> <li>• "Good" shall mean that the proposal meets RFP requirements. A "good" rating equals 6 points.</li> <li>• "Exceptional" shall mean that the proposal exceeds the RFP requirements. An "exceptional" rating equals 10 points.</li> </ul>

10	<p><b>Accounting and Reporting Systems</b> (the vendor is required to provide examples of their record-keeping and logs)</p> <ul style="list-style-type: none"> <li>• "Poor" shall mean the proposal does not meet RFP requirements. A "poor" rating equals 0 points.</li> <li>• "Fair" shall mean that the proposal meets most but not all of the RFP requirements. A "fair" rating equals 2 points.</li> <li>• "Good" shall mean that the proposal meets RFP requirements. A "good" rating equals 6 points.</li> <li>• "Exceptional" shall mean that the proposal exceeds the RFP requirements. An "exceptional" rating equals 10 points.</li> </ul>
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### 3.6 Selection and Notification

Vendors determined by INCS who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via e-mail. Those vendors not selected for the negotiation phase will not be notified via e-mail.

### 3.7 RFP Timeline

<b>Bid Advertised and Sent to Eligible Vendors</b>	March 10, 2025
<b>Questions Emailed</b>	By March 19, 2025 @ 4:00 pm CST
<b>Responses to Questions Posted</b>	By March 26, 2025 by 4:00 pm CST
<b>Bid Submission Deadline</b>	April 9, 2025 @ 4:00 pm CST
<b>Bid Winner Determined</b>	By April 23, 2025 by 4:00 pm CST
<b>Vendors Notified</b>	By April 25, 2025 by 4:00 pm CST

## 4. Scope of Work, Specifications & Requirements

### 4.1 General Scope

The selected vendor will provide comprehensive student transportation services for INCS. This includes daily pick-up and drop-off services, as well as field trip, athletic, and emergency transportation as required. The contractor must develop, implement, and maintain efficient and safe routing schedules, ensuring all students have reliable and timely access to school and school-related activities. The contractor must also meet all federal, state, and local transportation requirements, maintain accurate records, and comply with INCS policies and procedures.

The contract resulting from this RFP is to begin July 1, 2025, through June 30, 2026, with options to renew for up to three years.

### 4.2 Routing Services

The vendor will provide routing services based on student addresses and/or group stop locations agreed upon by the schools and the transportation provider, ensuring efficient and timely transportation. Routing software must be used to optimize transportation schedules, and regular updates must be provided to INCS.

### 4.3 Additional Services

To the extent possible, the vendor will provide supplemental transportation for field trips, athletic contests, and special events at agreed-upon rates. In addition, drivers and/or monitors will complete daily attendance/head count to ensure student safety during morning/afternoon runs.

### 4.4 Vehicles & Equipment

- All vehicles must be **air-conditioned** and equipped with **GPS tracking, cameras, and two-way radio communication**.
- Vehicles must be maintained in safe operating condition and have valid Tennessee Department of Safety operating certificates.
- The vendor must have at least **15% of the fleet as backup vehicles**.

### 4.5 Employee Requirements

#### 4.5.1 Drivers

- Must be properly licensed and trained.
- Must undergo required physicals, background checks, and drug testing.

#### 4.5.2 Bus Monitors

- Required for all preK-2 routes.
- Must undergo background checks, drug testing and training.

### 4.5.3 Adherence to INCS Policies

All vendor employees assigned to INCS will be subject to the rules and regulations of INCS while at the facility. The vendor, including its employees and agents, will be responsible for knowing INCS's policies and procedures concerning the appropriate behavior of persons in its facility and will comply with all such policies and procedures. INCS will use its best efforts, as reasonably requested by the contractor, to assist the contractor in complying with all applicable policies.

### 4.5.4. Grievances

In case of improper employee conduct according to school policies, safety guidelines, or as otherwise identified by INCS, the contractor will work proactively with INCS to devise an acceptable resolution, potentially including imposing sanctions and/or removing employee(s) from the facility temporarily or permanently. INCS may orally or in writing request the removal or replacement of any prospective or actual employee or agent of the contractor from working under the contract. The contractor shall comply with any such request.

## 4.6 Insurance Requirements

Enclosed with the proposal, the bidder must include a certificate of insurance signed by an insurer(s) employee providing coverage (not an agent). Vendors must provide proof of adequate insurance coverage before commencing services. The following minimum insurance requirements apply:

- **General Liability Insurance:** Coverage of at least \$5,000,000 per occurrence for bodily injury, property damage, and personal injury. (T.C.A. §49-6-211, Rules of the State Board of Education 0520-01-050.01)
- **Automobile Liability Insurance:** Coverage of at least \$5,000,000 per accident, including owned, non-owned, and hired vehicles.
- **Workers' Compensation / Disability / Unemployment Insurance:** Coverage must comply with Tennessee state law for all employees.
- **Sexual Misconduct Liability Insurance:** This must be included within the general liability policy.
- **Umbrella or Excess Liability Insurance:** A minimum of \$10,000,000 in additional coverage is preferred.

The selected vendor must name Invictus Nashville Charter School as an additional insured on all required policies and must provide certificates of insurance before the contract start date. The vendor must notify INCS of any policy changes, cancellations, or non-renewals at least 30 days in advance.



## 5. Vendor Qualifications & References

### 5.1 Format of Proposal

To ensure equivalent evaluation of all proposals, Bidders must submit a proposal corresponding to the sequence and format outlined below. The Bidder should provide that its proposal clearly explains all issues and questions addressed in this Section. In responding, it is at the Bidder's discretion to expand upon topics.

- **Experience and References:** Provide details of previous contracts with schools of comparable size and structure. Including the contact information (name, address, email, phone) for clients served in a similar capacity.
- **Business Stability & Financial Health:** Include financial statements for the last three years to demonstrate financial viability as well as documentation of company legal operating status. Provide copies of all relevant certificates or disclosures.
- **Organizational and Staff Capacity:** Outline your company's organizational structure and describe the team assigned to this contract. Include a description of the experience and qualifications of key personnel providing the services with a clear explanation of personnel roles and responsibilities. Include personnel responsible for work order completion, hiring/training, employee management, quality assurance, issue resolution/customer service, billing, compliance, and documentation.
- **Service Delivery and Quality Assurance Plans:** Detail how transportation services will be monitored, including safety compliance and customer service responsiveness.
- **Training Plan for Drivers and Monitors:** Describe onboarding, safety, and ongoing training programs.
- **List of Exceptions:** If applicable, submit a detailed list of any requested exceptions, including explanations, to the RFP.
- **Pricing Breakdown:** Provide detailed pricing for all services, including daily transportation, bus monitors and additional services.
- **Proof of Insurance:** Submit documentation verifying compliance with all insurance requirements.

## **6. Budget & Estimated Pricing**

Vendors must provide a detailed cost breakdown for transportation services, including:

- Daily billable rate for routine transportation services
- Rate(s) for supplemental transportation

## **7. Additional Terms & Conditions**

### **7.1 Non-Disclosure Agreement**

INCS reserves the right to require any Respondent to enter into a non-disclosure agreement.

### **7.2 Costs**

The RFP does not obligate INCS to pay any incurred costs of any kind whatsoever that a vendor or any third parties may have in connection with the Response. All responses and supporting documentation shall become the property of INCS, subject to confidentiality claims in respect of the Response and supporting documentation.

### **7.3 Intellectual Property**

The vendor should not use any intellectual property of INCS including, but not limited to, all logos, registered trademarks, or trade names of INCS, at any time without the prior written approval of INCS, as appropriate.

### **7.4 Governing Law**

This RFP and the vendor's response shall be governed by the laws of the State of Tennessee.

### **7.5 No Liability**

INCS shall not be liable to any vendor, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the vendor responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process

## 8. Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP. The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company. This vendor certification should be included as the last page of the RFP submission.

This proposal is submitted in response to the FY25 INCS Non-Profit Schools Transportation Contracted Bus Services issued by INCS. The undersigned is a duly authorized officer, hereby certifies that:

**[Vendor Name]**

Authorized Representative: **[Name]**

Signature: **[Signature]**

Date: **[Date]**