



Academy for Integrated Arts

**Academy for Integrated Arts  
Request for Proposal (RFP)  
RFP Number: 02182026**

**Student Transportation Services**

**School Years:  
2026 – 2029**

**Date of Issuance: January 22, 2026  
Proposal Due Date: February 12, 2026 (by 2:30 PM CST)**

Service/Goods: Student Transportation  
RFP #: 02182026

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All proposals should be submitted via email to [transportation@afiakc.org](mailto:transportation@afiakc.org).

Physical Location and Mailing Address: 7910 Troost, Kansas City, MO 64131

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## **1.0 Introduction**

With this Request for Proposals (“RFP”), Academy for Integrated Arts (“School”) is soliciting proposals from qualified student transportation services contractors, (“Proposer”, “Contractor” or “Contractors”) in order to establish a partnership to provide safe, reliable, cost-effective and efficient transportation services for students deemed eligible for transportation by the School.

The initial period of performance for any contract resulting from this solicitation will be three (3) years beginning not later than July 1, 2026 and ending on June 30, 2029. Upon a successful award from this RFP, Contractor and School will enter into a definitive written agreement memorializing the terms and conditions of Contractor’s engagement by the School to perform the transportation services (a “Contract”). The Contract may be renewed for an additional two (2) one-year “percentage increase not to exceed” option years upon the written consent of Contractor and the School. The School and Contractor shall have the option to extend to a 6th year and beyond pending negotiations between the School and Contractor.

The goal of this solicitation and future agreement is for the School to find the right student transportation partner(s) in order to cultivate a mutually beneficial relationship that will best serve students. Under any service agreement resulting from this RFP, the Contractor or Contractors will be responsible for providing the defined transportation services subject to the bus routes, schedules, and all related requirements as defined by the RFP and documents attached in the Appendix. By submitting a proposal and accepting a contract, the Contractor or Contractors represent that it/they have the necessary management expertise and resources required to meet or exceed these specifications.

This RFP establishes the financial, service delivery requirements, and qualifications required of prospective “Contractor” or “Contractors”. The RFP will allow qualified student transportation services contractors to propose different pricing for different transportation requirements/volumes and will allow the School, at its sole discretion, to award one or multiple contracts.

The School’s objectives for potentially considering multiple student transportation contractors are to:

- Champion a competitive marketplace;
- Improve the quality of transportation service and pupil care by allowing vendors to include the provision of additional tools and technology that will showcase their experience and ability to bring an even higher level of service to the School and its students;
- Facilitate a structure that allows the shared services arrangement to readily evolve to best meet the needs of the students and the School’s educational initiatives;
- Facilitate continuous improvement of service through the Contractor(s)’ performance and accountability to both School and families; and
- Leverage potential economies of scale across the prospective vendor(s)’ other nearby locations wherever possible.

## **1.1 Cost Proposal**

The Contractor must prepare a separate sealed cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Required Rate Forms contained in Appendix 2 to this RFP. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th of each year.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost. There will be no public opening and reading of responses received by the School pursuant to this solicitation, other than to name those vendors who have submitted proposals.

## **1.2 Instructions and Notifications to Vendors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The School assumes no responsibility for these costs even if the RFP is cancelled or discontinued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date of the proposal, and may not be withdrawn, except with the express written permission of the School's Purchasing Agents/Authorities.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted upon the School's prior written consent, provided that the subcontractor(s) meet or exceed the qualifications to provide the services set forth in this RFP, their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the School for consideration in response to this RFP may be considered to be public records as defined by state or local law or board policy of the School and may be released for inspection upon request once an award has been made. Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the School may release records marked confidential by a vendor upon a public records request if the School determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.
9. Interested parties are instructed to peruse the School's website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Information will be shared on this webpage: <https://afiakc.org/request-for-proposals/>
10. By submission of proposals in response to this RFP, vendors agree to comply with all state and local laws and policies which mandate that vendors/subcontractors doing business with the

School exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, veterans and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

### 1.3 Requested Services

Services requested will include home-to-school and school-to-home transportation, for both regular education students and students with special needs, during the term of the school year, and may include extended year services, such as summer school or transportation for other educational programs or activities, as requested by the School. Services will be expected to be designed and managed in a manner that promotes the following:

- **Service Quality:** While the cost of service must and will be considered as responses are evaluated, the responder's ability to provide a high level of service will be the primary consideration. Service level quality is defined by the following statements and expectations:
  - The provision of student transportation services should align with the highest levels of educational excellence that the School provides to all of its students and communities.
  - Safety of students, staff, and the school bus fleet should be the highest priority, evident by a clear culture of safety through well-defined safety programs and operational processes.
  - On-time performance, from home to school, school to home, and all other educational programs and activities should consistently facilitate students arriving safely, on time, and ready to participate and learn.
  - Commitment to providing quality customer service to students, parents, designated representatives of the School and the communities they serve should be evident in prompt and professional responses to all transportation requests, inquiries, and challenges throughout each operational day.
  
- **Asset Utilization:** A high level of asset utilization is an expected outcome of this service arrangement. It is expected that this will be accomplished through the planning of an effective routing network that serves the School. Additionally, the School is interested in tiering of buses with other LEAs. Examples include Strategies to accomplish this goal will include:
  - **Capacity Utilization:** Within bus seating parameters (number of students per seat by grade range) and within the legal seating capacity of the bus, bus runs will be planned to utilize available seating to the greatest degree possible.
  - Proposers may identify opportunities to tier the School's routes with those of other local education agencies (LEAs) that the contractor currently serves or anticipates serving during the 2026–2027 school year. Proposals should identify the applicable LEAs and describe how the tiering arrangement would operate. The School is willing to consider double-tier or triple-tier routing scenarios, provided the proposed timing is operationally feasible and does not adversely affect student safety or on-time service.

Qualified student transportation services contractors are invited to submit a proposal that provides a written approach and pricing schedule for providing services as further defined

within the remainder of this Request for Proposal (RFP). The resulting contract is anticipated to commence on July 1, 2026, to allow for planning, coordination, and route development; however, the actual provision of transportation services is expected to begin with the start of the School's 2026–2027 academic year, currently anticipated in August 2026.

**2.0 Description of Current Service Delivery Model**

Academy for Integrated Arts currently operates 6 shuttles and 2 buses across student routes. Each shuttle transports approximately 14 students and each bus transports about 40 students. About 170 students currently use the transportation services. We anticipate having a similar number of student riders in the coming school year, but this number can vary from year to year. At present, approximately 13% of students are assigned to designated home stops. Currently, the School utilizes a combination of shuttle vehicles and buses to address capacity needs. The School is open to considering alternative transportation models that provide greater reliability and improved cost, capacity, and safety efficiencies

**School Location and Bell Schedule**

Academy for Integrated Arts is located at 7910 Troost, Kansas City, MO 64131. Our current bell schedule is:

Current bell schedule	Ideal drop off/pick-up times	Flexibility
Beginning of day - 9:05 AM	Between 8:45 and 8:55	If we are able to tier with another LEA for efficiency and cost savings, we would consider changing our start time by 15 - 30 minutes. However, we would need to discuss this.
End of day - 4:05 PM	Between 4:05 and 4:10	If we are able to tier with another LEA for efficiency and cost savings, we would consider changing our end time by 15 - 30 minutes. However, we would need to discuss this.

**3.0 Scope of Services to be Provided**

The Contractor(s) shall provide full, turn-key student transportation services in a safe, efficient, reliable and cost-effective manner to all students who are deemed eligible for transportation. These services shall be provided in accordance with the policies, procedures, and parameters as dictated by the School, which may be modified at the sole discretion of the School, consistent with the terms and conditions of the Contract.

The Contractor(s) will furnish all facilities, equipment, buses, fuel and personnel required for the safe and efficient provision of services, as well as all other required components of service, which include but are not limited to:

- Operations management personnel to lead and oversee day-to-day operations.
- Dispatch and communications personnel to support prompt and professional customer

service to parents, students and school staff.

- Driver and bus aide personnel, if required, for each required route.
- Driver recruitment, retention and management processes and strategies.
- Driver and bus aide training consistent with all Federal, State and local requirements.
- Diversity and behavioral management training for appropriate management of students and staff.
- Route planning software, route development and management expertise and personnel.
- Development and provision of key reports and performance indicators, as requested by the School and for reports or data as required by the State of Missouri, including but not limited to:
  - Route descriptions;
  - Ridership data;
  - Mileage data;
  - GPS data;
  - Map boundaries and attendance zone data;
  - Fleet procurement, maintenance, repair and State inspection management, data, and personnel; and
  - Student bus safety, evacuation, conflict resolution and other safety related training for students, staff, or parents as deemed necessary and as requested by the School.

### **3.1 Route Planning & Scheduling**

The Contractor(s) will be expected to develop bus routes that maximize the safety, efficiency, effectiveness and cost of service. The Contractor(s) should provide their route development methodology within their RFP response, to include how routes are designed, assigned, and communicated to students, parents and the School, as well as how additional route changes or requests are handled throughout the year.

The Contractor(s) will submit the preliminary proposed bus routes to the School for approval no less than twenty-one (21) days before the start of each school year in which the Contract is in place. The Contractor(s) will be expected to provide the School with route changes required as a result of new student enrollment or changes in student placements within three (3) to five (5) business days of notification of the change. All route changes are subject to review by the School's designee upon request.

Each morning, bus routes should be designed to arrive no earlier than twenty (20) minutes before the School's start time, but no later than ten (10) minutes before the instructional start time of the School. Each afternoon, bus routes should be designed to be at their designated pick-up location at least five (5) minutes before the final dismissal bell at the end of the school day. The School will review the bus routes and stop locations for consistency with State law and the best interests of students prior to the Contractor(s) operating any routes. The School reserves final approval authority over all bus routes. Routes will be planned to meet the School's route planning standards which include:

- The parameters that determine how far a student will be expected to walk between his/her residence and the bus stop will be approved by the School.
- To support the annual and daily planning processes, the School will provide the Contractor(s) with student lists prior to the start of the new school year and then as new students enroll or as changes in student addresses occur. For the annual planning process, student lists will be provided no later than the end of June of each year to ensure that the route planning process can be completed twenty-one (21) days prior to the start of the following school year, in order to allow for parent notification of bus run and stop assignments.
- Bus stops should be located where motorists approaching from either direction will have a

clear view of the stop and students approaching/waiting at the stop. Loading and unloading zones at stop locations and at the campuses shall be established to provide for maximum achievable safety for all students and staff. The School reserves the right to request alternative stop locations (within the confines of State safety regulations) as deemed necessary.

- When geographically possible, student ride times will be limited to 60 minutes or less. Prior to the implementation of routes with ride times that exceed this expectation, the Contractor(s) is required to contact the School impacted to discuss potential alternatives and/or to obtain approval to exceed this ride time.
- Route additions, changes, and removals: The Contractor(s) will be responsible for the management of routes and run paths based on the regular occurrence of changes in a student's address, the enrollment of new students, or for students that no longer require service. The desired timeframe for completing route modifications is within 24 hours of notice, with a maximum of three (3) business days. Special circumstances that require longer than three days must be explained to the respective School(s) and approved by a representative of the School.
- Parent/caregiver notification: The Contractor(s) and the School will work together to determine a plan for notifying parents/caregivers of their student's initial bus stop and run assignment and as changes in stops or runs occur throughout the year. Contractor(s) should outline the process for notifying parents of student route information within their RFP response.

### **3.2 Standards of Performance**

As previously stated, the goal of this solicitation and future agreement with the selected Contractor(s), is to establish a mutually beneficial partnership that provides safe, reliable, efficient and cost-effective transportation services for the students eligible for these services. In the spirit of that partnership, the School will make every reasonable effort to communicate and work collaboratively with the Contractor(s) to cultivate this type of partnership, even amidst expected and unexpected challenges. However, it is expected that the selected Contractor(s), whose response to this solicitation indicates their capability and expertise in meeting the requirements of the requested services, will consistently meet minimum standards of performance and will make every effort to immediately rectify any non-compliance with minimum standards of performance in order to uphold the contractual obligations of the partnership. The following factors are considered as criteria for minimum standards of performance, which when well executed, ensure that the students and School are consistently provided with the highest quality of transportation services possible:

- Operations management responsibility and accountability – The Contractor(s) will provide a full operations management team which will be dedicated to oversight of the operation and providing customer service to parents, students, and administrators, and who will not be pulled from their primary duties to cover routes in the event of a driver shortage.
- Driver and aide staffing requirements – A full complement of bus drivers and aides, which should include a driver assigned to every regular and special education route, an aide assigned to every special education route, and enough substitute drivers and aides to cover daily absenteeism, driver turnover, and any additional drivers needed to perform extracurricular/activity trips, must be maintained.
- Driver and aide hiring, safety and training compliance – All drivers and aides shall be hired and trained in accordance with all Federal, State, and local regulations, and shall receive all mandatory and any supplemental ongoing training that is required to ensure compliance with the most recent regulations, laws, statutes and policies.
- On-time performance reporting and the provision of access to performance monitoring systems – The Contractor(s) will provide access to its GPS web-based dashboard so that on-time performance can be monitored directly by the School, and the Contractor(s) will also provide, at minimum, a monthly on time performance report summary with GPS data

to demonstrate compliance with performance expectations.

- AM and PM on-time performance expectations: 99% of routes < 5 minutes late per specified bus arrival times  
Example: Bus arrival time is 7:15 AM and school start time is 7:30 AM;  
99% of buses should arrive by no later than 7:20 AM
- Overall daily runs = < .005% of runs are > 20 minutes late
- Accident Safety – All major accidents, especially those involving students, must be immediately reported to the liaison for the School; in all cases, accidents and incidents must be reported no longer than 30 minutes following the event.
  - Preventable Accidents: < 1.0 per 100,000 miles operated (rolling 6 months).
- Fleet readiness, cleanliness and management expectations – The Contractor(s) will adhere to all fleet specifications, which will be provided in further detail later in this section, including but not limited to a maximum average fleet age of 5 years old, with vehicles no older than ten (10) years of age, and all route and spare vehicles kept in safe, legal, and operable condition, meeting all preventative maintenance requirements and adhering to the standards of cleanliness, sanitization, and disinfecting outlined by the School.
  - State or other required vehicle inspection success rate (score): 90+%. Post inspection results are to be provided to the School within two weeks of the completion including the date of when deficiencies were corrected.
- Customer service responsiveness – Operations staff will be available during all operational hours to answer, respond to and resolve customer service inquires, requests, complaints and incidents to all parents/caregivers, students, campus administrators and other relevant stakeholders.
- Complaint, incident and accident management expectations – The Contractor(s) shall provide a system and method to track and follow-up on all complaints, incidents and accidents to ensure that all are resolved, to the extent possible, within 24 – 48 hours of the event.
- Coordination with school leaders and operational responsiveness – The operations management staff will work directly and collaboratively with school leaders to address and respond to daily operational needs, challenges and concerns.
- Extracurricular trip performance – The Contractor(s) will ensure that enough drivers and vehicles are available to meet both home-to-school, school-to-home, and extracurricular trip demands and will communicate to the school no later than ten (10) days in advance of a scheduled extracurricular trip if there will be conflicts that may impact the trip. In the event that a conflict will arise, the Contractor(s) should make its best efforts to meet the demand and/or provide a reasonable alternative for which any additional costs would be borne by the School.

Contract compliance and performance withholding – The School will make every effort to work in partnership with the Contractor(s) to ensure that all parties are doing their part to facilitate an environment conducive to the successful provision of the requested transportation services. However, if necessary, deficiencies in performance of services, failure to meet the minimum standards of performance, and/or to rectify service issues in a complete and timely manner can and will be documented in writing by the School.

This documentation will serve as the School's contract compliance and performance measurement program (CCPM) as part of their contractual oversight procedures. The contents and requirements of the CCPM will include all of the minimum standards of performance provided above. Prior to execution of the Contract associated with this RFP, the School will review the CCPM with the Contractor. The intent of the CCPM is to never have to document consistent underperformance, but to rather clearly communicate and reiterate contractual expectations that will ultimately establish a partnership and understanding between the School and the Contractor

and foster a cycle of continuous improvement that best serves the students and communities of the School.

In the event that minimum standards of performance are not maintained, the School may impose a Performance Withholding penalty for noncompliance with these standards.

The following process will occur for notifying the Contractor(s) of non-compliance with minimum service level requirements:

1. The School will first notify the Contract Manager of the issue(s) via a documented email and schedule a meeting with the Contract Manager within three (3) days of the notification to discuss the concerns and the Contract Manager's proposed plan of action to rectify the issue(s).

2. A reasonable window of time, based on the type of issue at hand, will be allotted for the Contractor(s) to rectify the issue, but no longer than thirty (30) days from the date of the meeting with the School and the Contractor(s).

3. Continued issues of non-compliance and/or failure to rectify the issues within the initial thirty day period will result in a second formal notice to the Contract Manager and Company via certified mail or email, and the maximum time to cure provision of the issue(s) will begin as of the date of this letter or email, ending no more than fifteen (15) days from the date of the second notice sent.

4. Past the period of the second notice, issues of non-compliance will be assessed per the penalty process outlined below:

- A. The School may defer payment of up to ten (10%) percent of the monthly invoice submitted by the Contractor for the month in which there is noncompliance.
- B. The number of monthly withholding instances shall be considered unlimited and may be repeated for each and every month that a noncompliance with the minimum standards of performance continues.
- C. The School will pay the full amount withheld and due to the Contractor for each non-compliance area providing that the noncompliance is cured within one month of the deferral decision.
- D. If the non-compliance is still not cured within one month of the initial performance withholding, the School may elect to retain the withholding with no obligation to pay the Contractor for the withheld amount.

Contact Requirements and Information for Contract Manager and Operations Management Team – Per the expectations regarding operations management responsibility and accountability, the Contractor(s) shall provide all relevant contact telephone numbers and email addresses for the Contract Manager and operations staff. The School, their staff and representatives, and parents should, at minimum, be able to contact operations management staff from 30 minutes prior to the first scheduled student pickup in the morning, until 30 minutes following the final scheduled student drop-off in the afternoon of each day that services are provided and/or from the time the first bus leaves the yard until the last bus returns to the yard each day..

Daily route operations – The routing plan should be developed to ensure safe, efficient, cost-effective, timely and consistent delivery of students to the School, while adhering to the policies, procedures, and parameters ascribed by the School.

At minimum, the Contractor(s) shall ensure that:

- Drivers can operate with familiarity of all assigned bus route paths. To facilitate full familiarity, dry runs will be required of all routes by all assigned route drivers prior to the start of the school year.
- Routes and any needed route modifications must obtain prior approval from the School. Any route revisions to route timing or directions should be provided to the School, and the

Contractor(s) price proposal should provide for this requirement.

Vehicles – The Contractor(s) shall operate and maintain all vehicles serving the School in a good and safe mechanical and operating condition. The School shall have first priority for use of the fleet of buses associated with this Contract, including use for charters and other trips. All vehicles providing transportation services shall at all times be operated in accordance with all relevant State, Federal, and local government laws and regulations. The Contractor(s) shall provide, equip, operate, and maintain all vehicles providing services in strict accordance with all State, Federal, and any other local government minimum standards for school vehicles, and such additional requirements as set forth in the Contract including meeting or exceeding the standards as described in the 2020 Missouri – Minimum Standards for School Buses and available at <https://dese.mo.gov/media/pdf/2020-minimum-standards-school-buses>.

These requirements include but are not limited to full compliance for ensuring that daily pre-and post trip inspections are performed and that all necessary records are maintained. These records will be made readily available to the School upon request.

Fleet Availability - All school buses shall be available for services when required. The Contractor(s) should be aware that cold weather conditions are prevalent in winter months and should make appropriate accommodations. Financial penalties may be levied in the event that a sufficient number of vehicles are unavailable for any given service day.

Fleet Age - The average age of all vehicles assigned to home-to-school routes should not exceed 5 years from the date of manufacture as of the first day of each Contract Year. Additionally, no vehicle shall be utilized to provide services that have failed to pass all mechanical inspections required by State, Federal, and local government laws and regulations. The Contractor will be required to submit a fleet inventory report to the School on an annual basis, prior to August 1st of each school year, confirming compliance with the average age requirements, and provide notification each time a vehicle is added or removed from the fleet.

Spare Bus Ratio - To help ensure that performance standards are met, the Contractor(s) should provide their methodology for determining the number of spare buses that will be required in order to meet all requested service requirements, as well as to mitigate any issues with bus availability due to preventative maintenance, repairs, inspections and breakdowns of the fleet. The Contractor(s) will be expected to maintain the minimum number of spare buses that are determined to be sufficient to meet the School's needs.

Bus Equipment – All buses are required, at minimum, to be equipped with the following, with the exception of Wi-Fi connectivity which is explained in more detail below:

- Bus radios: All buses, including spare buses, will be equipped with digital two-way radios. The two-way radio system shall comply with all current and forthcoming FCC requirements. The range of transmission shall be strong enough under all weather conditions to cover the entire service area for the School. The two-way radio system shall include private line monitoring/sending units with an antenna installed in the office of the designated contact for the School. The Contractor(s) will be responsible for all costs associated with the operation and maintenance of the radio system.
- AV/GPS and Child check systems: All buses will be equipped with automated vehicle locating devices and child check systems. The Proposer shall describe the type of system that is used and the application that will be used to electronically provide real-time bus location and arrival information to the School and parents.
- Video cameras: All buses are to be equipped with fully functional digital camera systems.

The Proposer shall describe the type of system that is used and how the data will be made available to the School. A standard of performance will include video data being made available by the close of business on the day an incident occurred for morning routes or by noon the day following an incident for incidents that occurred in the afternoon or on after school runs.

- Vehicle condition and cleanliness: All vehicles shall be maintained in a clean and sanitary condition and shall have good interior and exterior appearance during the entire term of the Contract. Additionally, Contractor(s) will adhere to any health, safety, sanitization and disinfecting requirements of the School in response to any future health and safety related circumstances or pandemics. The Contractor shall be responsible for all costs and expenses associated with the maintenance of vehicles serving the School.

Personnel – Throughout the term of the Contract and for any renewal terms which may be exercised, the Contractor(s) shall provide all personnel necessary to effectively and efficiently provide transportation services including but not limited to:

- Management and supervisory personnel;
- Vehicle drivers and bus attendants, as required or requested;
- All operations personnel including dispatch and communications staff;
- Support and clerical staff; and
- Maintenance personnel.

Driver and Aide Qualifications and Information: All personnel shall meet minimum required and appropriate licensing and certification requirements as may be required for their position by Federal, State, and local government laws and regulations as well as the policies, procedures, and parameters ascribed by the School.

Bus operators: All buses used by the Contractor(s) shall be operated at all times by qualified, competent, and prudent drivers who possess a school bus operator's/commercial driver's license issued by the State of Missouri. Each such driver shall be capable of carrying out all of the duties of a school bus driver in accordance with rules as may be issued by the School and State Law. The Contractor shall maintain a list of all drivers including his/her school bus operator's/commercial driver's license number and date of expiration.

- Physical examinations: All school bus drivers shall be duly licensed in accordance with Missouri statutes and each of the individual School's policies or regulations. Per Revised Statutes of Missouri (RSMo), all drivers must comply with the following:
  1. Be in good physical and mental health;
  2. Undergo a physical examination annually no more than ninety (90) days before the beginning of the school year by a medical examiner who is licensed, certified, and/or registered, in accordance with applicable Missouri laws and regulations, to perform physical examinations to determine whether they meet the requirements of section 302.272, RSMo, and present a signed physical examination certificate that they, in the medical examiner's judgment, meet or exceed those requirements to the employer;
  3. A school bus driver whose ability to safely operate a school bus has been impaired by a physical or mental injury or disease, as determined by the public-school School' board of education, must submit a release by the attending physician prior to resuming school bus operation; and
  4. Undergo testing for drug and alcohol use/abuse, in compliance with laws including the inclusion in random drug testing protocols.

- Criminal History/Background Check: Prior to commencing service to the School, all school bus operators and attendants must have undergone a criminal history/background check through the Missouri Automated Criminal History Site (MACHS). All onboard staff must remain in compliance

throughout their term of employment with the Contractor(s). Reasons for disqualification may include but not be limited to the following:

- o Convicted of driving under the influence within the last seven years;
  - o Conviction of a serious felony;
  - o Conviction of child abuse or endangerment;
  - o Murder or manslaughter convictions; or
  - o Assault convictions or other high misdemeanors within the last ten years.
- Duty to Report: The Contractor(s) shall record each time a driver employed by the Contractor(s) who performs services under the Contract is convicted of a moving violation or fails to pass a substance abuse test. Serious moving violations, such as reckless driving, or convictions of felonies or misdemeanors will be immediately reported to the School. Infractions of these types may, at the sole determination of the School, result in the driver's immediate disqualification of providing services to the School.
  - Record Keeping: Records for these employees shall be accessible for examination by, or submitted to, the School upon request. Any driver demonstrating evidence of alcohol or drug abuse shall be deemed unfit to provide services to the Schools.
  - Right of Removal: The School may also request the removal of any prospective or actual employee or agent of the Contractor(s) from working under the Contract. Such requests shall be made in writing and shall include the School' stated rationale for the request. The Contractor(s) shall make every effort to comply with any such request.
  - Reporting Requirements: The Contractor(s) shall provide ridership information in order to assist the School in complying with state and local reporting requirements. Examples include but are not limited to the following:
    - o The Contractor(s) shall provide to the School, at any time upon request, data and information required for compliance to the Revised Statutes of Missouri (RSMo) and Code of State Regulations (CSR) pertaining to pupil transportation. A prime example is the performance of both morning and afternoon ridership counts that are required to be performed biannually in October and February of each school year.
    - o Data or information necessary to support the tracking of Contractor performance shall be provided upon request. The necessary data and information shall remain on record with the Contractor for the entire term of the Contract and is subject to audit by the School at any time. Requests made for data will be complied with within a reasonable timeframe, generally considered to be no more than three (3) school days.

Routing and Scheduling Software – The Contractor(s) will implement and maintain a routing and scheduling system that is compatible with the School' hardware and software and export/import format. Upon request, the Contractor(s) will provide the School with routing system data or performance reports. 1 5 CSR 30-261.010 Requirements for the Operation of School Buses, Section 1, E.

## **4.0 Proposal Timeline and Requirements**

### **4.1 The Proposal**

It is the intent of this RFP that legally binding obligations to perform an agreement for the services referred to in the Scope of Services will commence only upon full execution of a Contract between the School and the Contractor(s) selected to enter into such a Contract with the School. Until such Contract is fully executed, this RFP does not legally bind the School to any obligations. If a Proposer submits a Proposal with terms that disclose, expressly or by implication, an intent to create a binding contractual relationship, such terms shall be deemed to be of no force and effect.

## 4.2 Timeline and Activities

All communication, questions and RFPs should be submitted to [transportation@afiakc.org](mailto:transportation@afiakc.org).

Date	Activity
January 22, 2026	Issuance of RFP to prospective Proposers
February 2, 2026	Proposers submit an intent to respond email by 2:30 PM CST
February 2, 2026	Deadline for the submittal of Proposer questions by 5:00 PM CST
February 5, 2026	Distribution of answers to questions submitted or the issuance of addendums by 5:00 PM CST
February 12, 2026	Proposals due via email from Proposers at 2:30 PM CST; Academy for Integrated Arts Charter School will confirm via email by 5:00 PM CST receipt with each Proposer.
February 13, 2026	Proposal evaluation begins
February 17 - 24, 2026	Interviews, reference checks and proposer presentations* *We plan to select 2 - 3 vendors for interviews
February 27, 2026	Notice of intent to award
March 2nd, 2026	Contract award date (Actual date to be determined pending final negotiations)
July 1, 2026	Contract start date: The fiscal year begins on July 1. However, school will begin mid-August.

## 4.3 Intent to Respond

Each Proposer who intends to submit a proposal in response to the Request for Proposals (“RFP”) shall submit an “Intent to Respond” via e-mail to [transportation@afiakc.org](mailto:transportation@afiakc.org) on or before February 2, 2026 by 2:30 PM CST. The Intent to Respond shall include the name of the Proposer, the name of a contact person and that person’s e-mail address.

## 4.4 Intent to Respond Receipt and RFP Question Submission

The School will respond to receipt of all Intents to Respond via email by 5:00 PM CST on February 2, 2026. Questions pertaining to the RFP may be submitted via email to [transportation@afiakc.org](mailto:transportation@afiakc.org) until 5:00 PM CST on February 2, 2026. All questions will be responded to in writing or via email by 5:00 PM CST on February 5, 2026. The School intends to communicate with Proposers via e-mail (e.g., RFP clarifications and addenda). Any references in this RFP to “written” form of communications include email. The response to any questions or requests for clarification will be provided to all parties that have filed an Intent to Respond with the School. Questions, requests for clarification or inquiries may be made via e-mail. All questions and requests for clarification or inquiries must be directed to:

SUBJECT: TRANSPORTATION SERVICES RFP  
Email Address: [transportation@afiakc.org](mailto:transportation@afiakc.org)

#### **4.5 Addenda to the RFP**

If it becomes necessary to revise any part of the RFP, notice of the revision will be emailed in the form of an addendum to all parties that filed an Intent to Respond with the School. All addenda shall become a part of the RFP. To avoid any miscommunication, each Proposer must acknowledge all addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of, any addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.

#### **4.6 Restrictions on Communication**

From the issue date of the RFP until a proposal is selected and selection announced, a prospective Proposer shall not communicate about the subject of the RFP or a Proposer's proposal with the School, or any individual member, administrator, faculty, staff, student, or employee.

#### **4.7 Submission Deadline and Requirements:**

The date and time for receipt of proposals is February 12, 2026, at 2:30 PM CST. Proposals may be submitted electronically via email as follows:

SUBJECT: PRIMARY TRANSPORTATION SERVICES RFP

Attention: Dr. Tricia DeGraff

Email Address: [transportation@afiakc.org](mailto:transportation@afiakc.org)

If Proposers elect to send a proposal via USB and/or hard copy, please address as follows:

SUBJECT: PRIMARY TRANSPORTATION SERVICES RFP

Attention: Dr. Tricia DeGraff

7910 Troost

Kansas City, MO 64131

#### **4.8 Late Proposals**

Each Proposer is responsible for submission of its proposal. Proposals or proposal revisions received after the date and time specified above will not be accepted or considered. The School is not liable for any delivery or postal delays.

#### **4.9 Returned Proposals**

All proposals received after the date and time specified above will be returned to the Proposer unopened.

#### **4.10 Signed Original Proposal**

Each proposal may be submitted electronically, with the option of being submitted via USB drive or hard copy. Each proposal must be signed by an authorized member of the Proposer's firm. Each proposal must include all of the proposal forms attached to this RFP, with the cost proposal and Rate Form provided in a separate attachment or document.

#### **4.11 Withdrawal of Proposals**

A Proposer may withdraw its bid prior to the time the bid is opened. The response will be returned, and the Proposer shall not be entitled to re-propose upon the RFP at hand unless the same RFP is re advertised. No Proposer may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

#### **4.12 Opening of Proposals**

At the specified location, date and time stated in Section 4.7 above, all submitted proposals shall be received with Proposers notified of their receipt by 5:00 PM CST. No immediate decision will

be rendered. After the responses are opened, a Proposer will not be allowed to alter its response. A Proposer claiming an error or omission after the opening shall immediately give written notice to the School and present clear, satisfactory evidence that it was not by carelessness in preparation.

#### **4.13 RFP/Proposal Information Controlling**

The School intends that all Proposers shall have equal access to information relative to the RFP, and that the RFP contains adequate information. Part of the RFP preparation may include discussions with certain prospective Proposers; however, each Proposer shall prepare its proposal based only on the information contained in this RFP, notwithstanding any information that may have been previously provided to a prospective Proposer. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously provided to it should submit a request for clarification. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in this RFP, an addendum to this RFP, a request for clarification or other written response thereto, or in the proposal.

#### **4.14 Reservation of Rights**

The School reserves the right, in their sole discretion (for this provision and all other provisions contained in this RFP), to cancel the Request for Proposal, to select or reject, in whole or in part, any or all proposals with or without cause. The School further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the Contract to Proposer(s) other than the Proposer(s) submitting the best financial proposal (low bidder). The School reserves the right to request additional information from any or all Proposers. The School reserves the right to negotiate with the Proposers concerning their proposals.

#### **4.15 Release of Claims**

Each Proposer by submitting its proposal releases the School from any and all claims arising out of, and related to, the RFP process and selection of a Contractor(s).

#### **4.16 Proposer Bears Proposal Costs**

A recipient of this RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

### **5.0 Proposal Format**

Each Proposer is expected to comply with the required format for the proposal. Any proposal not providing the required information, or not conforming to the format specified, will be considered non responsive and may, at the sole discretion of the School, be eliminated from any further review. Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth herein and must include information that will enable the School to determine the Proposer's overall qualifications. Each proposal shall also include any other information that the Proposer feels is significant with respect to making an informed decision relative to the proposal. Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of its proposal, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP requirements in their entirety, except to the extent exceptions are expressly noted in its proposal. All Pricing factors must be clearly indicated in the Proposer's cost proposal and cost forms provided as part of its proposal.

#### **5.1 Cover Letter**

Proposers must provide information which will serve as an introduction of your company, on

business letterhead. Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Proposer MUST be specifically enumerated by the Proposer and be submitted as part of the Cover Letter, together with an explanation as to the reason such terms and conditions cannot be met. Each Proposer shall be required and expected to meet the RFP requirements in their entirety, except to the extent exceptions are expressly noted in the Cover Letter.

## **5.2 Minimum Qualifications and Experience**

Qualified Proposers shall have at least two years of contracted student transportation experience. Proposers that have successfully provided transportation services to more than one school or public-school entity should describe in detail how they have performed services that promote safe, effective, efficient, and equitable service to each of the School.

Proposers must provide background and qualifications of the key personnel who will be involved with the Contract. Describe the organizational structure and key contact points for the School. Proposers must provide detailed evidence that they are currently providing pupil transportation services for other public-school entities. The description of services provided should detail all aspects of their transportation management capabilities. These should include human resources services, computer and software systems and capabilities, and training programs for management and non-management personnel.

## **5.3 Financial Resources**

Proposers shall provide documentation of sufficient financial resources to provide transportation services for a pupil transportation operation of this size and complexity. Proposers will be financially stable and not currently engaged in bankruptcy proceedings, being acquired, merging with another company, or a party to a material lawsuit. Proposers must confirm in writing within its cover letter the compliance with this requirement. Proposers financial capacity includes the ability to purchase, lease, or otherwise supply the quantity, types and age of vehicles specified in this RFP or its supporting exhibits. Failure to satisfy this requirement may be grounds for disqualification of the Contractor's proposal.

## **5.4 Insurance Coverage**

Qualified Proposers shall throughout the term of this Contract provide and maintain, at the Contractor's expense, minimum insurance coverage as outlined in the table below from a carrier rated as "A+" or better by AM Best as outlined below:

- a. Workers Compensation (Statutory) and Employer's Liability:
  - \$1,000,000 each accident for bodily injury by accident;
  - \$1,000,000 each employee for bodily injury by disease; and
  - \$1,000,000 policy limit for bodily injury by disease.
- b. General Liability Insurance (CGL): Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:
  - \$1,000,000 each occurrence (combined single limit for bodily injury and property damage);
  - \$1,000,000 for personal and advertising injury liability;
  - \$1,000,000 aggregate on products and completed operations; and
  - \$2,000,000 general aggregate.
- c. Automobile Liability Insurance: \$5,000,000 Combined single limit each accident for bodily injury and property damage. Include coverage on all owned, hired, and non-owned automobiles.
- d. Sexual, or Physical Abuse or Molestation: \$1,000,000 each occurrence/\$2,000,000 aggregate
- e. Umbrella/Excess Liability Insurance: \$10,000,000 coverage to be provided.
- f. Certificates of Insurance: Contractor shall furnish certificates of insurance indicating the following: - An endorsement granting the School and each individual school as an additional

insured under the General Liability, Auto Liability, and Umbrella Liability policies prior to commencing any work; - An endorsement providing "Primary and Noncontributing" coverage under the policies to any additional insured as it pertains to General Liability, Auto Liability, and Umbrella/Excess Liability; - An endorsement providing "Primary and Noncontributing" coverage under the policies to any additional insured as it pertains to General Liability, Auto Liability, and Umbrella/Excess Liability; and- An endorsement granting "Waiver of Subrogation" rights in favor of the School as allowed by law.

g. Indemnification: The Contractor shall hold harmless and indemnify the School(s), its Boards of Directors, Superintendent of Schools, officers and employees against all loss, damage, injury, liability, demands and claims which may be made by any person, firm, corporation or other entity arising from or caused by (i) an act of neglect, misconduct, default or omission of Contractor, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of the School, (ii) a breach of the Contract, or (iii) a termination of the Contract prior to the end of the term by the Contractor.

### **5.5 Additional Information**

Proposer must describe any other resources to be provided by the Contractor, not listed above, which would result in the safe and efficient delivery of transportation services.

### **5.6 References**

Proposers must provide a minimum of three (3) references. Each reference should include the contact's name, address, phone number, fleet size, and scope of services as detailed in Appendix 1. The School will check the references provided including on-site observation of operations if it is deemed necessary at the sole discretion of the School.

### **5.7 Litigation**

Proposers must list all litigation or regulatory proceedings, for the past five (5) years, within the State of Missouri, or if more than eighty five percent (85%) of the Proposer's pupil transportation contracts are performed outside the State of Missouri, the State(s) where eighty five percent (85%) or more of the Proposer's pupil transportation contracts are performed. These litigation and regulatory proceedings are to be limited to contract disputes and negligence actions for: (i) School in which the Proposer has been a party providing any type of pupil transportation services; (ii) supplies, equipment or services of the type which are the subject of the proposed Contract; (iii) non-compliance of the Proposer's supplies, equipment and services or the Proposer's working conditions and employment practices with the Occupational Safety and Health Act and other applicable state and federal requirements; or (iv) any suits whereby an employee of the Proposer was found to have mistreated pupils in any manner. Therefore, it is contemplated under this RFP that workers' compensation and unemployment proceedings are not to be deemed part of this requirement.

### **5.8 Pricing**

The Contractor shall submit a separate cost proposal, indicated clearly as such and as a separate attachment, with fixed pricing for the entire term of the Contract on the rate forms provided in Appendix 2 to this RFP. The basis for this pricing is to establish a fixed price per vehicle for each service day, subject to certain adjustments for route time exceeding a maximum daily allowance. Adjustments are also allowed for the use of specialized equipment types and personnel. The service day period will include only active route time. Active route time is defined as the time difference from the first pickup in the morning to the last drop off on a given route plus the time for the shortest path back to the first pickup point. Active route time for afternoon routes begin when the bus departs the school to when the last student is dropped off plus the time for the shortest path back to the first point of departure. The time for midday runs will be measured from the first student pickup to the last student drop off.

Proposers shall provide an annual cost escalator to be applied to the base rate and the associated costs. This escalator shall be a proposed percentage increase and will include the rationale for such increases. Percentage increases for any extension shall be negotiated between the School and the Contractor.

The cost of fuel shall be considered by the Contractor as part of the base per vehicle daily rate. The Contractor's compensation for student transportation services rendered under the terms of the Contract shall be adjusted quarterly to reflect changes in Contractor's actual cost of fuel per process described in Section 6.5.

### **5.9 Required Forms**

Proposers must complete the required forms attached hereto and submit the same along with the response and cost proposal. Any modification of the pricing form will be considered grounds for disqualifying the bidder.

### **6.0 General RFP Terms or Requirements**

#### **6.1 Term of Contract**

The term of the Contract shall be for three (3) years with the option to renew for an additional two (2) one-year "percentage increase not to exceed" option years upon the written consent of Contractor and the School. The primary basis for extension will be the Contractor(s)' performance as measured by the CCPM, with the secondary basis being the proposed pricing for the two (2) one-year "percentage increase not to exceed" option years. The School and Contractor shall have the option to extend to a 6<sup>th</sup> year and beyond pending negotiations between the School and Contractor. The term of the Contract may be terminated by the School, upon the breach of the Contract or other nonperformance of a term or condition of the Contract by Proposer or without breach, upon the delivery of 60 days' prior written notice by the School.

#### **6.2 Assignment of Work or Subcontracting**

Without the express consent of the Schools, the Proposer agrees that they will not subcontract, assign, transfer, convey or otherwise sublet the Contract of any right, title, obligation or interest it may have therein.

#### **6.3 Payment for Services**

The Contractor shall submit one invoice on or before the 10th day of each month of service of the contract term. The invoice shall be itemized and summarized for all services provided to the School for the previous month. At a minimum the invoice shall include, by route and bus number, the number of days of service provided multiplied by the fixed daily rate plus each adjustment to the base rate for the subject route.

Each special trip cost shall be invoiced separately for total time and miles driven by route number. Each invoice is subject to audit and verification by the School. Undisputed invoices shall be paid by the School within three weeks of receipt.

#### **6.4 Fuel Cost Adjustment**

The baseline fuel cost shall be established as of the Contract effective date of **July 1, 2026**, and shall serve as the benchmark for all subsequent fuel price adjustments under the Contract. The baseline fuel cost shall be the U.S. Energy Information Administration (EIA) Weekly On-Highway Diesel Fuel Price – Midwest Region, as published by the EIA on its official website, in effect on July 1, 2026.

For purposes of ongoing adjustments, the EIA Weekly On-Highway Diesel Fuel Price – Midwest Region shall be recorded on the business day closest to the first (1st) day of each calendar month. The recorded monthly fuel prices for each calendar quarter shall be averaged to calculate the applicable fuel cost adjustment during the quarterly reconciliation process, including during any contract renewals or extensions. This quarterly average shall constitute the adjusted baseline fuel cost for that reconciliation period.

A deadband of plus or minus five percent ( $\pm 5\%$ ) shall apply to fuel cost fluctuations. No fuel cost adjustment shall be made unless the difference between the original baseline fuel cost and the quarterly average fuel cost exceeds the deadband threshold. Fuel cost changes falling within the deadband shall be absorbed by the Contractor and shall not result in any adjustment to Contractor invoices.

If the quarterly average fuel cost exceeds the deadband, any fuel cost adjustment shall be calculated prospectively only and shall apply only to the portion of the fuel cost change that exceeds the deadband. The adjustment shall be based on the difference between the quarterly average fuel cost and the applicable deadband threshold, multiplied by the estimated fuel consumed in providing transportation services to the School during the applicable quarter. No retroactive fuel cost adjustments or billings shall be permitted for any period outside the applicable quarterly reconciliation period.

Fuel consumption shall be calculated using the following methodology:

- Type C and Type D buses: total active route miles divided by 8 miles per gallon
- All other vehicles: total active route miles divided by 12 miles per gallon

**“Active route miles”** are defined as the total distance traveled from the first student pickup to the last student drop-off on a given route, plus the shortest practicable path returning to the first pickup location. The source for active route miles shall be the lesser of (i) the actual miles traveled as recorded by the Contractor or (ii) the mileage calculated by the Contractor’s routing software.

The Contractor’s first monthly invoice following each quarterly reconciliation shall be adjusted to reflect any increase or decrease in fuel costs for that reconciliation period only. Any additional fuel costs or savings resulting from fuel price changes shall be shared equally between the School and the Contractor

## **6.5 Vehicle Count Changes**

The Contractor acknowledges that throughout the term of the Contract the School will be engaged in efforts to improve the efficiency of its transportation operation. The Contractor(s) shall warrant that pricing provided in the cost proposal and on the Rate Form will not change if the School increases or reduces the number of buses in use by fifteen (15%) percent of the number of buses used on the last day of the previous school year. Any increase or decrease above fifteen (15%) percent will result in a good faith negotiation of any pricing change at the option of either the School or the Contractor(s).

## **6.6 Award of Contract**

Following selection of a proposal, the School and the Proposer shall negotiate in good faith the terms of the Contract. The Contract shall incorporate the terms of this Request for Proposal, the terms of the selected proposal (with such modifications as may be negotiated by the parties), subject to such additional or modified terms and conditions as may be negotiated by the parties and shall be in such final form as may be agreed to by the Proposer and the Schools. In the event that an agreement on the terms and conditions of the Contract is not reached within twenty-one (21) days following the selection of the proposal, the School may reject such proposal and may

thereafter negotiate terms of the Contract with another Proposer on the terms set forth in its proposal. All costs incurred by the School in connection with the preparation of the Contract shall be paid by the School; all costs incurred by the Proposer in connection with the preparation of the Contract shall be paid by the Proposer, provided, however that the Proposer shall reimburse the School the cost incurred by each School for the negotiation and preparation of the Contract should Proposer withdraw from consideration of the Contractor after the School awards the Provider the Contract and prior to its execution.

The Contract shall be in writing and shall state the legal obligations of the School and the Contractor. All terms of service shall be fully stated in the Contract and, except as otherwise expressly provided herein, neither party shall have any liability hereunder or thereunder unless and until the Contract has been fully executed by the Proposer and the School.

### **7.0 Selection Process**

The School intends to utilize a two-phase evaluation process to select a contractor under this Request for Proposal (RFP).

#### **Phase One: Responsiveness Review**

During Phase One, the School will review each proposal to determine whether the Proposer has submitted all required documentation and complied with the submission requirements set forth in this RFP. Proposals will be designated as either responsive or nonresponsive. Only proposals determined to be responsive will advance to Phase Two and be considered for contract award.

#### **Phase Two: Qualitative and Cost Evaluation**

During Phase Two, responsive proposals will be evaluated based on the Proposer's demonstrated approach to providing the services described in the Scope of Services. Proposers are advised that the School's pupil transportation needs are complex and that not every operational detail may be expressly described in this RFP. Accordingly, each Proposer must demonstrate its expertise, experience, and proposed approach based on its understanding of the School's requirements.

Proposals will be evaluated using the criteria set forth below. The order of the criteria does not indicate relative importance.

The School will use the following criteria to award this contract.

Cost	40 points
Reliability	25 points
Experience and expertise of personnel	20 points
Customer Service to school and families	25 points
The total possible score is 100 points	

In evaluating proposals, the School may consider, among other relevant factors consistent with this RFP, the following:

- Management Expertise: Demonstrated experience, qualifications, and references evidencing the Proposer's ability to manage pupil transportation services effectively.
- Business Stability: Financial condition, operational stability, and performance history, as reflected in the proposal and verified through references and other reasonable sources.
- Routing Design and Management: Demonstrated expertise in routing analysis, route optimization, and operational efficiency, including strategies such as route tiering and bell-time coordination to maximize fleet utilization.
- Human Resources Practices: Driver recruitment, training, retention, and labor

- management practices, as supported by references and other available information.
- Cost Proposal: Pricing submitted in the cost proposal and pricing forms, evaluated in accordance with the criteria stated in this RFP.
- Technology Compatibility: Compatibility of the Proposer's routing and ridership software with the School's student information and management systems.

### **Negotiations**

The School reserves the right to select one or more Proposers for negotiations. Negotiations may include, but are not limited to, clarification of technical proposals, operational approach, and financial terms. Any negotiations shall be conducted in a manner consistent with the evaluation criteria and this RFP.

### **Final Selection**

The contract will be awarded to the Proposer whose proposal is determined to be most advantageous to the School, considering the evaluation criteria and the results of any permitted negotiations. While the School retains discretion in making its final selection, such discretion shall be exercised in accordance with the criteria and procedures set forth in this RFP.

**8.0 Appendices**

## **Appendix 1 - Client Reference Form**

### **Client Reference Form**

Client name:

Address:

Primary contact person:

Title of primary contact person:

Phone number:

Email Address:

Service Dates:

Number of vehicles operated:

Briefly Describe the Scope of Services:

**Appendix 2 - Bid Forms**

**BID FORM  
BASIC TRANSPORTATION SERVICE  
DAILY RATE PER BUS**

(LEA RESERVES THE RIGHT TO REQUEST AN ADJUSTMENT TO THE NUMBER OF BUSES BEING DEPLOYED BASED ON SCHOOL RIDERSHIP NUMBERS)

<b>BUS DESCRIPTION</b>	<b>FIRM PRICE 2026-2027</b>	<b>Not to exceed 2027-2028</b>	<b>Not to exceed 2028-2029</b>
Single Rate			
Double Rate			
Triple Rate			

	<b>FIRM PRICE 2026-2027</b>	<b>Not to exceed 2027-2028</b>	<b>Not to exceed 2028-2029</b>
Special Needs Buses/ECSE			

<b>SHUTTLE BUSES</b>	<b>FIRM PRICE 2026-2027</b>	<b>Not to exceed 2027-2028</b>	<b>Not to exceed 2028-2029</b>
Includes Regular, CTE and Special Needs			
Round Trip Shuttle Buses			
Special Needs – Partial Day Buses			
ECSE – Mid-day Buses			

	<b>FIRM PRICE 2026-2027</b>	<b>Not to exceed 2027-2028</b>	<b>Not to exceed 2028-2029</b>
<b>Bus Monitor</b>			

**BID FORM  
 SUPPLEMENTAL TRANSPORTATION SERVICE  
 (RATES QUOTED ARE HOURLY INCLUDING DRIVER COST)**

		FIRM PRICE 2026- 2027	Not to exceed 2027- 2028	Not to exceed 2028- 2029
1.	Provide transportation for students within LEA/KCPS DISTRICT or no more than five miles outside the School DISTRICT for programs related to curricular or extra-curricular activities.			
2.	Provide transportation for student on trips more than five miles outside LEA/KCPS district boundaries			
3	Provide transportation to and from school for <b>ECSE</b> students attending summer school, if such transportation service is requested by LEA.			
4.	Provide transportation to and from school for <b>Special Needs</b> students attending summer school, if such transportation service is requested by LEA.			

**CONTRACTOR should state minimum number of hours per trip for any/all of the above trips:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Proposed percentage of minimum guaranteed payment for 160 days of service in the event of a school/operational shutdown: \_\_\_\_\_%

Submitted By:

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## Appendix 3 – 2026-2027 Academy for Integrated Arts Calendar Information

The AFIA 2026 – 2027 school year calendar has not been finalized yet. We anticipate beginning the school year around mid-August and ending the school year at the end of May. The current school year calendar is below to provide an example calendar.

### Academy for Integrated Arts | 2025-2026 CALENDAR

<p><b>July 30-31 – New Staff PD</b></p>	<table border="1"> <thead> <tr><th colspan="7">JULY '25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	JULY '25							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1"> <thead> <tr><th colspan="7">JANUARY '26</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	JANUARY '26							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>Jan 5 &amp; 6 – PD Day – No School</b>  <b>Jan 7 – Students Return</b>  <b>Jan 19 – MLK Day – No School</b>  <b>Jan 30 – PD Day – No School</b></p>														
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Approved by AFIA Board of Directors on April 24, 2025

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