

MEMORANDUM



Spokane Public Schools
excellence for everyone

June 10, 2020

To: Dr. Linda McDermott
Associate Superintendent, School Support Services

From: Cindy Coleman
Director, Business Services

Subject: RFP No. 22-1920, Supplemental Student Transportation

☐ Information Only
☐ Action Required By _____
☐ Due Back By _____

RECOMMENDATION:

It is recommended that a contract be issued to HopSkipDrive, Inc., Los Angeles, CA, for Supplemental Student Transportation in the estimated annual amount of \$80,000.

TABULATION:

See Attached.

BACKGROUND:

This recommended award will provide supplemental student transportation services for the district. Spokane Public Schools provides transportation for approximately 10,000 students. The majority of these students are traditional riders with bussing times well within the state regulated time limits. Often, with the need for McKinney-Vento/Foster (homeless) approved students who may live as far out at Blanchard, Idaho or Davenport, Washington, these limitations tend to get extended causing ride times of up to two hours or more on a school bus. There have also been cases where the bussing contractor may refuse to transport a student with special needs who has been physically violent and injurious towards the bus staff. Since it is a legal requirement to transport students with special needs, if the parent/guardian cannot transport, having accessibility to an alternate option is necessary.

This RFP contained minimum requirements; must have 10-12 vehicles, 10-12 qualified drivers and each driver was to have a successful completion of a background and fingerprint check. Once the minimum criteria was met, each contractor was then evaluated on a pre-determined set of criteria published in the solicitation terms and conditions. These components included price (35%), company qualifications (35%), and references (30%). For the pricing, the full number of points (35) were awarded to the low respondent. The other vendors received points off the maximum allowed based on the percentage of how much over the low price they proposed. To gauge the qualifications, each contractor submitted answers to specific district questions. This figure was then converted to a percentage of the total allowable points and that percentage applied to the 35 points available for qualifications. References, the final component worth 30 points, was based on the scores (a scale of 1-10) received on stock questions asked of all reference participants.

The initial term of this contract shall start August 1, 2020 and continue through July 31, 2021. Four subsequent one-year renewal options are available as deemed in the best overall interest of the district. Prices shall remain firm for the duration of the contract including any renewal periods unless unexpected circumstances that could not have been foreseen at the time the RFP was due; at which time, the district and contractor shall arrive at a mutually agreed upon price. Expenditures will be paid from the general fund.