



Stockton Unified School District, CA

REQUEST FOR PROPOSAL

RFP No. 26-27-11

WALTON SPECIAL CENTER – SEVERE SPECIAL NEEDS TRANSPORTATION
SERVICES

RELEASE DATE: October 1, 2026

RESPONSE DEADLINE: October 30, 2026, 2:00 pm

Please refer to the project timeline in this document for all important deadlines.

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1. NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that the Stockton Unified School District of Joaquin County, State of California, acting by and through its Governing Board, hereafter referred to, as the District, is soliciting proposals from qualified proposers for:

RFP No. 26-27-11; Walton Special Center – Severe Special Needs Transportation Services

SCOPE OF SERVICES:

The District is seeking proposals from qualified transportation providers to provide specialized pupil transportation services for students attending Walton Special Center. Services shall support students with severe disabilities and individualized transportation needs, including students who may require wheelchair-accessible transportation, specialized restraint systems, Bus Attendant support, medical or behavioral accommodation, and other transportation accommodations identified by the District or a student's Individualized Education Program (IEP). The successful Contractor shall provide qualified personnel, appropriately equipped vehicles, and reliable transportation services in accordance with the requirements of this RFP.

OBTAINING RFP DOCUMENTS AND ADDENDA:

RFP documents, addenda, and other solicitation information are at
<https://procurement.opengov.com/portal/stocktonusd>.

QUESTIONS:

All questions regarding this RFP must be submitted through the District's e-Procurement Portal by 3:00 pm on Tuesday, October 20, 2026.

DEADLINE:

Proposals must be electronically submitted through the District's e-Procurement Portal no later than 2:00 pm on Friday, October 30, 2026. Late proposals will not be accepted.

The District reserves the right to reject any or all proposals, waive minor irregularities or informalities, and cancel this RFP in whole or in part.

By: Sheikia Wilson, Director of Purchasing

Publication Dates:

First Publication: October 1, 2026

Second Publication: October 8, 2026

Advertisement: The Stockton Record

2. INTRODUCTION

2.1. Summary

Stockton Unified School District is committed to ensuring all students have safe and equitable access to educational programs and services. For students with significant disabilities, transportation is an essential part of providing consistent access to their educational program.

Walton Special Center serves students with severe disabilities who may have significant physical, medical, behavioral, developmental, sensory, communication, and mobility needs. These students may require individualized transportation accommodations, specialized equipment, additional supervision, and coordination with District and school personnel.

Because of these unique needs, transportation services require a high level of safety, consistency, training, coordination, and care. Transportation to and from Walton Special Center serves as an extension of the student's educational and support program, helping ensure students can safely and reliably access the specialized services and educational opportunities available to them.

2.2. Background

Stockton Unified School District is committed to ensuring that all students have safe and equitable access to educational programs and services. For students with significant disabilities, transportation is an essential component of providing consistent access to their educational program.

Walton Special Center serves students with severe disabilities who may have significant physical, developmental, medical, behavioral, sensory, communication, and mobility needs. Students may require individualized transportation accommodations, including wheelchair-accessible vehicles, specialized restraint systems, Bus Attendant support, medical or behavioral precautions, and other accommodations identified through a student's Individualized Education Program (IEP).

Given the specialized needs of the students served, transportation requires a high level of safety, consistency, coordination, and care. The District seeks a qualified provider capable of delivering reliable, individualized transportation services that prioritize student safety, dignity, continuity of care, and access to education.

2.3. Contact Information

Project Contact:

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Department:

Transportation Services

Department Head:

Katherine Baggese

Director, Transportation

2.4. Timeline

1ST PUBLICATION/ISSUANCE	October 1, 2026
2ND PUBLICATION	October 8, 2026
REQUEST FOR CLARIFICATION	October 20, 2026, 3:00pm
ADDENDUM ISSUED	October 22, 2026, 2:00pm
PROPOSAL DUE DATE	October 30, 2026, 2:00pm
INTERVIEWS (if applicable)	TBD

3. SECTION 3 - INSTRUCTIONS TO PROPOSERS

3.1. Minimum Requirements:

EXPERIENCE: The Proposer must have a minimum of five (5) years of experience providing student transportation services similar in scope and complexity to those requested in this RFP. Experience shall include the management and operation of student transportation services involving drivers, vehicles, routing, dispatch, and related transportation operations. Experience providing transportation services to California K-12 public school districts or other public agencies is preferred.

KNOWLEDGE: The Proposer must demonstrate knowledge of applicable federal, state, and local laws, regulations, safety requirements, industry standards, and best practices governing pupil transportation, including the transportation of general education and special education students and students requiring specialized transportation accommodations.

Proposers shall outline this experience and knowledge in Section 4 - Proposal Submission, sub-section - Organization Content and Organization.

3.2. Examination of RFP Documents

Each Proposer is responsible for carefully reviewing the entire Request for Proposals (“RFP”), including all instructions, requirements, specifications, exhibits, attachments, forms, and addenda issued by the Stockton Unified School District (“District”). Submission of a proposal constitutes acknowledgment that the Proposer has reviewed and understands the requirements of the RFP.

Proposers are responsible for obtaining all information necessary to prepare and submit a complete and responsive proposal.

3.3. Questions and Requests for Clarification:

All questions, requests for clarification, and inquiries regarding this RFP must be submitted through the Question and Answer section of the District’s e-Procurement Portal by the deadline specified in the RFP Schedule.

Proposers shall not rely upon oral interpretations, representations, or statements concerning the RFP. Any interpretation, clarification, or modification determined by the District to materially affect the RFP will be communicated in writing through the e-Procurement Portal.

Questions submitted after the established deadline may not receive a response.

Proposers shall submit all inquiries regarding this bid via the District's e-Procurement Portal, located at <https://procurement.opengov.com/portal/stocktonusd>.

All answers to inquiries will be posted on the District's e-Procurement Portal.

Proposers may also click “Follow” on this RFP to receive an email notification when answers are posted. It is the responsibility of the proposer to check the website for answers to inquiries.

3.4. Addenda:

The District reserves the right to modify or clarify the RFP by written addendum at any time prior to the proposal submission deadline.

All addenda will be posted through the District's e-Procurement Portal and shall become part of the RFP.

Proposers are responsible for reviewing and acknowledging all addenda prior to submitting a proposal.

Acknowledgement of all addenda must be submitted with bid response.

Failure to acknowledge an addendum may result in the proposal being deemed nonresponsive.

Ultimately, it is sole responsibility of each proposer to periodically check the site for any addenda at

<http://procurement.opengov.com/portal/stocktonusd>.

3.5. Proposal Preparation:

Proposals shall be prepared in accordance with the requirements and format established in this RFP. Proposals must be complete, responsive, and provide all information requested by the District.

Proposers are responsible for the accuracy and completeness of their proposals. The District is not responsible for errors or omissions made by a Proposer.

Proposals should be clear, concise, and sufficiently detailed to permit the District to evaluate the Proposer's qualifications, approach, experience, and ability to perform the requested services.

3.6. Electronic Submission:

Proposals must be submitted electronically through the District's e-Procurement Portal

<http://procurement.opengov.com/portal/stocktonusd> in accordance with the instructions provided in the RFP.

The Proposer is solely responsible for ensuring that its complete proposal is successfully submitted through the e-Procurement Portal prior to the proposal submission deadline.

Proposals submitted by email, facsimile, mail, or any other method will not be accepted unless expressly authorized by the District in writing.

3.7. Late Proposals:

Proposals must be received through the District's e-Procurement Portal by the date and time specified in the RFP Schedule.

Late proposals will not be accepted.

The date and time recorded by the District's e-Procurement Portal shall govern the determination of whether a proposal was timely submitted. Proposers are encouraged to allow sufficient time to complete the electronic submission process before the deadline.

3.8. Modification or Withdrawal of Proposal:

A Proposer may modify or withdraw its proposal through the District's e-Procurement Portal prior to the proposal submission deadline.

Following the submission deadline, proposals may not be modified or withdrawn except as permitted by the District and applicable law. The District may request clarification of a proposal; however, such clarification shall not provide a Proposer an opportunity to materially alter its proposal.

3.9. Proposal Validity:

Proposals shall remain valid and binding for a period of ninety (90) calendar days following the proposal submission deadline, unless a different period is specified in this RFP.

During this period, a Proposer may not withdraw its proposal without the written consent of the District.

3.10. Cost of Proposal Preparation:

All costs associated with the preparation and submission of a proposal shall be borne solely by the Proposer. The District shall not be responsible for any costs incurred by a Proposer in connection with this RFP, including, but not limited to, proposal preparation, interviews, presentations, demonstrations, negotiations, travel, or other activities related to the solicitation process.

3.11. Exceptions and Deviations:

Proposers shall review all requirements of this RFP, including the District's proposed Agreement, insurance requirements, and other contractual requirements, prior to submitting a Proposal.

Any request to modify, clarify, or take exception to a requirement of the RFP or the District's proposed Agreement shall be submitted through the District's question and clarification process by the deadline identified in the RFP Schedule. The request shall clearly identify the provision at issue and the requested modification or alternative language.

If the District determines that a modification to the RFP or proposed Agreement is appropriate, the modification will be issued by written Addendum and made available to all prospective Proposers.

Unless modified by written Addendum, submission of a Proposal constitutes the Proposer's acceptance of the requirements, terms, and conditions of the RFP and proposed Agreement. Exceptions or modifications submitted with a Proposal that were not timely raised through the question and clarification process may result in the Proposal being deemed nonresponsive.

3.12. Communications and No Contact:

All communications concerning this RFP shall be directed through the District's e-Procurement Portal or to the District's designated Purchasing representative as expressly provided in the RFP.

During the solicitation and evaluation process, Proposers shall not contact members of the Governing Board, evaluation committee members, District administrators, employees, or consultants regarding this RFP except as authorized by the District.

Unauthorized communications regarding the solicitation may be considered in determining a Proposer's eligibility for award.

3.13. Award of Contract:

Following completion of the evaluation process, the District may recommend the Proposer(s) determined to best meet the requirements of this RFP for award.

The District reserves the right to negotiate final contract terms with the selected Proposer(s), provided such negotiations are consistent with the requirements and intent of the RFP.

Any award is subject to all required District approvals, including Governing Board approval when required. The selected Proposer shall execute the District's Agreement and provide all required documentation, including evidence of required insurance, within the timeframe established by the District.

If a selected Proposer fails or refuses to execute the Agreement or satisfy the requirements necessary for contract execution, the District may withdraw the award recommendation and proceed with another Proposer, re-solicit the services, or take other action permitted by applicable law.

No contract shall be binding upon the District until the Agreement has been fully executed by authorized representatives of the District and the selected Proposer.

3.14. Evidence of Responsibility:

The District reserves the right to determine whether a Proposer is responsible and qualified to perform the services required by this RFP. In determining responsibility, the District may consider the Proposer's experience, qualifications, past performance, financial capacity, reliability, licenses and certifications, personnel, resources, and ability to successfully perform the contract requirements.

The District may request additional information necessary to determine a Proposer's responsibility and may independently verify information provided in the proposal, including references and past performance.

The District may also request information regarding material litigation, regulatory actions, investigations, debarment, suspension, fraud, or other legal proceedings involving the Proposer when reasonably related to the Proposer's qualifications, responsibility, or ability to perform the required services.

The District may determine a Proposer to be non-responsible based on factors including, but not limited to:

- Failure to possess required licenses, certifications, registrations, or legal authority;
- Submission of materially false, misleading, or inaccurate information;
- Documented unsatisfactory performance on current or prior contracts;
- Insufficient financial, operational, or organizational capacity to perform the required services;
- Debarment, suspension, or other applicable restrictions imposed by a governmental entity; or
- Other documented circumstances that materially affect the Proposer's ability to successfully perform the contract.

A proposal submitted by a Proposer determined to be non-responsible may be rejected.

3.15. Public Records:

Proposals and other records submitted in response to this RFP may be subject to disclosure under the California Public Records Act (Government Code section 7920.000 et seq.).

If a Proposer believes that specific information contained in its Proposal is exempt from public disclosure, the Proposer must clearly identify the information as "Confidential" or "Proprietary" and identify the legal basis for the claimed exemption. Blanket designations of an entire Proposal as confidential or proprietary are not acceptable.

The District will determine whether requested records are subject to disclosure in accordance with applicable law. The District does not guarantee that information identified by a Proposer as confidential or proprietary will be exempt from disclosure.

If the District receives a request for records containing information identified by a Proposer as confidential or proprietary, the District may notify the Proposer and provide an opportunity to identify the basis for withholding the information from disclosure. The Proposer shall be responsible for taking any action it deems necessary to protect its claimed interests.

3.16. Interviews:

The District reserves the right to invite one or more of the highest-ranked Proposers to participate in an interview and/or presentation as part of the evaluation and selection process. If conducted, the interview and/or presentation may be awarded up to 25 additional points in accordance with the evaluation criteria identified in this RFP.

Invited Proposers will be notified by the District and provided with applicable instructions and scheduling information. The District may make a recommendation for award without conducting interviews or presentations.

3.17. District's Rights:

The District reserves the right, to the extent permitted by applicable law, to:

- Reject any or all proposals;
- Cancel, amend, postpone, or reissue this RFP;
- Waive minor informalities or irregularities that do not materially affect the responsiveness of a proposal or provide a competitive advantage;

- Request clarification or additional information from a Proposer, provided such clarification does not materially alter the proposal;
- Verify information provided in a proposal and conduct reference checks;
- Conduct interviews, presentations, or demonstrations, if applicable;
- Negotiate with one or more Proposers when permitted and appropriate;
- Make an award to one or more Proposers, when contemplated by the RFP;
- Make no award; and
- Take any other action determined appropriate in accordance with the requirements of this RFP and applicable law.

The District's waiver of a minor informality or irregularity shall not modify the material requirements of the RFP or provide a Proposer with an unfair competitive advantage.

3.18. No Commitment to Award:

Issuance of this RFP, receipt of proposals, or participation in the evaluation process does not obligate the District to award a contract.

No Proposer shall acquire any legal or equitable right, claim, or expectation of award as a result of submitting a proposal or participating in the RFP process.

A contract shall exist only after all required approvals have been obtained and an agreement has been fully executed by the District and the selected Proposer.

3.19. Protest Procedures:

Any protest concerning the RFP requirements must be submitted in writing to the Director of Purchasing no later than the deadline for questions and clarifications.

Any protest concerning a proposed award must be submitted in writing no later than 4:00 p.m. on the third (3rd) business day following issuance of the Notice of Intent to Award. Only a Proposer that submitted a timely proposal and could reasonably be eligible for award may submit an award protest.

The protest must identify the RFP, state the specific grounds for protest, provide supporting facts and documentation, and identify the requested remedy. Protests based solely on disagreement with evaluation scores or evaluator judgment will not be considered without evidence of a material error in the evaluation or procurement process.

Untimely protests or protests that fail to comply with these requirements may be rejected. The District's written determination shall be final.

4. PROPOSAL SUBMISSION

4.1. Proposal Submission:

Proposals must be submitted electronically through the District's e-Procurement Portal by the date and time specified in the RFP Schedule. Proposers are responsible for ensuring that all required information, documents, and attachments are successfully submitted prior to the deadline.

Proposals submitted by email, mail, facsimile, or other means will not be accepted unless otherwise expressly authorized by the District.

4.2. Authorized Signature:

The Proposal and all required certifications shall be completed and submitted by an individual authorized to bind the Proposer. Submission of the Proposal constitutes the Proposer's certification that the information

provided is true and correct and that the individual submitting the Proposal is authorized to act on behalf of the Proposer.

4.3. Proposal Content and Organization:

Proposals shall be clear, concise, and provide sufficient information to demonstrate the Proposer's qualifications, experience, and ability to successfully perform the services described in this RFP. At a minimum, proposals shall include the following, as applicable:

A. Cover Letter

Provide a signed cover letter that includes the Proposer's legal name, business address, primary contact information, and a brief statement of interest in providing the required services.

B. Firm Qualifications and Experience

Provide an overview of the Proposer's qualifications and experience providing pupil transportation services, including experience transporting students with severe disabilities and specialized transportation needs. Include relevant experience with California public school districts or similar educational agencies and demonstrate sufficient organizational capacity to perform the required services.

C. Approach to Services

Describe the Proposer's approach to providing safe, reliable, and individualized transportation services for students attending Walton Special Center.

The response should address service delivery, student-specific transportation needs, route continuity, communication with the District, backup coverage, and response to service disruptions or emergencies.

D. Staffing, Vehicles, and Safety

Describe the personnel, vehicles, equipment, training, and safety measures that will be used to perform the services.

The response should demonstrate the Proposer's ability to provide qualified drivers and Bus Attendants, appropriately equipped vehicles, backup personnel and vehicles, and the specialized training and equipment necessary to meet student transportation needs.

4.4. Required Forms and Certifications:

Proposers shall complete and submit all forms, certifications, acknowledgments, and other documents identified as required by the District.

Failure to submit a required document may result in the proposal being deemed nonresponsive when the omitted document is material to the requirements of the RFP.

Proposers are responsible for ensuring that all required forms are complete, accurate, properly executed, and submitted with the proposal.

4.5. Evaluation Criteria:

Proposals meeting the minimum requirements of this RFP will be evaluated by a District Evaluation Committee based on the criteria and maximum point values identified below. Evaluation will be based on the information submitted in response to this RFP and the Proposer's demonstrated ability to successfully perform the required services.

Evaluation Criteria	Maximum Points
Minimum Requirements	Pass/Fail
Firm Qualifications and Experience	30
Approach to Services	25

Staffing, Vehicles, and Safety	25
Cost Proposal	20
TOTAL	100

Minimum Requirements – Pass/Fail

Proposer must demonstrate compliance with all minimum qualifications and mandatory requirements identified in this RFP. Failure to satisfy a material minimum requirement may result in the proposal being deemed nonresponsive and excluded from further evaluation.

Firm Qualifications and Experience – 30 Points

Evaluation of the Proposer’s qualifications, organizational capabilities, relevant industry experience, experience providing comparable services, past performance, and references. Experience serving K-12 school districts or other public agencies may be considered when relevant to the services requested.

Proposed Team Qualifications & Experience – 25 Points

Evaluation of the qualifications, relevant experience, roles, and capabilities of the key personnel proposed to perform the services, including subcontractors, if applicable.

Understanding & Approach to Scope of Services – 25 Points

Evaluation of the Proposer’s demonstrated understanding of the District’s requirements and the quality, feasibility, and effectiveness of the proposed approach, methodology, and work plan.

Cost Proposal / Fee Schedule – 20 Points

Evaluation of the Proposer’s proposed fees, rates, and overall cost to the District in accordance with the pricing requirements of this RFP.

The District may verify information provided in a proposal, conduct reference checks, and request clarification as necessary to complete the evaluation.

The District may invite one or more Proposers to participate in interviews, presentations, or demonstrations. If an additional evaluation phase will be separately scored, the applicable criteria and point values will be identified in this RFP.

4.6. Proposal Format:

Proposals shall be organized so that responses correspond directly to the proposal requirements and evaluation criteria identified in this RFP.

Proposals shall be submitted in 8½" × 11" format, using a minimum 11-point font and margins of no less than ¾ inch. Proposals shall not exceed 40 pages, unless otherwise specified in this RFP.

The page limit includes the cover letter, qualifications, organizational information, resumes, technical approach/work plan, references, and other supporting information submitted as part of the technical proposal.

The following are excluded from the page limit:

- Cover page and table of contents;
- District-required forms and certifications;
- Addenda acknowledgments;
- Cost Proposal / Fee Schedule; and
- District-requested attachments or exhibits.

Pages exceeding the stated page limitation may not be considered during evaluation.

Proposers are encouraged to submit clear, concise, and relevant information and avoid unnecessary promotional or duplicative materials.

Questionnaire and Supplemental Documentation: In addition, to the Proposer is required to respond and upload all pertinent documents requested in **PROPOSER QUESTIONNAIRE** section of the e-Procurement Portal.

5. SCOPE OF SERVICES

The Stockton Unified School District (“District”) is seeking proposals from qualified firms to provide **[insert description of services]** in accordance with the requirements set forth in this Request for Proposals (“RFP”). The Scope of Services describes the District’s requirements, expectations, and desired outcomes for the services to be provided. Proposers shall review the Scope of Services in its entirety and submit a proposal demonstrating their qualifications, experience, approach, and ability to successfully meet the District’s requirements.

5.1. Background:

The Stockton Unified School District (“District”) is seeking proposals from qualified firms to provide specialized pupil transportation services for students attending Walton Special Center. Services shall support students with severe disabilities and individualized transportation needs, including students who may require wheelchair-accessible transportation, specialized restraint systems, Bus Attendant support, medical or behavioral accommodation, and other transportation accommodations identified by the District or a student's Individualized Education Program (IEP). The successful Contractor shall provide qualified personnel, appropriately equipped vehicles, and reliable transportation services in accordance with the requirements set forth in this Request for Proposals (“RFP”).

The Scope of Services describes the District’s requirements, expectations, and desired outcomes for the services to be provided. Proposers shall review the Scope of Services in its entirety and submit a proposal demonstrating their qualifications, experience, approach, and ability to successfully meet the District’s requirements.

5.2. PURPOSE

Stockton Unified School District (“District”) is seeking a qualified transportation contractor to provide safe, reliable, compassionate, and highly specialized pupil transportation services for students attending Walton Special Center.

Walton Special Center provides special education services to eligible students with severe disabilities from approximately ages 3 through 22, including preschool, elementary, secondary, young adult, and other specialized programs. Walton also provides early intervention services supporting infants and toddlers with special needs and their families.

Transportation provided under this Scope of Work shall recognize that Walton Special Center serves a student population whose physical, medical, behavioral, developmental, sensory, communication, and mobility needs may be significantly greater than those of students transported on conventional school bus routes.

Transportation shall be treated as an extension of the student's educational and support program. The Contractor shall provide services in a manner that emphasizes:

- Student safety;
- Dignity and respect;
- Individualized service;
- Continuity of care;
- Appropriate supervision;
- Reliable and timely transportation;

- Effective communication;
- Medical and emergency preparedness; and
- Compliance with each student's Individualized Education Program (“IEP”) and transportation accommodations, when applicable.

5.3. Walton Special Center:

Transportation provided under this Scope of Work shall recognize that Walton Special Center serves a student population whose physical, medical, behavioral, developmental, sensory, communication, and mobility needs may be significantly greater than those of students transported on conventional school bus routes.

Transportation shall be treated as an extension of the student's educational and support program. The Contractor shall provide services in a manner that emphasizes:

- Student safety;
- Dignity and respect;
- Individualized service;
- Continuity of care;
- Appropriate supervision;
- Reliable and timely transportation;
- Effective communication;
- Medical and emergency preparedness; and
- Compliance with each student's Individualized Education Program (“IEP”) and transportation accommodations, when applicable.

Walton Special Center provides specialized educational programming for students with severe disabilities and is designed to address the individualized needs of each student.

Programs and services available at Walton may include:

- Preschool programs;
- Elementary programs;
- Secondary and high school-age programs;
- Young adult programs;
- Early intervention services;
- Psychological services;
- Speech and language services;
- Physical therapy;
- Feeding therapy;

- Aquatics;
- Nursing services;
- Community-based instruction;
- Field trips;
- Off-campus educational experiences; and
- Summer educational programs.

Because transportation may support participation in any of these programs, the Contractor must be capable of providing transportation beyond traditional home-to-school service when requested by the District.

5.4. Student Population:

Students transported under this contract may have one or more significant disabilities or conditions requiring specialized transportation accommodations.

Examples may include, but are not limited to:

- Significant developmental disabilities;
- Intellectual disabilities;
- Multiple disabilities;
- Physical disabilities;
- Limited mobility;
- Students utilizing wheelchairs or other mobility devices;
- Students requiring specialized child safety restraint systems;
- Students requiring positioning equipment;
- Nonverbal students;
- Students with limited communication abilities;
- Students with significant sensory needs;
- Students with autism or autism-related support needs;
- Students with behavioral support plans;
- Students susceptible to seizures or other medical events;
- Students requiring respiratory or other medical equipment;
- Students requiring feeding-related precautions;
- Students with limited awareness of personal safety;
- Students requiring continuous adult supervision; and

- Students whose disabilities make it unsafe for them to be left unattended.

The Contractor shall recognize that the level of support required may vary significantly from student to student.

5.5. Individualized Transportation Requirements:

The Contractor shall comply with all transportation accommodations identified by the District for each student. Student-specific transportation requirements may include, but are not limited to:

- Wheelchair transportation;
- Wheelchair securement;
- Specialized seating;
- Child safety restraint systems;
- Safety vests;
- Car seats;
- Harnesses;
- Integrated child restraints;
- Specialized positioning;
- Bus Attendant support;
- Assigned seating;
- Climate-controlled vehicles;
- Reduced ride times;
- Reduced student loads;
- Specialized loading or unloading procedures;
- Curb-to-curb service;
- Door-to-door service;
- Hand-to-hand transfer to an authorized adult;
- Specific behavioral interventions;
- Sensory accommodations;
- Medical precautions;
- Communication accommodations;
- Emergency health protocols; and

- Other accommodations identified by the student's IEP or District.

The Contractor shall not modify or discontinue a student's required accommodation without prior District authorization.

5.6. Vehicle Requirements:

Vehicles used for Walton Special Center transportation shall be appropriate for the individual needs of the students assigned to the vehicle.

All vehicles shall:

- Meet all applicable California laws and regulations governing pupil transportation;
- Be maintained in safe and reliable operating condition;
- Successfully complete all inspections required by applicable law;
- Be properly licensed and insured;
- Have functioning heating and air-conditioning systems;
- Be maintained in a clean and sanitary condition;
- Be free from unsecured equipment or objects;
- Provide adequate space for required mobility and medical equipment;
- Have appropriate emergency equipment;
- Have operable communication equipment; and
- Be equipped with all required student restraint and securement systems.

Vehicles transporting students using wheelchairs shall be appropriately equipped with:

- ADA-compliant or otherwise legally required wheelchair lifts or ramps;
- Wheelchair securement systems;
- Occupant restraint systems;
- Appropriate lift safety barriers;
- Adequate wheelchair positioning space; and
- Securement locations appropriate for the student's wheelchair or mobility device.

A wheelchair shall never be transported without being properly secured.

5.7. Air-Conditioning and Climate Control:

Due to the medical and physical vulnerability of students served by Walton Special Center, functioning climate control shall be considered an essential vehicle requirement.

The Contractor shall:

- Ensure air-conditioning and heating systems are operational prior to dispatch;
- Immediately report a climate-control failure to District Transportation;

- Avoid prolonged exposure of students to excessive heat or cold;
- Provide a replacement vehicle when continued operation could adversely affect student health or safety; and
- Prioritize students with medically documented temperature sensitivities when responding to equipment failures.

5.8. School Bus Drivers:

Drivers assigned to Walton Special Center routes shall possess all licenses, certificates, medical clearances, training, and qualifications required by applicable federal and California law.

In addition to normal school bus driver qualifications, Walton drivers shall receive specialized training addressing the population they will transport.

Training shall include, as applicable:

- Transporting students with severe disabilities;
- Disability awareness;
- Student dignity and respectful interaction;
- Wheelchair lift operation;
- Wheelchair securement;
- Child safety restraint systems;
- Safety vest and harness procedures;
- Emergency evacuation of students with limited mobility;
- Seizure awareness;
- Basic recognition of medical emergencies;
- Behavioral support and de-escalation;
- Autism and sensory awareness;
- Communication with nonverbal students;
- Confidentiality;
- Student-specific transportation plans;
- Mandated reporting responsibilities;
- Emergency procedures;
- First aid and CPR;
- Bloodborne pathogen precautions; and

- Procedures for contacting District personnel during an emergency.

The District may require additional training when necessary to safely transport a particular student.

5.9. Bus Attendants:

The Contractor shall provide a qualified Bus Attendant when required by the District or a student's IEP. Bus Attendants shall be trained to support students with severe disabilities and shall assist the driver with student supervision and safety.

Bus Attendant responsibilities may include:

- Monitoring students throughout transportation;
- Assisting students during boarding and exiting;
- Assisting with wheelchair loading;
- Monitoring wheelchair securements;
- Assisting with child safety restraint systems;
- Monitoring student behavior;
- Implementing District-approved behavioral support strategies;
- Observing students for signs of medical distress;
- Supporting emergency evacuation;
- Maintaining appropriate seating and positioning;
- Monitoring students who cannot independently communicate distress;
- Providing reassurance and appropriate sensory support;
- Maintaining student confidentiality; and
- Immediately communicating safety or medical concerns to the driver.

The primary responsibility of the Bus Attendant shall be student safety and supervision.

Bus Attendants shall not perform duties that distract them from monitoring students while the vehicle is in motion.

5.10. Medical and Health Considerations:

Some Walton students may have significant medical or health-related needs.

The Contractor shall establish procedures for drivers and attendants to respond appropriately to medical emergencies while remaining within the scope of their training and authorization.

The Contractor may be required to accommodate students with:

- Seizure disorders;
- Respiratory conditions;
- Feeding precautions;
- Mobility limitations;

- Medical devices;
- Oxygen or respiratory equipment;
- Emergency medication protocols;
- Temperature sensitivities;
- Significant allergies;
- Specialized positioning requirements; or
- Other medically related accommodations.

Drivers and attendants shall receive any student-specific health or emergency information determined necessary by the District before transporting the student.

Nothing in this Scope of Work shall require transportation personnel to perform medical procedures for which they are not properly trained or legally authorized.

5.11. Nursing and School Coordination:

Walton Special Center maintains nursing and specialized support services on site.

The Contractor shall cooperate with Walton administrators, nursing staff, teachers, therapists, and District Transportation personnel when transportation concerns affect student safety.

When necessary, District personnel may provide transportation staff with student-specific information regarding:

- Medical risks;
- Emergency procedures;
- Mobility restrictions;
- Loading procedures;
- Behavioral considerations;
- Communication methods;
- Safety precautions; or
- Transportation accommodations.

Transportation employees shall follow the instructions provided by authorized District personnel.

5.12. Student Loading and Unloading:

Students shall never be rushed during loading or unloading.

Drivers and attendants shall provide sufficient time for:

- Wheelchair lift operation;
- Wheelchair positioning;
- Securement;
- Specialized restraint installation;

- Student transfers;
- Student communication;
- Behavioral transition;
- Verification of authorized receiving adults; and
- Other student-specific procedures.

A final safety check shall be completed prior to vehicle movement.

5.13. Wheelchair Transportation:

For students utilizing wheelchairs or mobility devices, the Contractor shall ensure:

- A. The wheelchair or mobility device is compatible with safe vehicle transportation.
- B. The wheelchair is secured using an approved securement system.
- C. The student is secured using the required occupant restraint system.
- D. Securements are checked prior to vehicle movement.
- E. Wheelchair brakes are applied as appropriate during loading and securement.
- F. Lift procedures are followed at all times.
- G. Students are never left unattended while positioned on an operating wheelchair lift.
- H. Equipment does not obstruct aisles or emergency exits.
- I. Wheelchairs and mobility devices remain properly positioned during transportation.

Drivers and attendants responsible for wheelchair transportation shall demonstrate proficiency in wheelchair securement procedures.

5.14. Child Safety Restraint Systems:

The Contractor shall properly install and use all child safety restraint systems required by the District.

These may include:

- Conventional car seats;
- Safety vests;
- Specialized harnesses;
- Integrated seats;
- Booster-style systems;
- Specialized positioning systems; or
- Other approved restraints.

Only employees trained in the proper use of the specific restraint shall secure a student using that equipment. The Contractor shall routinely inspect restraints and immediately remove damaged or defective equipment from service.

5.15. Student Behavior and Supervision:

Drivers and attendants shall manage student behavior using safe, respectful, and District-approved methods. Transportation personnel shall not:

- Use corporal punishment;
- Humiliate or ridicule students;
- Threaten students;
- Use inappropriate physical restraint;
- Leave a student unsupervised as punishment;
- Remove a student from the vehicle at an unauthorized location; or
- Deny transportation without District authorization.

Behavior concerns shall be documented and reported to District Transportation and appropriate school personnel.

The District shall retain responsibility for determining appropriate student disciplinary or behavioral interventions.

5.16. Communication with Non-Verbal and Limited-Verbal Students:

The Contractor shall recognize that some students may have limited ability to communicate discomfort, illness, fear, or distress.

Drivers and attendants shall be trained to observe changes in:

- Behavior;
- Breathing;
- Skin color;
- Body positioning;
- Facial expression;
- Vocalizations;
- Movement;
- Responsiveness; and
- Other indicators of possible distress.

Student communication devices shall remain accessible when required and shall be transported safely.

5.17. Adult Present / Safe Transfer Requirement:

Students identified by the District as requiring adult supervision shall never be left unattended at a residence, bus stop, school, or other location.

When an authorized adult is required to receive the student and no authorized adult is present, the Contractor shall:

- A. Keep the student safely supervised aboard the vehicle.

- B. Attempt to contact the parent, guardian, or authorized responsible adult.
- C. Notify District Transportation.
- D. Follow District instructions regarding additional delivery attempts.
- E. Notify school administration when directed.
- F. Return the student to an approved District location when directed.

The Contractor shall not release a student to an unauthorized individual.
There shall be no driver or contractor discretion to waive this requirement.

5.18. Ride Time:

Because of the physical, developmental, behavioral, and medical needs of students attending Walton Special Center, routes shall be designed to minimize student ride time whenever reasonably possible.

The Contractor shall cooperate with the District to:

- Avoid unnecessarily lengthy routes;
- Limit excessive numbers of stops;
- Minimize student transfers;
- Avoid unnecessary vehicle changes;
- Reduce prolonged waiting aboard vehicles;
- Comply with IEP transportation limitations; and
- Prioritize student health, safety, and comfort when designing routes.

5.19. Route Continuity:

Consistency is particularly important for students with severe disabilities.

The Contractor shall make reasonable efforts to maintain consistent:

- Drivers;
- Bus Attendants;
- Vehicles;
- Pickup times;
- Drop-off times;
- Seating assignments; and
- Transportation routines.

Frequent unnecessary changes in assigned personnel are discouraged.

When substitutions are necessary, substitute personnel shall have access to all information and training necessary to safely perform the assignment.

5.20. Route Familiarization:

Prior to independently operating a Walton Special Center route, assigned drivers shall become familiar with:

- The route;
- Pickup and drop-off locations;
- School loading areas;
- Student-specific loading requirements;
- Wheelchair-accessible loading locations;
- Known transportation hazards;
- Authorized receiving procedures; and
- Student-specific transportation accommodations.

The District may require route dry runs or orientation before service begins.

5.21. Absence of Assigned Personnel:

The Contractor shall maintain sufficient substitute drivers and Bus Attendants to ensure uninterrupted service. The absence of a regularly assigned:

- Driver;
- Bus Attendant;
- Dispatcher; or
- Other Contractor employee

shall not relieve the Contractor of its obligation to provide service.

Substitute staff assigned to Walton routes shall meet the same qualification and training requirements applicable to regularly assigned employees.

5.22. Breakdowns and Replacement Vehicles:

The Contractor shall give Walton transportation requests priority when a vehicle becomes disabled due to the vulnerability of the student population.

When a breakdown occurs:

- Students shall remain appropriately supervised;
- District Transportation shall be notified immediately;
- Parents or schools shall be notified as directed by the District;
- A suitable replacement vehicle shall be dispatched promptly;
- The replacement vehicle shall accommodate all student mobility and restraint needs; and
- Required Bus Attendant coverage shall continue.

A standard vehicle shall not be substituted when it cannot accommodate the students assigned to the route.

5.23. Delays:

The Contractor shall immediately notify District Transportation of significant delays.

The Contractor shall provide:

- Route number;
- Vehicle number;
- Reason for delay;
- Current location;
- Estimated arrival time; and
- Any student safety concerns.

When directed by the District, the Contractor shall also provide parent/guardian notifications.

5.24. Emergency and Evacuation Planning:

The Contractor shall maintain emergency procedures specifically addressing students who may be unable to independently evacuate a vehicle.

Procedures shall address:

- Wheelchair users;
- Nonambulatory students;
- Students using specialized restraints;
- Students with significant cognitive disabilities;
- Students who may resist evacuation;
- Students with sensory sensitivities;
- Students dependent upon medical or mobility equipment; and
- Students requiring continuous adult assistance.

Drivers and attendants shall receive hands-on training regarding emergency evacuation.

Emergency planning shall prioritize life safety while recognizing the unique needs of individual students.

5.25. Accidents and Safety Incidents:

Any accident, injury, medical emergency, student elopement, restraint failure, wheelchair securement failure, unauthorized student release, or other significant safety event shall be reported immediately to District Transportation.

The Contractor shall:

- A. Protect students from additional injury.
- B. Contact emergency services when appropriate.
- C. Notify the District immediately.
- D. Follow all required accident-reporting procedures.
- E. Preserve relevant video and electronic data.
- F. Submit written documentation within the timeframe established by the District.

G. Cooperate fully with District, law enforcement, CHP, Risk Management, and regulatory investigations.

5.26. Student Left on Vehicle Prevention:

The Contractor shall maintain strict procedures designed to prevent a student from being left unattended aboard a vehicle.

At the conclusion of every route or trip, the driver shall physically inspect:

- Every passenger seating area;
- Wheelchair positions;
- Floor areas;
- Areas behind seats; and
- The rear of the vehicle.

Any required electronic child-check system shall be properly utilized.

Leaving a student unattended aboard a vehicle shall constitute a serious safety violation and shall be immediately reported to the District.

5.27. Video and Vehicle Safety Technology:

Vehicles shall be equipped with technology capable of supporting student safety and incident review.

Technology shall include:

- GPS/AVL tracking;
- Interior video;
- Exterior video;
- Driver tablets;
- Electronic route manifests;
- Real-time vehicle tracking;
- Electronic student ridership systems;
- RFID or student identification systems;
- Parent notifications mobile application; and
- District transportation dashboards.

Video and electronic records shall be preserved upon District request.

5.28. Student Ridership Accountability:

The Contractor shall maintain accurate records identifying which students board and exit each vehicle.

When required by the District, the transportation system shall record:

- Student name or identification number;
- Vehicle;

- Route;
- Boarding location;
- Boarding time;
- Exit location;
- Exit time; and
- Date of transportation.

Drivers and attendants shall verify that students exit at the correct authorized location.

5.29. Confidentiality:

Transportation personnel may receive confidential information regarding student disabilities, medical conditions, behavioral needs, and educational accommodations.

Such information shall be used solely for the purpose of safely transporting the student.

The Contractor and its employees shall comply with all applicable student privacy and confidentiality requirements.

Student information shall not be discussed with unauthorized individuals.

5.30. Community-Based Instruction and Off-Campus Transportation:

Walton Special Center provides community-based instruction and other off-campus educational opportunities.

The Contractor may be required to transport students to locations including, but not limited to:

- Shopping centers;
- Grocery stores;
- Parks;
- Community facilities;
- Work experience locations;
- Recreational facilities;
- Therapeutic programs;
- Field trip destinations; and
- Other instructional locations designated by the District.

Vehicles used for these trips shall provide the same specialized accommodations required for the students' regular home-to-school transportation.

5.31. Field Trips:

The Contractor may be asked to provide field trips transportation. The Contractor shall be capable of providing accessible transportation for Walton field trips and other off-campus experiences.

The Contractor shall provide vehicles capable of accommodating:

- Wheelchairs;

- Mobility devices;
- Specialized restraints;
- Bus Attendants;
- School staff;
- Necessary student equipment; and
- Other accommodations designated by the District.

No student shall be excluded from a District-approved activity because the Contractor failed to provide an appropriately equipped vehicle.

5.32. Summer Program Services:

Walton Special Center may provide extended school year, summer session, or other summer educational services.

The Contractor shall maintain the ability to provide specialized transportation during summer programs as requested by the District.

Summer transportation shall be subject to the same safety, staffing, equipment, supervision, and individualized accommodation requirements contained within this Scope of Work.

5.33. Staff Professionalism:

Personnel assigned to Walton Special Center transportation shall demonstrate patience, professionalism, compassion, and respect toward students and families.

The District may request removal from a Walton assignment of any Contractor employee whose conduct demonstrates:

- Unsafe behavior;
- Inappropriate treatment of students;
- Lack of patience;
- Failure to follow student-specific procedures;
- Failure to maintain confidentiality;
- Repeated communication problems;
- Failure to follow District direction; or
- Conduct inconsistent with the safe transportation of students with severe disabilities.

5.34. Parent and Guardian Interaction:

Drivers and attendants shall maintain professional and respectful communication with parents and guardians.

Transportation personnel shall not independently:

- Change student transportation arrangements;
- Approve alternate stops;
- Modify pickup or drop-off times;

- Change authorized receiving adults;
- Modify student restraints; or
- Change IEP-related transportation accommodations.

Requests for changes shall be referred to District Transportation.

5.35. District Training and Observation:

The District reserves the right to:

- Provide additional training;
- Observe Contractor employees performing transportation duties;
- Conduct vehicle inspections;
- Observe student loading and unloading;
- Review wheelchair securement procedures;
- Review restraint installation;
- Review driver and attendant qualifications;
- Review training records; and
- Require corrective action when deficiencies are identified.

The Contractor shall cooperate fully with such activities.

5.36. Contractor Management:

The Contractor shall designate management personnel responsible for Walton Special Center transportation.

At minimum, the Contractor shall provide access to:

- An Operations Manager;
- Dispatch personnel;
- A qualified Driver Trainer/Safety representative;
- A Fleet Maintenance representative; and
- An emergency contact whenever students are being transported.

Management shall be capable of responding immediately to significant student safety concerns.

5.37. Required Records:

The Contractor shall maintain records relating to Walton transportation, including:

- Driver qualifications;
- Bus Attendant qualifications;
- Training records;
- Vehicle inspection records;

- Preventive maintenance records;
- Route assignments;
- Student ridership;
- Wheelchair securement training;
- Specialized restraint training;
- Accident reports;
- Incident reports;
- Late route reports;
- Missed trip reports;
- Complaint records; and
- Corrective actions.

Records shall be made available to the District upon request.

5.38. Performance Expectations:

The District expects a high level of service reliability for Walton Special Center.

Performance shall be evaluated using factors including:

- On-time performance;
- Missed trips;
- Late pickups;
- Student ride times;
- Driver continuity;
- Bus Attendant continuity;
- Vehicle availability;
- Breakdown frequency;
- Parent complaints;
- School complaints;
- Safety incidents;
- Proper use of specialized restraints;
- Wheelchair securement compliance;
- Communication effectiveness; and

- Compliance with individualized transportation requirements.

Repeated failure to meet established performance standards may result in corrective action, financial penalties where authorized by the contract, removal of personnel, or other contractual remedies.

5.39. Missed Transportation:

A missed trip involving a Walton student shall be treated as a priority service failure.

The Contractor shall immediately:

- A. Notify District Transportation.
- B. Determine the reason transportation was missed.
- C. Dispatch appropriate replacement transportation when directed.
- D. Ensure the replacement vehicle accommodates the student's individual needs.
- E. Document the event.
- F. Submit corrective action when requested.

The Contractor shall never direct a parent or guardian to personally transport a student as a substitute for contracted service unless specifically authorized by the District.

5.40. Service Philosophy:

Transportation of students attending Walton Special Center requires a level of care beyond ordinary transportation services.

Contractor employees shall understand that:

Every student is to be transported with dignity, patience, safety, and respect.

Efficiency shall never take priority over the health or safety of a student.

Employees shall recognize that seemingly minor changes to a transportation routine may significantly affect a student with severe developmental, physical, sensory, behavioral, or medical needs.

The Contractor shall therefore operate Walton transportation using a student-centered approach that prioritizes consistency, individualized support, and close coordination with the District.

5.41. Compliance:

The Contractor shall comply with all applicable federal, state, and local requirements governing transportation of students with disabilities, including applicable requirements of:

- The Individuals with Disabilities Education Act (IDEA);
- Section 504 of the Rehabilitation Act;
- The Americans with Disabilities Act;
- California Education Code;
- California Vehicle Code;

- California Department of Education requirements;
- California Highway Patrol requirements;
- Federal Motor Vehicle Safety Standards;
- Student privacy laws; and
- All applicable District policies and procedures.

Where an IEP or student-specific transportation plan establishes a higher level of service than the Contractor's normal operating procedures, the student-specific requirement shall govern unless otherwise directed by the District.

5.42. District Authority:

The District shall retain authority to determine:

- Student eligibility for transportation;
- Student assignments;
- Routes;
- Stops;
- School arrival and departure requirements;
- Vehicle type;
- Bus Attendant requirements;
- Student transportation accommodations;
- Authorized pickup and drop-off locations;
- Maximum allowable ride times;
- Required specialized restraints;
- Wheelchair transportation requirements;
- Medical or behavioral transportation precautions; and
- Changes necessary to support a student's IEP.

The Contractor shall implement District-approved transportation requirements within the timeframe established by the District.

5.43. Schedule / Term of Services:

Work will commence on the date of the executed contract and all work shall be completed by end of contract date.

The initial term of the Agreement shall be for one (1) year. At the District's discretion, the Agreement may be renewed for up to four (4) additional one-year terms, for a total potential contract term not to exceed five (5) years.

Renewal is not automatic and shall be subject to satisfactory Contractor performance, continued District need, availability of funding, mutual written agreement of the parties, and all required District approvals. In determining whether to renew the Agreement, the District may consider the Contractor’s quality of legal services, responsiveness, communication, timeliness, management of legal matters, compliance with Agreement requirements, billing practices, and overall performance. The District is under no obligation to exercise any renewal option.

6. EVALUATION PHASES

The District will evaluate responsive proposals based on the evaluation criteria and point values established in this RFP. The District may conduct reference checks and request clarifications as necessary to complete the evaluation.

The District may advance the highest-ranked Proposer(s) to an interview and/or presentation phase, if applicable. Upon completion of the evaluation process, the District may recommend the Proposer(s) determined to best meet the District’s requirements for award, subject to all required District approvals.

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Firm Qualifications & Experience Relevant experience providing pupil transportation services, particularly specialized transportation for students with severe disabilities and individualized transportation needs; organizational capacity; experience with California public school districts or similar educational agencies; and demonstrated performance on contracts of similar scope and complexity, including information obtained through reference checks.	Points Based	30 (30% of Total)
2.	Approach to Services Demonstrated understanding of the required services and proposed approach to providing safe, reliable, and individualized transportation, including service continuity, communication, backup coverage, and response to service disruptions and emergencies.	Points Based	25 (25% of Total)
3.	Staffing, Vehicles, and Safety Ability to provide qualified drivers and Bus Attendants, appropriately equipped vehicles, specialized training and equipment, sufficient backup resources, and appropriate safety measures necessary to meet the requirements of the RFP.	Points Based	25 (25% of Total)
4.	Cost Proposal Reasonableness, completeness, transparency, and overall competitiveness of proposed pricing.	Points Based	20 (20% of Total)

Interview Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Understanding of Walton Special Center Transportation Needs Demonstrates a clear understanding of the specialized and individualized transportation needs of the student population and the level of care, consistency, and coordination required.	Points Based	5 (20% of Total)

2.	Operational Approach and Service Continuity Demonstrates a sound approach to route coverage, staffing, backup personnel and vehicles, service disruptions, communication, and continuity of service.	Points Based	5 (20% of Total)
3.	Student Safety and Specialized Transportation Practices Demonstrates knowledge and capability related to wheelchair transportation, specialized restraints, Bus Attendant support, emergency response, student-specific accommodations, and safe loading and unloading practices.	Points Based	5 (20% of Total)
4.	Management Team and Organizational Capacity Demonstrates that proposed management and operational personnel possess the experience, authority, and resources necessary to effectively manage District services and respond to operational or student safety concerns.	Points Based	5 (20% of Total)
5.	Responsiveness and Overall Interview Provides clear and substantive responses to District questions and demonstrates the ability to communicate effectively, problem-solve, and collaborate with District personnel.	Points Based	5 (20% of Total)

7. COST PROPOSAL

Proposers shall provide complete pricing for the services described in this RFP using the format required by the District. Pricing shall include all costs necessary to perform the proposed services unless otherwise specified. Pricing shall remain firm and fixed throughout the initial contract term. Any pricing adjustment during an approved renewal period must be expressly permitted by the resulting Agreement and approved in writing by the District.

TRANSPORTATION SERVICES FOR WALTON SPECIAL CENTER

The primary basis for transportation service pricing shall be the number of hours a driver is assigned to and performs transportation services for the District. The Contractor shall provide a clearly stated hourly rate per driver. The hourly rate shall identify the cost charged to the District for each hour, or authorized portion of an hour, that a driver performs District transportation services.

Line Item	Description	Unit of Measure	Unit Cost
1	Special Education Bus Driver(s)	Hourly	
2	School Bus Attendant(s)	Hourly	
3	Substitute or Relief Drivers	Hourly	
4	Extended School Year (ESY) Transportation	Hourly	
5	Field Trips or Other Non-Regular Transportation Services	Hourly	

8. PROPOSER QUESTIONNAIRE

1. Cost Proposal Declaration*

The individual submitting this proposal hereby certifies that they are duly authorized to submit this proposal on behalf of the firm identified below.

By digitally confirming this submission, the proposer certifies that they have read, understand, and agree to comply with all specifications, instructions, terms, and conditions set forth in this Request for Proposals (RFP), including all addenda issued by the District. The proposer further certifies that the firm has the qualifications, experience, resources, and ability to provide all services described in this RFP at the prices submitted.

The proposer certifies that the proposal includes a complete and accurate pricing submission and that all costs, fees, and charges associated with the proposed services have been fully disclosed.

The proposer further certifies that, since the issuance of this RFP, no contact, discussion, or negotiation regarding this RFP has been conducted or will be conducted by any representative of the firm with any District employee, District agent, or Board member, except through the designated District contact identified in the RFP documents. The proposer understands that any such unauthorized contact may result in disqualification of the proposal.

The proposer further certifies that the firm is properly licensed, insured, and authorized to conduct business within the scope of this RFP in the State of California.

The proposer acknowledges that all requirements, terms, and addenda contained in this RFP are incorporated into this proposal and that, if selected by the District, the proposal shall be considered binding upon the proposer.

☐ Please confirm

*Response required

2. Proposal Submission*

Proposal package must include organized as indicated in section 4 - ORGANIZATION OF PROPOSAL.

☐ Please confirm

*Response required

3. Contractor Acknowledgment*

By submitting a proposal for Walton Special Center transportation services, the Contractor acknowledges that the services described herein involve transportation of an exceptionally vulnerable student population.

The Contractor represents that it possesses the personnel, vehicles, equipment, training, management systems, and organizational capacity necessary to safely transport students with severe disabilities and agrees that student health and safety shall remain the highest priority in every decision involving transportation under this Scope of Work.

☐ Yes

☐ No

*Response required

4. Bidder's Certificate Regarding Worker's Compensation*

Please download the below documents, complete, and upload.

- Draft - Stockton Contractor...

*Response required

5. W-9*

Please download the below documents, complete, and upload.

- Form W-9 (Rev.pdf)

*Response required

6. Vendor Application*

Please download the below documents, complete, and upload.

- Draft - Stockton Vendor Qua...

*Response required

7. Fingerprint and Criminal Background Check*

Please download the below documents, complete, and upload.

- susdfingerprinting and back...

*Response required

8. Driver's License *

Please upload Driver's License(s).

*Response required

9. First Aid and CPR Certificate*

Please upload First Aid(s) and CPR Certificate(s).

*Response required

10. Drivers Special Certificate*

Please upload Drivers Special Certificate(s).

*Response required

11. DOT Medical*

Please upload DOT Medical form.

*Response required

12. Vehicle Registration*

Please upload vehicle registration(s)

*Response required

13. Vehicle Insurance*

Please upload proof of insurance.

*Response required

14. Vehicle CHP 292*

Please upload CHP 292 form.

*Response required

15. Certification Regarding Debarment*

Please download the below documents, complete, and upload.

- Certification_Regarding_Deb...

*Response required

16. Debarment Verification*

Please enter your company's legal name or dba company name.

The company name must match what is listed on the submitted W9.

*Response required

17. Equal Opportunity Certification*

Please download the below documents, complete, and upload.

- Draft - Equal Opportunity C...

*Response required

18. 2022 Executive Orders Compliance Statement*

On February 21, 2022, President Biden issued Executive Order 140651 imposing economic sanctions and prohibiting many activities including, but not limited to, investing, importing, exporting, and contracting, in areas of Ukraine and in Russia. On March 4, 2022, California Governor Newsom issued Order N-6-222 requiring state agencies to take steps to ensure any agency and entity under contract with state agencies comply with the Federal Order.

If awarded a contract with the District, your Firm must comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including the orders and sanctions identified on the U.S. Department of the Treasury website.

As part of this procurement, please select all that apply:

Select all that apply

- ☐ Your Firm is in compliance with the required economic sanctions of the Federal and State Orders.
- ☐ Your Firm has taken steps in response to Russia's actions in Ukraine, including, but not limited to, desisting from making new investments in, or engaging in financial transactions with, Russian entities, not transferring technology to Russia or Russian entities, and directly providing support to the government and people of Ukraine.

*Response required

19. Executive Order Compliance Certification PCC 2202-2208*

Please download the below documents, complete, and upload.

- Iran Contracting Act Certif...

*Response required

9. GENERAL TERMS AND CONDITIONS

9.1. Definitions:

For purposes of this RFP, the following terms shall have the meanings set forth below:

“District” or “SUSD” means the Stockton Unified School District.

“RFP” means this Request for Proposals, **RFP No. RFP No. 26-27-11 Walton Special Center – Severe Special Needs Transportation Services**, including all attachments, exhibits, and addenda issued by the District.

“Proposer” means any firm, organization, or other entity that submits a Proposal in response to this RFP.

“Proposal” means the complete response submitted by a Proposer in response to this RFP.

“Contract” or “Agreement” means the written agreement resulting from this RFP and executed by the District and the selected Proposer.

“Contractor” means the Proposer awarded a Contract by the District following completion of the procurement process.

9.2. District Standard Agreement:

The selected Proposer will be required to enter into an agreement with the District substantially in the form provided with this RFP, if applicable.

The District's agreement may include additional provisions regarding indemnification, insurance, termination, confidentiality, data privacy and security, records and audit, intellectual property, independent contractor status, assignment, governing law, and other terms applicable to the services.

Submission of a proposal constitutes acknowledgment that the Proposer has reviewed the District's proposed agreement and contractual requirements. Any requested exceptions must be disclosed in the proposal as required by this RFP.

9.3. Pricing and Price Adjustments:

Pricing shall remain firm and fixed during the initial one-year contract term.

For each subsequent one-year renewal period, the Contractor may request a price adjustment in writing at least sixty (60) days prior to expiration of the current term. Any requested increase shall not exceed the percentage change in the applicable Consumer Price Index (CPI) for the preceding twelve-month period.

Price adjustments are not automatic and are subject to District review and written approval. If the CPI reflects no increase or a decrease, no upward adjustment shall be permitted.

Any approved adjustment shall become effective at the beginning of the applicable renewal period. Retroactive price adjustments are not permitted.

9.4. Contract Documents and Order of Precedence:

The resulting contract may consist of the District's executed agreement, this RFP and any addenda, the Contractor's proposal, and other documents expressly incorporated by reference.

In the event of a conflict or inconsistency among the contract documents, the District's executed agreement shall govern, followed by the RFP and its addenda, and then the Contractor's proposal, unless otherwise expressly stated in the agreement.

9.5. Invoicing and Payment:

Work stemming from award of RFP No. 26-27-11 Walton Special Center – Severe Special Needs Transportation Services will be charged via Net 30 invoices.

All invoices submitted to the District must reflect services and work that have already been completed and accepted by the District. Requests for prepayment or advance payment will not be permitted unless expressly approved in writing by the District prior to the commencement of any work.

9.6. Subcontracting:

The Contractor shall identify any subcontractors proposed to perform a material portion of the services. The use of subcontractors shall be subject to District approval when required by the resulting agreement.

The Contractor shall remain fully responsible for the performance, acts, and omissions of its subcontractors and for ensuring their compliance with all applicable requirements of the agreement.

Subcontracting shall not relieve the Contractor of any obligation or responsibility under the resulting agreement.

9.7. Conflict of Interest:

The Proposer and Contractor shall comply with all applicable conflict of interest laws and regulations.

The Proposer shall disclose any actual or potential conflict of interest known at the time of Proposal submission that may affect its ability to enter into or perform an Agreement with the District. The Contractor shall promptly disclose any actual or potential conflict of interest that arises during the term of the Agreement.

The District reserves the right to determine whether a disclosed conflict may be appropriately addressed or otherwise affects the Proposer's eligibility for award or the Contractor's ability to continue performance under the Agreement.

9.8. Compliance with Law:

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, codes, rules, and other legal requirements governing the performance of the services.

The Contractor shall obtain and maintain throughout the term of the Agreement all licenses, permits, certifications, registrations, and other authorizations required to lawfully perform the services.

Failure to comply with applicable legal requirements may constitute a breach of the Agreement and may result in termination or other remedies available to the District.

9.9. Non-Discrimination:

The Contractor shall not unlawfully discriminate in the performance of the Agreement and shall comply with all applicable federal and state nondiscrimination and equal employment opportunity laws and regulations.

The Contractor shall ensure that its subcontractors, if any, comply with the same requirements.

9.10. Confidentiality of Student Information (If Applicable):

The Contractor and its employees, agents, and subcontractors shall maintain the confidentiality of student records and personally identifiable student information accessed, received, or maintained in connection with the performance of services under the Agreement.

The Contractor shall use such information solely for purposes authorized by the District and shall not disclose or permit access to such information except as authorized by the District or required by law.

The Contractor shall comply with all applicable federal and state laws governing the confidentiality and privacy of student information, including the Family Educational Rights and Privacy Act (FERPA), as applicable.

The Contractor's obligations regarding the confidentiality of student information shall survive the expiration or termination of the Agreement.

9.11. Indemnification:

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold District entirely harmless from all liability arising out of:

- A. Worker Compensation and Employer Liability: Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to Contractor's employees or Contractor's subcontractor's employees arising out of Contractor's work under this Agreement; and
- B. General Liability: Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Contractor or the District, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, upon or in connection with the Services, except for liability resulting from the sole or active negligence, or willful misconduct of the District, its officers, employees, agents or independent consultants who are directly employed by the District;
- C. Professional Liability: Any loss, injury to, or death of, persons or damage to property arising out of, pertaining to, or relating to any default, error, omission, negligent or wrongful act of the Vendor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, including damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Project and/or Services, including liability for damages that occur on or off District property; but not for damages that result from the sole or active negligence, or willful misconduct of the District.
- D. The Contractor, at Contractor's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

9.12. INSURANCE REQUIREMENTS

Prior to the commencement of services and throughout the term of the Agreement, Contractor shall each maintain the following insurance coverages at their sole cost and expense. As required by law, awarded vendor acknowledges the Vendor's obligation to obtain appropriate insurance coverage in accordance with the requirements listed below for the benefit of the District and Vendor's employees, if any:

- A. Commercial General Liability: Five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury and property damage.
- B. Automobile Liability: Five million dollars (\$5,000,000) per accident for bodily injury and property damage.
- C. Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of one million dollars (\$1,000,000) per accident for bodily injury or disease.
- D. Sexual Abuse/Molestation Coverage: Minimum limits of Five million dollars (\$5,000,000) with no sub-limits below \$5,000,000.

Each applicable policy of insurance required above shall, by separate endorsement, name Stockton Unified School District and its Board members, officers, agents, and employees as additional insureds. Coverage provided to the District shall be primary and non-contributory with respect to any insurance or self-insurance maintained by the District.

The Contractor shall provide evidence of the required insurance coverage and endorsements prior to commencement of services and shall maintain such coverage throughout the term of the Agreement. The Contractor shall provide notice of cancellation or material reduction in coverage in accordance with the applicable policy provisions and requirements of the Agreement.

To the extent permitted by the applicable insurance policies, the Contractor shall obtain waivers of subrogation in favor of the District, its Board members, officers, agents, and employees.

9.13. Hold Harmless Agreement:

The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents and employees from every claim or demand made and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:

- A. Liability for damages for (1) death or bodily injury to persons, (2) injury to property, or (3) any other loss, damage or expense arising out of the contract sustained by the Contractor and any person, firm or corporation employed by the Contractor upon or in connection with the work called for in this agreement except for liability for damages referred to above which results from the sole negligence or willful misconduct of the District, its officers, employees, or agents.
- B. Any injury to or death of persons or damage to property, sustained by any person, firm or corporation, including the District, arising out of, or in any way connected with the services covered by the contract, whether said injury or damage occurs either on or off District property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.
- C. The Contractor, at this own expense, cost and risk shall defend any and all actions, suits, or other proceeding that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any settlement or judgment that may be rendered against the District, its officers, agents, or employees in any action, suit, or other proceeding as a result thereof.

9.14. Contract Termination Default:

In addition to any other rights of termination or any other remedies available at law or in equity, including but not limited to liquidated damages, if District determines that a default or violation under the contract has occurred, it shall provide written notice to the Contractor describing the default or violation, and it shall require the default or violation to be cured within five (5) business days.

If the default or violation is not cured within that five (5) day period, the District may exercise its right to terminate the contract. In the event of a termination, District shall send a notice of termination in any manner acceptable as described in Notices to the Contractor declaring the contract to be terminated as of the date provided in the notice.

9.15. Contract Termination Convenience:

In addition to any other termination conditions, the District may terminate this contract, in whole or in part, for any reason whatsoever. The District will give 30 days' advance written notice.

9.16. Records and Audit:

The Contractor shall maintain complete and accurate records relating to the services performed and amounts charged under the Agreement for the period required by applicable law and the Agreement.

Such records shall be made available to the District, or its authorized representatives, upon reasonable request for purposes of review, audit, or verification.

If the Agreement is funded in whole or in part with federal funds, the Contractor shall comply with all applicable federal record retention and access requirements, including 2 CFR § 200.334, when applicable.

9.17. Contract Award and Execution:

Any award resulting from this RFP is subject to all required District approvals. Selection or recommendation for award does not create a binding agreement or obligation on the part of the District.

The selected Proposer shall execute the District's agreement and provide all required documentation within the timeframe established by the District. No services shall commence until the agreement has been fully executed and the District has authorized the Contractor to proceed.

9.18. Governing Law and Venue:

The resulting Agreement shall be governed by and construed in accordance with the laws of the State of California. Any legal action or proceeding arising out of or relating to the Agreement shall be brought in a court of competent jurisdiction in San Joaquin County, California.

9.19. Liquidated Damages:

Contractor agrees that if the services are not completed in strict accordance with the Specifications and other Contract Documents it is understood, acknowledged and agreed that the District will suffer damage. Since it is impractical and infeasible to determine the amount of actual damage, it is agreed that the District shall be entitled to Liquidated Damages in the amount incurred resulting from the Vendor's breach.

9.20. Piggyback Clause:

In accordance with Public Contract Code Section §20118, other school districts in the State of California may purchase under the same terms and conditions of this bid if it is determined to be in their best interest. If so, the Palm Springs Unified School District waives its right and prefers that each school district work directly with the successful bidder. Sales to the other district will be made at the discretion of the successful bidder.