

**DRIVER EDUCATION**

**REQUEST FOR PROPOSAL**  
**AND SCOPE OF WORK SPECIFICATIONS**

**2019**

School District: Chapel Hill-Carrboro City Schools

Chapel Hill-Carrboro City Schools  
750 South Merritt Mill Road  
Chapel Hill, NC 27516

Contact:  
Patrick Abele  
Assistant Superintendent for Support Services  
[pabele@chccs.k12.nc.us](mailto:pabele@chccs.k12.nc.us)

## Request for Proposal

Chapel Hill-Carrboro City Schools is accepting proposals from qualified vendors to provide Driver Education Services for the school district. Complete proposal requirements and submittal instructions can be found in the RFP document, available electronically on the school district website under Public Notices.

Sealed proposal packages must be received no later than  
**10 a.m. on Tuesday, May 28, 2019.**

proposals must be clearly marked with  
"RFP DRIVERS EDUCATION, ATTENTION PATRICK ABELE".

Proposals must be sent to or hand delivered to:  
Chapel Hill-Carrboro City Schools  
750 South Merritt Mill Road  
Chapel Hill, NC 27516

### Questions

Questions or comments regarding this proposal are to be directed in writing electronically to Patrick Abele, Assistant Superintendent, at [pabele@chccs.k12.nc.us](mailto:pabele@chccs.k12.nc.us).

All questions must be submitted in writing no later than 12 noon EDT, Thursday, May 23, 2019. Please use the name of the "RFP DRIVERS EDUCATION" in the subject line of your email.

Material clarifications and any modifications will be addressed by addendum to this RFP no later than EOB Friday, May 24, 2019 and will be posted on the district website.

**Chapel Hill-Carrboro City Schools reserves the right to accept or reject any and all proposals and the right to waive minor irregularities.**

**REQUEST FOR PROPOSAL &  
VENDOR SCOPE OF WORK**

**General Information**

**REQUEST FOR PROPOSAL FROM DRIVER EDUCATION COMPANIES  
TO PROVIDE DRIVER EDUCATION SERVICES  
FOR CHAPEL HILL-CARRBORO CITY SCHOOLS**

**GENERAL INFORMATION**

**A. Intent**

This Request for Proposal is for the purpose of obtaining proposals and ultimately entering into a contract to provide Driver Education instruction for the Chapel Hill-Carrboro City Schools, herein after referred to as the District.

The service provider “Driver Education Company” will be referred to as the DEC and the contract will be between the DEC and the District. The DEC shall offer assurances that all operations addressed in the RFP will be conducted in a manner that is consistent with the goals of the District which is to **provide appropriately priced, quality Driver Education instruction to the students of the District.**

**B. Procurement Method**

A competitive proposals process will be used to procure services from the DEC's. All procurement transactions shall be conducted in a manner that provides maximum, open and free competition consistent with District regulations. The District considers this a service contract.

**C. Proposal Submission and Award**

1. Proposals are submitted to:

<p>US Mail Delivery Address:</p> <p style="text-align: center;">Patrick Abele Assistant Superintendent CHCCS 750 S. Merritt Mill Road Chapel Hill, NC 27516</p>	<p>Hand Delivery or Package Delivery Service, such as FedEx or UPS:</p> <p style="text-align: center;">Patrick Abele Assistant Superintendent CHCCS 750 S. Merritt Mill Road Chapel Hill, NC 27516</p>
<p>Phone number for directions: (919) 967-8211 ext. 28228</p>	

**Two copies of the proposal are to be delivered in a sealed envelope/package marked “RFP DRIVERS EDUCATION ATTENTION PATRICK ABELE”. Driver Education Company Proposal. One electronic copy shall be supplied as a PDF on CD Rom in the sealed envelope.** Faxed copies are unacceptable. Each proposal copy must include all required responses and documents at the time of submission.

2. The District reserves the right to reject or accept any or all proposals if deemed to be in the best interest of the District. The District reserves the right to waive minor irregularities and the right to reissue the RFP.
3. To be considered, each offeror must submit a complete response to this solicitation providing the information requested. All proposals should be carefully worded and must convey all of the information requested in order to be considered responsive.
4. The award shall be made to the qualified and responsible offeror whose proposal is responsive to this solicitation. A responsible offeror is a DEC whose financial, technical and other resources indicate an ability to perform the services required by this solicitation and whose responses best meet the criteria contained throughout the RFP. **The award may be made to a DEC that does not submit the lowest monetary proposal.** The District's Assistant Superintendent will review and evaluate all written proposals and will make final recommendations to the Board of Education.
5. Offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals and to seek clarification on any items contained in the RFP; failure to do so will be at the offeror's own risk, and he or she cannot secure relief on the plea of error. The District is not liable for any cost incurred by the offeror prior to the signing of a contract by all parties.

**D. Late Proposals**

Any proposal received after the time specified will not be considered.

**D. Pre-Award Clarification**

The District reserves the right to conduct final discussions and negotiations with the DEC recommended prior to awarding the Contract. The purpose of these discussions shall be to clarify and assure full understanding of any issue contained in the proposal. In conducting these discussions, there shall be no disclosure of any information derived from proposals by competing DECs.

**G Final Contract**

**The submitted RFP, including all attachments and all documents submitted by the offeror, will become part of the official Contract when approved, awarded and signed.**

## **H. Conflict of Interest**

The District's officers, employees or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors. To the extent permissible under state law, rules or regulations, such standards shall provide for appropriate penalties, sanctions or other disciplinary actions to be applied for violations of such standards.

**CHAPEL HILL-CARRBORO CITY SCHOOLS  
REQUEST FOR DRIVER EDUCATION PROGRAM PROPOSALS**

The Board of Education of Chapel Hill-Carrboro City Schools (hereinafter called the "District") invites qualified driver education companies (hereinafter called "Vendor") to submit proposals for a district-wide Driver Education program. The district-wide Driver Education plan is envisioned to provide efficient, quality Driver Education instruction to the District.

**A. Proposal Scope**

The purpose of this invitation for bids is to solicit proposals for the delivery of Driver Education services to the Chapel Hill-Carrboro City Schools pursuant to the provisions of the Motor Vehicle Laws of North Carolina, Article 14, Government Statutes 20-320 through 20-339, consisting of 30 hours of classroom education and six hours of behind-the-wheel training, and is subject to all rules and regulations of the Division of Motor Vehicles and approved by the Department of Public Instruction. **The vendor must be licensed by the North Carolina Division of Motor Vehicles as a commercial driving school and have an official office presence located in North Carolina.**

A contract will be offered to only one vendor. No multiple or partial awards are intended but the right to do so is reserved to the District. The District reserves the right to refuse all proposals. Currently, there are three high schools and one alternative high school program. Driver Education will encompass all existing sites and any new schools that may become operational during the period of the contract. It is imperative that a new school be added to the original contract at an agreed upon price increase and that billing fall under the one invoice plan. Vendors unable to comply with this request will not be considered.

***Per state regulations, the initial contract term will be one year with an option for two additional one-year extensions.***

**B. Driver Education Program Requirements**

The RFP shall include thorough descriptions of the following elements of the Driver Education program:

1. **Education program for eligible enrolled students:** Outline of the curriculum plan to be delivered to eligible students; describe the procedures to modify the curriculum plan if needed.
2. **Training program for special education or handicapped students:** Describe provisions made to accommodate special education students.
3. **Use of equipment:** The contractor will supply the equipment and all vehicles uses to provide drivers education instruction. Describe the equipment as well as maintenance and inspections to be performed on the equipment. A complete list of vehicles to be used **MUST** be submitted with the proposal including the age/year of each vehicle and vendor's replacement cycle for vehicles to be used. No vehicles over ten-years (10) of age may be used by the vendor for the purposes of this service.

4. **Compliance and other requirements:** List qualifications of employees who provide services to students, and how they are selected.
5. **Affirmative Action Employment:** Describe the Affirmative Action Plan of the contractor.
6. **Workers' Compensation:** Describe the Workers' Compensation Plan and include a copy of the Workers' Compensation Insurance Certificate.
7. **Coordination between Vendor and Chapel Hill-Carrboro City Schools:** Describe the plan for coordinating the services between the Contractor and the District.
8. **Scheduling of students:** Describe how students will be scheduled for both classroom and behind-the-wheel instruction.
9. **Accident reports:** Describe the procedure in the event of an accident involving a student enrolled in the program or a vehicle operated by the contractor while performing obligations under the contract with the District.
10. **Payment/Rates for eligible students:** Submit a budget showing price per student for classroom only, behind-the-wheel only, and for the full course. Each price must be clearly indicated as a per student cost.
11. **No-shows and cancellations of behind-the-wheel lessons:** Describe the procedure if a student cancels or is a no-show for a behind-the-wheel lesson.
12. **Insurance:** The DEC shall provide, at its own expense, and maintain in force during the entire term of the contract, comprehensive general liability insurance in the amount of one (\$1,000,000) per occurrence, insuring against any and all claims related to, or which may arise from, performance under this contract. The DEC agrees to name the District as an additional named insured and to provide CHCCS with a copy of the liability policy evidencing such coverage. The DEC shall also obtain, at its own expense, a non-owned and hired vehicle liability insurance policy in the amount of one million dollars (\$1,000,000). All insurance required by this contract shall be placed with an insurance carrier licensed to provide such insurance in the State of North Carolina and acceptable to the District.
13. **Hold harmless:** The DEC shall hold harmless from all liability and indemnify the District, its officers and employees against every claim or demand which may be made against the District, its officers or employees or students, resulting from or arising out of the DEC's operations under this contract, except where the sole cause of such injury or damage is the willful act or omission of an officer, employee, agent or student of the District.

### **C. Cancellation**

All contract obligations shall prevail for a 12-month initial term period not to exceed 36 months from July 1, 2019 except as noted. The right is reserved to cancel the contract with 60 days notice if at any time the DEC service has been unsatisfactory. Unsatisfactory performance or service will be substantiated by written record of recurring problems. This stipulation is in addition to a fiscal year end cancellation caused by lack of or withdrawal of funding or by discontinuation of program.



## **D. Administrative Requirements**

The Vendor is expected to designate one contact person to be accountable to the district for service delivery. It is mandatory that the district have access to this contact person in order to maintain ongoing knowledge of service delivery status at all times.

The Vendor shall provide centralized summary billing with the following elements:

- a) One invoice identifiable by one invoice number summarizing all billing for total cost on a monthly basis.
- b) Detailed back-up documentation for the master invoice to include dollar amounts and bill dates including the name and school of all students served..

Invoices will be sent to:

Elizabeth Ironside, Administrative Assistant-Support Services  
Chapel Hill-Carrboro City Schools  
750 S. Merritt Mill Road  
Chapel Hill, NC 27516

- c) There will be semi-annual meetings with the district to review Driver Education program status. The meetings should include the review of the following items at a minimum:
  1. Scheduling of Driver Education classes
  2. Scheduling of behind-the-wheel instruction
  3. Any changes made in the Driver Education curriculum required by changes to statute or policy

NOTE: The proposal should include a sample of your proposed billing process. The district and the awarded contractor will cooperate in the formulation of the final billing and reporting procedures.

## **E. Attachments to Proposal**

The following is intended to be a checklist of attachments which should accompany the proposal:

1. Responses and information related to section B (above)
2. Financial statement of Vendor and Equipment Listing
3. Insurance information
4. Copy of Commercial Driver Training School License
5. Current list of driving instructors
6. Driver Education syllabus or other materials that describe the curriculum
7. Sample of proposed billing/reporting process
8. References from current customers