



Board Agenda Item #	IV B: Action Item
Date:	March 24, 2022
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Erdinc Acar, Chief Academic Officer
RE:	Approval of HopSkipDrive to the Approved Vendor List

Proposed Board Recommendation

I move that the MPS Board of Directors approve the addition of the following vendor, HopSkipDrive, to the approved vendor list.

Background

The Transporters for K-12 Grade Students RFP is to establish a cost-effective Master Agreement to acquire the services outlined below:

- To provide safe transportation to and from school. Some school routes may have one student while other routes may be more than one student. It is dependent on the school and location.
- To maintain orderly behavior and conduct of students.
- To provide a close working relationship between the management of the company and the administration and management of the school.
- To provide positive public relations between the Contractor, Magnolia Public Schools, and its patrons.
- To provide a transportation schedule that allows students minimal riding time to and from school not to exceed 60 minutes unless extended riding time beyond the 60 minutes has been approved in advance by MPS.
- Provide skilled well trained staff at all levels.

The only Proposal that was submitted by the deadline is the vendor HopSkipDrive.

Budget Impact

The service would be purchased as a consortium to include all schools. Billing would be managed through Magnolia Public Schools and be billed per school site. Schools using the service will budget appropriate funding from allowable sources.

Attachment

Proposal from HopSkipDrive
 Transporters for K-12 Grade Students RFP



HopSkipDrive

MAGNOLIA PUBLIC SCHOOLS

Transporters for K-12 Grade Students

Due: Wednesday, March 2, 2022 at 5:00pm PST

Contact Information

HopSkipDrive

1320 E. 7th Street, Suite 200

Los Angeles CA 90021

Phone: 844-467-7547

Fax: 213-896-7528

<https://www.hopskipdrive.com>

Point of Contact

Brian Klarfeld, Regional Sales Manager

Phone: (314) 495-5070

brian@hopskipdrive.com

Authorized Signatory

Toby McGraw, Senior Vice President

March 1, 2022

Jenny Obuchi
Academic Assistant
250 E 1st St., Suite 1500
Los Angeles, CA 90012



To Ms. Obuchi,

HopSkipDrive appreciates the opportunity to submit our bid to Magnolia Public Schools.

As you may already know, with **over 20 million miles safely driven** across nine states (and growing!), **and partnerships with over 350 school district and county agencies**, HopSkipDrive is an established transportation solution for students with disabilities, youth in foster care, and youth experiencing homelessness.

Our proactive, relentless, and innovative approach to safety has yielded results that far surpass industry standards.

Based on our most recent Safety Reports, which examined data over 16 million safe miles driven by CareDrivers:

1. 0.000% of rides experienced a critical safety incident of any kind.
 - o 99.72% of rides were completed without any type of safety-related issue.
2. HopSkipDrive's collision rate per mile was 140x lower than the national average.
3. CareDrivers were found to be 75.9% safer than all global drivers.

Along with our submission, you will also find documents highlighting HopSkipDrive's background, qualifications, differentiators, and value proposition. We look forward to continuing our partnership with you.

Sincerely,

DocuSigned by:
Brian Klarfeld
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Brian Klarfeld
Regional Sales Manager

DocuSigned by:
Toby McGraw
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Toby McGraw
Senior Vice President

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Introductory Information

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Founded in 2014, HopSkipDrive is the leading transportation solution provider utilizing four-passenger sedans to support special needs, small activity/sports groups, McKinney-Vento, foster youth, and IEP/504 routes that are underserved by traditional yellow bus transportation. In just 8 years, we are proud to have built a truly flexible solution that addresses and accommodates the individualized transportation needs of school districts, schools, and county agencies.

Please see *HopSkipDrive's History, Mission, and Key Distinctions* and *Safety with HopSkipDrive* for more.

Leadership

Joanna McFarland, CEO, President and Co-Founder

Before founding HopSkipDrive, Joanna spent 15 years leading product management and business development for a wide range of top technology and online brands, including WeddingChannel, Green Dot, YP.com and Oversee.net. In addition to her management experience, Joanna spent the first part of her career as an investment banking analyst at Salomon Smith Barney and in private equity as an investment analyst at Hicks, Muse, Tate & Furst. Joanna has an MBA from Stanford University and a BS from the Wharton School at the University of Pennsylvania.

Corey McMahon, Chief Product Officer

As Chief Product Officer, Corey is responsible for the end-to-end customer experience at HopSkipDrive. Prior to joining HopSkipDrive in 2017, Corey held a number of leadership positions at YP, the Real Yellow Pages, where he oversaw product management, platform strategy, business operations, and marketing. Corey's roles have also included management consulting as well as operational leadership positions at AT&T and University of California, Los Angeles. Corey holds both an MBA and a BA from University of California, Los Angeles.

Toby McGraw, Senior VP of Sales

Toby joined HopSkipDrive in 2018 as SVP of Sales. In this role, he leads sales operations, business development, and direct sales. He has spent the majority of his career within the transportation industry, including nearly 10 years at Zonar Systems, where he helped to grow and scale successful teams with a specific focus on bringing disruptive Student Transportation Technology to market. Prior

to Zonar, Toby held a number of roles from strategic marketing, business development, and sales. Toby holds a BA from the University of Southern California.

Miriam Ravkin, Senior Vice President of Marketing

Miriam Ravkin joined HopSkipDrive in 2019 because she truly believes in the company's mission and wants to create opportunity for all through mobility. As SVP of Marketing, Miriam leads all aspects of marketing for HopSkipDrive's three audiences. Miriam has over 15 years of marketing experience, leading teams of all sizes to achieve company goals and hit revenue targets. Prior to joining HopSkipDrive Miriam led marketing at a variety of companies ranging from large enterprises to small and mid-stage startups. She is passionate about creating a world class brand and generating demand for a new category of school transportation. Miriam holds both an MBA and a BA from University of California, Los Angeles.

Michelle McCombs, VP of Operations

Michelle McCombs is committed to improving the way people and companies interact and believes that now, more than ever, good customer experience defines a company's success. She has been building and developing teams for 15 years - 9 of which have been in the trust & safety sphere. She began her career with The Walt Disney Company, where she learned how to create truly exceptional customer experiences. She has taken what she learned to help a variety of companies, from small startups to large corporations, build out or improve upon their customer experience. Michelle holds a BS from Utah State University. She has been with HopSkipDrive since 2017.

Jon Hanover, VP of Marketplace

Jon Hanover joined HopSkipDrive in 2018, and is responsible for ensuring every time a child needs a ride, there's a highly qualified CareDriver ready and willing to provide it. Prior to HopSkipDrive, Jon was the founder, principal and executive director of the Denver charter school Roots Elementary, which garnered national attention for its innovative model. Before that, Jon was a founding kindergarten teacher, grade level chair and member of the school leadership team at Rocky Mountain Prep. Jon began his career at Bain & Company, where he advised clients on strategy, management and operations. He earned his BA from Harvard University.

Trish Donahue, VP of Legal & Policy

Trish Donahue oversees HopSkipDrive's legal and policy functions, and serves as a core member of the HopSkipDrive's internal safety team. In her role, she helps to advance HopSkipDrive's service to youth and others by overseeing compliance, advancing safety initiatives, and advocating for policies and regulations that help to ensure access to opportunity while promoting ride safety. Prior to joining HopSkipDrive, Trish provided direct legal and policy support to public schools, represented students with disabilities in a large public school system, and served as the Director of Legal and Policy Initiatives at the Colorado Charter School Institute. In these roles, Trish experienced firsthand how access to transportation can be the dividing line between success and struggle, as well as the challenges that school administration face in sourcing and scheduling safe and reliable transportation services for their students. Trish holds a BA in Spanish and Portuguese from the University of Colorado - Boulder, JD from University of Denver, and LLM from Loyola University Chicago.

Katrina Kardassakis, VP of Business Operations

Katrina Kardassakis joined HopSkipDrive in 2019, and is responsible for strategy, process management, people management, and business operations. Prior to HopSkipDrive, Katrina worked as a global supply manager for Apple, where she learned how to run complex and dynamic

operations efficiently and at scale. She began her career in investment banking in Los Angeles, where she advised clients on various mergers and acquisitions, learning what makes companies successful and how to maximize impact. Katrina has an MBA from Stanford University and a BS in Applied Mathematics & Economics from Brown University.

Carol Koh Evans, CFO

Carol Koh Evans joined HopSkipDrive in 2021 and brings her executive experience in finance and operations at high-growth startups, technology companies, and non-profit organizations, including The Knot/XO Group, Tradesy, Microsoft and Baby2Baby. Most recently, Carol served as CFO of Baby2Baby, a nonprofit organization based in Los Angeles providing diapers and other essential items to children in need across the country. In addition to senior operating roles at startups, Carol spent seven years at Microsoft in leadership roles in Corporate Development, Corporate Strategy and MSN. Carol began her career in investment banking in New York and Hong Kong, and she received her MBA from Columbia Business School and her BS in Business Administration from Haas School of Business at UC Berkeley.

HopSkipDrive's History, Mission, and Key Distinctions

HopSkipDrive History

HopSkipDrive was founded in 2014 in Los Angeles by three experienced professionals who are also working mothers. Together they have eight children, now ages 10 to 20. As a female-founded and female-led company, and with a staff of experienced education professionals, we understand the stress of getting kids everywhere they need to go and created HopSkipDrive to fill this very real need.



HopSkipDrive has already arranged hundreds of thousands of safe rides for children and youth through partnerships with over 350 schools, school districts, and county agencies. In doing so, we have saved schools millions of dollars while ensuring a safe transportation solution for students who need it the most. We are looking forward to bringing our innovative model to Magnolia Public Schools.

HopSkipDrive Mission

HopSkipDrive is on a mission to create opportunity for all through mobility. We know that the difference between success and struggle can sometimes be as simple as the ability to show up. Schools, counties, and parents contract with HopSkipDrive for the transportation needs of a variety of youth, including students with IEPs, special education, youth experiencing homelessness, and youth in the foster care system.



HopSkipDrive Key Distinctions

HopSkipDrive is different from any other alternative student transportation solution. These key distinctions can be summarized by the following platform features:

1. All CareDrivers have at least **5 years of prior caregiving experience**. No other solution offers this.
2. HopSkipDrive's proprietary **Safe Ride Support System** tracks rides in real time and alerts all parties of any ride anomalies as they occur.
3. HopSkipDrive goes **above and beyond when it comes to safety**. The results speak for themselves and we publish our safety results annually.

4. HopSkipDrive's **unique scheduling tool** makes scheduling and managing student rides easy and efficient.
5. HopSkipDrive's **innovative TNC model** allows for scalability, flexibility, cost-efficiency, and better technology.

Benefits of the TNC Model

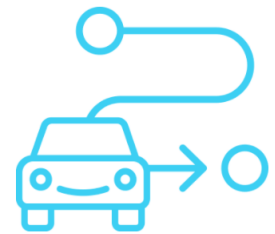
We believe partnering with a TNC like HopSkipDrive is the best way to provide alternative transportation and transportation for anyone who needs a little extra care. Our customers say they enjoy using the technology to easily schedule rides, the scalability and flexibility of our operation, as well as the cost-savings of a pay-for-what-you-use model.

In contrast, school transportation partners, such as broker companies, may have years of experience in the industry, yet lack some of the innovations and safety measures that make TNCs a quickly-growing choice for student transportation.

Scalability

HopSkipDrive rides scale based on demand: there are always more CareDrivers available in the area so as a school's demand scales, so can we.

A flexible driver supply means that a school's scheduled rides will always be filled, regardless of the changing needs of the rider or whether a driver calls in sick. CareDriver supply will increase and decrease with the school's needs rather than paying an employee for a set number of hours. This leads to increased reliability and ensuring no child is left without a ride.



In contrast, companies with a set number of employees or subcontractors can't easily scale to meet changes in ride volume. If a school needs to add on or cancel rides, traditional alternative transportation solutions are designed so that drivers are either left without work or more need to be hired... a process which takes far longer than the scheduling lead time we offer.

"HopSkipDrive is not only 60% less expensive than our previous car service solution, but far more reliable. We had worked with HopSkipDrive for only a few weeks before we quadrupled the number of students riding with their CareDrivers, and we'll continue to expand district ridership with them."

— Mike H., Former Director of Transportation at Littleton, CO School District

Cost-Efficiency

The flexible TNC model means our clients only pay for the rides they book. In addition, customers don't have to pay for rides canceled 24 hours in advance.

Clients never pay for hours in which a vehicle sits empty. They also won't pay storage or maintenance costs on a vehicle. While school buses are of course necessary for large-scale transportation operations, it doesn't always make sense to have a vehicle, or full-time employees, for every purpose.



More Flexibility

Customers can schedule rides for any time they want. It may not be efficient for a school bus to take one child to an IEP appointment in the middle of the day, but a school or parent can easily schedule a direct ride using the HopSkipDrive application.

"Not only [does HopSkipDrive] reduce the district's overall transportation costs, but offering this service to students with specialized transportation needs will help to shorten commute times – meaning less time in transit and more time learning."

— Leigh C., Director of Federal Programs & Academic Compliance at Keller Independent School District

Better Technology

Our proprietary technology enables student transportation staff to schedule, edit and cancel rides within minutes. Unlike other alternative transportation solutions, which often require at least 48 hours' advanced scheduling, **HopSkipDrive rides can be scheduled in as few as 8 hours**. This short scheduling window is a critical feature for students experiencing homelessness, in particular, whose transportation needs can change quickly. HopSkipDrive's 8-hour scheduling window helps to ensure zero interruption to school access for these students.

Additionally, the HopSkipDrive Safe Ride support system provides end-to-end ride visibility in real-time to all parties involved in a ride, and proactively addresses any issues that may arise during a ride, such as helping a CareDriver find the right meeting spot.

Many traditional alternative transportation solutions don't offer an application in which you can book, schedule and edit rides yourself; an 8-hour scheduling window; and the ability to watch rides as they're in progress and communicate easily with drivers.

Safety with HopSkipDrive

HopSkipDrive sets the bar above and beyond for safe youth transportation solutions. Safety means so much more than checking a box for compliance. It's a full-scale, holistic approach to safety designed from the ground up. Since the day we started, we asked ourselves, "What would it take for me to put my child in a HopSkipDrive?"

Our safety philosophy can be summed up in three pillars: **proactive, innovative, relentless.**

Proactive

We know that the best defense is a good offense. That's why our safety features and processes are proactive, not a reaction to issues that come up.

15-Point CareDriver Certification Process

HopSkipDrive CareDrivers are independent contractors who use their own vehicles and are known as CareDrivers because they demonstrate values of honesty, respect, and responsibility when they care for the individuals riding in their vehicles.



In order to drive with HopSkipDrive, an individual must have the following minimum qualifications:

- 1. Experience:** Have at least 5 years of caregiving experience.
- 2. Criminal Record Check:** Pass a comprehensive search of county, state, and national records, including the global watchlist and sex offender registries.
- 3. Fingerprinted:** Pass a fingerprint-based background check.
- 4. Child Abuse and Neglect Scan:** Receive state-level clearance from the Department of Human Services database.
- 5. Valid Driver's License:** Submit proof of valid driver's license.
- 6. Driving Experience:** Have a minimum of 3 years of driving experience.
- 7. Good Driving Record:** Pass an initial motor vehicle history search as well as ongoing monitoring for new driving infractions.
- 8. Age 23 or Older**
- 9. Own or Lease a Vehicle Not More Than 10 Years Old**, seating 4 to 7 Passengers
- 10. Submit Proof of Registration**
- 11. Submit Proof of Insurance** consistent with State Law
- 12. Pass an Annual Vehicle Inspection** by a Certified Mechanic
- 13. Complete a Live Orientation** with a Member of the HopSkipDrive Team

14. Adopts the HopSkipDrive Community Guidelines

15. Adopts Zero Tolerance Policies for the use of drugs or alcohol while driving, nondiscrimination, no-touching, and no-cell phone usage.

Reasons for Rejection

- Inadequate childcare experience
- Fails background checks
- Fails driving record standard
- Under age 23
- Out of compliance with document requirements, including valid in-state driver's license, insurance and vehicle registration
- Answers to written application questions do not meet HopSkipDrive's standards
- Is not available to drive when needed
- Failure to pass post-training testing
- Does not own smartphone
- Vehicle does not meet HopSkipDrive standards

CareDriver Checks / DMV Records

HopSkipDrive ensures that all CareDrivers will have background checks, including a cross check of fingerprints, global watchlist and sex offender registry. In addition to the background checks and fingerprinting, HopSkipDrive conducts an initial Motor Vehicle Record review and then continuously monitors CareDriver's driving records through the DMV.

Percentage of Applicants Onboarded

Due to our rigorous vetting process, only 13% of CareDriver applicants begin our onboarding process.

CareDriver Onboarding Program

All HopSkipDrive CareDrivers on our platform receive a rigorous coaching that covers trauma informed care, sensitivity to individuals with special needs, addressing safety concerns, emergencies, what to do if a rider requests a different drop off location, and the like. Coaching Programs Include:

- Pick up/drop off protocols and procedures
- Prohibition of smoking, alcohol and drugs
- Responding to persons with limited mobility and/or special needs
- Use of family-friendly radio only
- No eating or drinking while driving

- Double parking
- Procedures for accepting ride assignments in the HopSkipDrive app
- Communicating with the HopSkipDrive safe ride support team, parents, and agencies via phone and text to address last minute changes, trouble locating a rider, emergencies and other issues
- Rider departure confirmation procedures
- Our extensive safety program, outlined under the Safety Program

If a CareDriver cannot meet driving standards, they cannot drive for HopSkipDrive.

Safety Program

Having been co-founded by three mothers, HopSkipDrive's foremost concern is the safety of the riders we serve. This is why HopSkipDrive CareDrivers on the platform go through protocol reviews and issues are addressed in real time, on an ongoing basis. In addition to the onboarding safety program outlined below, we hold semi-annual meetings with CareDrivers. Our safety program includes (but is not limited to) the following:

- Safe driving practices
- Privacy of riders (including no contact or photo/video)
- Distractions (e.g. phone usage during rides, including no texting or talking)
- Use of seatbelts
- Confirmation of rider identity via photo, birthday and password
- Emergency procedures
- Providing Emotional & Social Support for Riders
- Information on being a Mandated Reporter

Criteria to Stay on the Platform

CareDrivers enroll in ongoing monitoring of motor vehicle and criminal records and must maintain clean records while driving with HopSkipDrive. HopSkipDrive is alerted of any changes to records as quickly as that information is released by the state.

Surpassing Regulatory Requirements

HopSkipDrive's approach to safety is driven by data and industry best practices. We frequently surpass regulatory requirements with additional safety features like:

- **Multi-Factor Authentication**

Each rider selects a secret codeword, which is provided to the CareDriver through the application before pickup. Once the CareDriver arrives at the pickup location, the

CareDriver confirms both the rider's secret codeword as well as the rider's date of birth to ensure proper identification.

- **Broad Commercial Insurance**

HopSkipDrive exceeds the commercial insurance requirements set by regulations, securing comprehensive primary auto insurance, general liability, cyber insurance, sexual abuse and misconduct, and errors & omissions insurance.

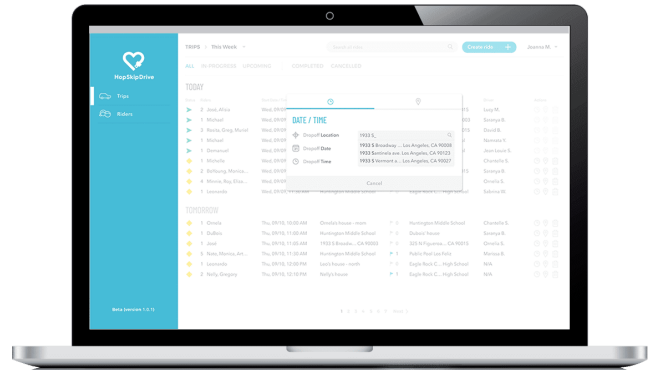
Innovative

HopSkipDrive's TNC model is an innovative new approach to the safe youth transportation space. We're not only an innovative business model, however; we innovate when it comes to safety, creating technology and processes far ahead of industry peers.

We can actually see the data on driving behavior and enable iterative improvement. CareDrivers receive information about their own driving patterns from the week before, along with resources on safe driving.

Application

Our technology is one of the cornerstones of what makes HopSkipDrive so successful in providing reliable and safe transportation solutions for students. School partners have access to a web-based application that makes scheduling easy and convenient.



Through the web application, school personnel can:

- Add riders, along with notes pertinent to that rider
 - E.g., "Olivia is sensitive to loud noises. Please refrain from playing any music or radio during the ride."
- Schedule/Change/Cancel Rides at the click of a button
- See the CareDriver matched to a ride, along with photo and bio
- Receive text alerts when the child is picked up and dropped off
- View details of all completed rides, including distance traveled and cost

You'll Always Be In the Know

All parties associated with a ride have a direct line to CareDrivers, which creates unparalleled transparency, visibility and communication



between us, CareDrivers, school personnel and users associated with a Rider's account.

Our CareDriver app measures CareDriver driving behavior and safety using mobile phone sensors including Accelerometer, Gyroscope, and GPS to measure safety-related factors including speed, braking, acceleration, phone use, swerving, length of time driving, time of day, and more. These measurements are used to evaluate CareDrivers' caution, control, and focus while on the road, as well as to detect collisions.

HopSkipDrive is notified immediately if an incident occurs. This allows us to act swiftly to assist the CareDrivers and to notify contacts immediately if an issue cannot be resolved.

Caregiver contact: Schools are encouraged to always list the parent or legal guardian associated with a rider's account. Once that individual's cell phone number is on file, that individual can receive texts about the ride in progress. This includes texts that the driver has arrived, the rider and driver have departed, and when the ride is complete.

Emergencies: If something happens during a ride, HopSkipDrive Customer Support will place the first call to the primary point of contact associated with the ride. If they are not reachable, the CareDriver will try the emergency contacts for the rider(s) involved.

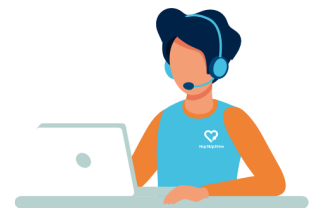
Live GPS Tracking



All rides are tracked in real time, both via the app and by our Safety Ride Support team. For schools and parents, this allows them to see exactly where students are at any point in time during the ride. Our Safe Ride Support team at headquarters is also looking at this to help assist CareDrivers, should there be a need. This real time detection of ride abnormalities allows us to step in immediately to assist in the event it is necessary.

Customer Support

HopSkipDrive has a unique Community Experience team with two groups. The first is our **Community Support Team** that handles troubleshooting, questions with rides, cancellations, changes to the ride, etc. The second is our **Safe Ride Support Team**. Each and every HopSkipDrive ride is assigned a dedicated Safe Ride Specialist whose sole job is to ensure the ride is a safe success!



General customer support is available from 8am to 10pm PST, Monday through Friday. Safe Ride Support is available to passengers 1 hour before the first ride of each day, through to completion of the final ride of the day.



COVID-Safe Ride Standards: Setting the bar for the industry

HopSkipDrive not only created COVID-Safe Ride Standards back in April 2020, we published them openly to set the bar for others in the industry. We made the decision to openly share our standards — and exactly what they entail — because we're committed to keeping everyone safe and healthy by sharing what we know.

The HopSkipDrive COVID-Safe Ride Standards will work to:

Promote the safest in-ride environment for CareDrivers and Riders.

- Consistent with CDC recommendations, CareDrivers must wear face coverings and proper personal protective equipment during rides; Riders are also asked to follow CDC and local guidelines on wearing personal protective equipment.
- Plastic dividers between the front and back seat will be used in every vehicle. HopSkipDrive will be one of the first transportation network companies in the country to adopt plastic dividers as a standard operating procedure.
- Vehicle cleaning and disinfecting between rides following CDC recommendations.
- Requiring Ride Organizers to assist Riders, as needed, to find their ride and load into the vehicle to reduce contact between CareDriver and Rider. HopSkipDrive also asks Ride Organizers to follow CDC and local guidelines by keeping Riders home if they show COVID-19 symptoms.

Provide CareDrivers and Ride Organizers with critical safety resources.

- HopSkipDrive believes education is key to safety and connects CareDrivers with safe driving resources. We will provide COVID-Safe Rides Standards resources for Ride Organizers and CareDrivers. In addition, in-app notifications will continue to remind Ride Organizers and CareDrivers of COVID-Safe Ride Standards & best practices.

Promote healthy interactions between CareDrivers, Riders and Ride Organizers.

- HopSkipDrive uses innovative technology and in-app features to bring COVID-Safe Rides Standards to CareDrivers and enables real-time feedback from CareDrivers, Riders and Ride Organizers.
- HopSkipDrive has partnered with telehealth company Ro to connect CareDrivers with free telehealth screenings.
- In-app features enable CareDrivers to affirm they are asymptomatic and have not been exposed to COVID-19 prior to offering rides through the platform.

Minimize exposure through anonymous COVID-19 exposure reporting.

- HopSkipDrive will facilitate anonymous COVID-19 exposure reporting, to the extent that user's privacy interests remain protected.

Relentless

HopSkipDrive doesn't rest on our laurels. We're constantly evaluating our own safety features and processes, using that data for continuous improvement.

Safety Advisory Board

We selected a group of industry leaders as advisors— from Directors of Pupil Transportation to leaders of some of the most well-respected organizations on youth transportation safety.



Lisa Robinson
Senior Program Manager
National Safety Council



Torine Creppy
President
Safe Kids Worldwide



Diana Hollander
Retired Dir. of Transportation
NV Dept of Education



Dr. NanaEfua Afoh-Manin
MD, MPH, EMP
Founder Shared Harvest Fund



Theresa Anderson
Region 5 Director
Nat'l Assoc. for Pupil Transportation

Annual Safety Report

We publish a detailed report of our safety metrics annually in order to provide ultimate transparency and set a high bar for the industry. We've attached our most recent safety report for your review.

Thought Leadership in the Safety Space

We regularly publish content which details our safety philosophy and methods. With a staff that consists of leaders from the education and transportation spaces, we have a team of experts when it comes to safely meeting the needs of students.

Partnerships & Testimonials

Partnerships that Matter

HopSkipDrive partners with school districts, schools, county agencies, and nonprofits across the country to provide unparalleled service for students with disabilities, youth in the foster care system, youth experiencing homelessness, and general education students.



Testimonials

"BVSD contracts with HopSkipDrive to arrange alternative transportation for many of our McKinney Vento and Child Welfare students. They have helped us to reduce the number of routes and drivers we need to transport students who live in places outside of our district boundary. This has helped us keep our costs down, while maintaining a high level of service for our students in need. We have always found HopSkipDrive to be the safest and most reliable solution to our alternative transportation needs."

— *Tony Skala, Director of Transportation for Boulder Valley School District*

"HopSkipDrive has been a huge asset to my CASA kid. She feels confident arriving at school in a car instead of a group home van. Her CareDrivers all respect her privacy and even sign her in and out of her school and group home. HopSkipDrive has off-the-charts customer service."

— *Shelley B., CASA Volunteer*

"As a retired Director of School Transportation in Colorado, and now active consultant to other directors, I witness the everyday success that many school districts have with HopSkipDrive. They are able to provide a critical service to our most vulnerable students safely, reliably, and cost effectively."

— *Dave Anderson, Retired Director of Transportation for Adams 12 Schools*

"HopSkipDrive has fulfilled every ride we've ever requested and HopSkipDrive is always reachable and super responsive. Couple that level of service with the stability that HopSkipDrive gives back to youth in foster care and the result is something truly special."

– *Kala S., Denver City and County Human Services*

"HopSkipDrive has been a tremendous resource, helping to get our students to off-campus activities and games as well as to school. The drivers have been 100% reliable, and I feel so safe having my students ride with them. They've been a lifesaver!"

– *Sarah H., Director of Student Life & Campus Operations for Westmark School*

Service Approach

Our proactive, innovative, and relentless safety philosophy informs every level of HopSkipDrive's approach to service, from our CareDriver certification process and standards to our data-driven platform and application and real-time communications and tracking during rides. Please see ***Safety with HopSkipDrive*** for additional information on how our TNC model, technology, and processes continue to raise the bar for safe student transportation solutions.

Implementation

HopSkipDrive maintains staffing levels to ensure effective project management, supervision, route coordination, reporting, and work schedules. Our client operations team members have extensive project management and support service experience.

Standard implementation typically takes about one week. During your implementation sessions, the Client Operations team will walk you through our platform, highlight features including how to build rides, and work with you to begin getting your rides in the system. Implementation may be expedited and tailored to your needs.

Proposed Implementation Timeline


Project Phase	Description	People
1 - Project Kickoff Meeting	Meeting to establish timeline, Magnolia Public Schools' project point people, and reports needed, as well as identifying the services not applicable to the awarded contract	HSD Director of Client Operations, HSD Client Operations Associate, HSD CSM, Magnolia PS Member Project Team (Transportation, Ed. Services, Homeless Liaison, SPED Coordinator - TBD)
2 - Magnolia Kickoff Needs Assessment Intake	Data and reporting to support the vendor contract obligations. Creation of timing of reporting, invoicing, and other needs.	HSD Director of Client Operations, HSD Client Operations Associate, Magnolia PS Invoicing/Reporting Lead (TBD)

3 - Magnolia Member Onboarding	HopSkipDrive ride scheduling software training, dates, rider, caregiver, pickup/drop-off locations, timing, date exceptions	HSD Client Operations Associate, Magnolia PS Member Date/Intake Lead (TBD)
4 - Driver Recruitment & Training (Ongoing)	Recruit, train, and hire drivers	HSD Head of CareDriver Operations
5 - Outreach & Support Plan of Magnolia PS Members	Create a plan to support Magnolia's needs as it related to awarded RFP	HSD Marketing/Account Executive, Magnolia PS (TBD)
6 - Ongoing Meetings/Updates	Weekly updates on routes	Magnolia PS/HSD Director of Client Operations, HSD Client Operations Associate

Reporting, Billing, and Invoicing

HopSkipDrive uses invoice billing. See below for samples of our standard invoice and supporting trip documentation.

Invoices

<p>HopSkipDrive, Inc. 1933 S. Broadway, Ste. 1144 Los Angeles, CA 90007 US accounting@hopskipdrive.com hopskipdrive.com</p>			
<p>Invoice</p>		<p>INVOICE # 1957 DATE 04/01/2019 DUE DATE 05/01/2019 TERMS Net 30</p>	
<p>BILL TO ABC School District 123 Fake St. Los Angeles, CA 90007</p>			
ACTIVITY	QTY	RATE	AMOUNT
4031.2 B2B Base plus miles Completed Trips Base plus miles: Completed Trips	4	31.0925	124.37
4032.2 B2B Base plus miles Cancelled Trips Base plus miles: Cancelled Trips	2	12.83	25.66
<p>To pay your invoice by credit card or free bank transfer click "Review and Pay" on the invoice then click "Pay Now".</p>		BALANCE DUE	\$150.03
<p>You can also pay via Bill.com at https://app.bill.com/Login. (Payment Network ID 0160726151291635)</p>			

Organizer Invoice 1957 Account #12345

April 1, 2019 to April 30, 2019

ABC School District

123 Fake St., Los Angeles, CA, 90007 USA

Invoice Total: \$150.03

Scheduled Start	Trip ID	Trip Status	Origin Address	Destination Address	Passengers or Cancelled Passengers	Est. Miles	Total Due
4/29/2019 12:05:00 PM	3489236	cancelled	123 Fake St. Los Angeles, CA 90007 USA	456 ABC St. Sherman Oaks, CA 91405 USA	Passenger Four	9.23	\$12.52
4/29/2019 10:30:00 AM	3489233	cancelled	789 Test St. Sherman Oaks, CA 91405 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger One Passenger Three	7.81	\$13.24
4/30/2019 2:15:00 PM	3449500	complete	789 Test St. Sherman Oaks, CA 91405 USA	456 ABC St. Sherman Oaks, CA 91405 USA	Passenger One Passenger Two	7.70	\$23.85
4/30/2019 10:33:00 AM	3489436	complete	456 ABC St. Sherman Oaks, CA 91405 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger Four Passenger Three	7.81	\$32.26
4/4/2019 12:38:00 PM	3437918	complete	123 Fake St. Los Angeles, CA 90007 USA	456 ABC St. Sherman Oaks, CA 91405 USA	Passenger Two Passenger Four	9.23	\$29.98
4/4/2019 9:05:00 AM	3437430	complete	789 Test St. Sherman Oaks, CA 91405 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger Three Passenger One	7.81	\$32.98
Grand Total						48.58	\$150.83

Passenger Stats Report

Passenger Stats for Account #209343

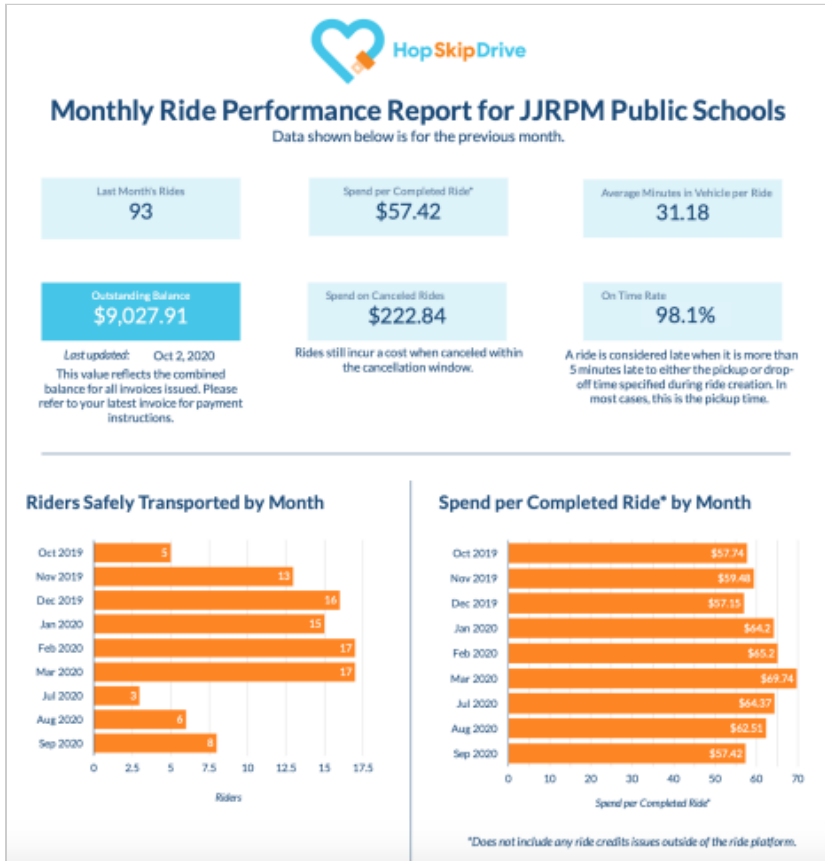
8/1/2018 to 7/5/2019

Last Name	First Name	Date of First Ride	Date of Last Ride in Period	Days Served	Weeks Served	Months Served	Age at Last Ride in Period	Avg Miles per Ride in Period	Rides in Period Completed	Rides in Period Canceled...	Upcoming Trips
		1/7/2019	5/29/2019	91	20	5	17	10.47	93	10	0
		1/7/2019	1/31/2019	17	4	1	9	29.80	28	0	0
		1/7/2019	1/31/2019	17	4	1	7	29.80	28	0	0

Cancellation Report

Date	State of Ride	Passengers	Miles	Base Fare	Mileage Cost	Total Charged
1/17/2019 7:31:4	cancelled		10.22	\$24.00	\$25.55	\$ 49.55
2/27/2019 1:00:0	cancelled		5.42	\$24.00	\$13.56	\$ 18.78
2/27/2019 8:32:1	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
2/25/2019 2:00:0	cancelled		5.42	\$24.00	\$13.56	\$ 18.78
2/25/2019 6:57:1	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
2/22/2019 2:16:0	cancelled		5.42	\$24.00	\$13.56	\$ 18.78
2/22/2019 6:57:1	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
2/21/2019 2:16:0	cancelled		5.42	\$24.00	\$13.56	\$ 37.56
2/21/2019 6:57:1	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
2/20/2019 1:16:0	cancelled		5.42	\$24.00	\$13.56	\$ 37.56
2/15/2019 6:57:0	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
2/14/2019 2:16:0	cancelled		5.42	\$24.00	\$13.56	\$ 37.56
2/14/2019 6:57:1	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
2/6/2019 1:16:0	cancelled		5.42	\$24.00	\$13.56	\$ 37.56
2/6/2019 8:32:12	cancelled		5.43	\$24.00	\$13.58	\$ 37.58
						\$619.19 Total Spent on Cancelled Rides

A full list of standard reports is available upon request. HopSkipDrive will work with you to define any additional custom reports necessary to meet your needs.



Cost Breakdown

ITEM	DESCRIPTION	PRICING
Base Fare - Per 1 Way Trip	Base Fare is a fixed cost per trip mobilization fee. Allows organizers to book rides at least 8 hours in advance.	\$30.00
California Access for All Fee		\$0.10
Per Mile Fee	PROVIDER maintains accurate daily records of student names, pickup and drop off location and time, which includes mileage. The total mileage for each ride is calculated and added to the Base Fare.	\$2.50
Cancellation/no show fee	There is a \$0 cancellation fee when canceled 8 hours before a scheduled ride. Rides canceled between 0-1 hours incur a cancellation fee of 100% Base Rate + Expected Distance of Ride. Rides cancelled between 1-8 hours will incur a cancellation fee of 50% Base Rate + Expected Distance of Ride.	See Description Narrative
Charge for additional rider from same household with same points of origin and destination.	No additional fee or charge will be applied for this ride type.	\$0
Booster seats	No additional fee or charge for a rider needing a booster seat.	\$0
On-Demand/Immediate/Emergency rides may be booked within a 2 hour window.	OnDemand/Immediate/Emergency rides may be booked within a 2 hour window. Pricing is: 3(x) the base fare fee + \$ 2.50 per mile. These rides need to be scheduled by calling 1-844-HOP-SKIP. Our Customer Support team will build the ride for you and when the ride is claimed we will send the Caredriver to the pick up immediately.	\$90.00 + \$2.50 Per Mile

References

Brea Olinda USD

Kerry Mamrot, Program Specialist, Special Education

1 Civic Center Circle, Level 2

Brea, CA 92821

O: 714-990-7820

E: kmamrot@bousd.us

Santa Ana USD

Wendy Gonzalez, Transportation Router

1601 East Chestnut Avenue

Santa Ana, CA 92701

O: 714-558-5817

E: wendy.gonzalez@sausd.us

Huntington Beach UHSD

West Orange County Consortium for Special Education

Rachel Rios, Fiscal Manager

5832 Bolsa Avenue

Huntington Beach, CA 92649

O: 714-903-7000, ext. 50615

E: rrios@hbuhsd.edu

San Diego County Office of Education

Foster Youth & Homeless Education Services

Susie Terry, MPH, Coordinator, Homeless Liaison

6401 Linda Vista Road

San Diego, CA 92111

O: 858-298-2062

E: susanne.terry@sdcoe.net

Vista Unified School District

Michelle Walsh, Student Support Services

1234 Arcadia Avenue

Vista, CA 92180

O: 760-726-2170, ext. 92180

E: michellewalsh@vistausd.org

Del Mar Union School District

Audrey Shepard, Program Assistant, Student Services

11232 El Camino Real

San Diego, CA 92130
O: 858-523-6188
E: ashepard@dmusd.org

Mount Diablo Unified School District

Lucie White Skourup, Transportation Operations Supervisor
1936 Carlotta Dr.
Concord, CA 94519
O: 925-825-7440, ext. 3719
E: whiteskourupl@mdusd.org

Pasadena Unified School District

Gary Turner, PUSD Transportation Dispatcher
740 W Woodbury Rd.
Pasadena, CA 91103
O: 626-396-5850, ext. 89239
E: turner.gary@pusd.us

Oxnard Union High School District

Corina Cherry, Transportation Supervisor
1100 West Second Street
Oxnard, CA 93030
O: 805-385-2543
E: corina.cherry@oxnardunion.org

Exceptions

1) To the extent that items in the RFP conflict with the Agreement dated January 24, 2022 between Magnolia Public Schools and HopSkipDrive (the "Agreement"), the terms of the Agreement shall control and all conflicting provisions shall be treated as an exception for purposes of this RFP.



REQUEST FOR PROPOSALS (RFP)

Transporters for K-12 Grade Students

Issued by:

MAGNOLIA PUBLIC SCHOOLS

250 East 1st Street Los Angeles, Suite 1500, Los Angeles, CA 90012

www.magnoliapublicschools.org

Issue Date:

Wednesday, February 9, 2022

Closing Date for Submission and Receipt:

Wednesday, March 2, 2022, at 5pm PST

Proposals are to be submitted in (2) copies to:

Contact Name: Jenny Obuchi

Title: Academic Assistant

Address: 250 E 1st St., Suite 1500

Office: (213) 628 – 3634

Fax: (714) 362-9588

Email: jobuchi@magnoliapublicschools.org

www.magnoliapublicschools.org

Note: Please use the proposal name above on all RFP correspondence.

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Background and Purpose

Established in 2001, Magnolia Public Schools (MPS) is a network of Public Charter Schools consisting of a central office (CMO) and ten school sites located throughout Southern California, serving 3,900-4,000 students in grades TK-12.

MPS is soliciting proposals to establish a cost-effective Master Agreement ("Agreement") to acquire the services outlined below.

The service would be purchased as a consortium to include all schools. Billing would be managed through Magnolia Public Schools. An itemized invoice would be needed per school site. In addition, a cost breakdown must be broken down per site to make calculations for budgeting. Any award/contract will be pending the Magnolia Public Schools Board approval and availability of funds.

Scope of Work

- To provide safe transportation to and from school. Some school routes may have one student while other routes may be more than one student. It is dependent on the school and location.
- To maintain orderly behavior and conduct of students.
- To provide a close working relationship between the management of the company and the administration and management of the school.
- To provide positive public relations between the Contractor, Magnolia Public Schools, and its patrons.
- To provide a transportation schedule that allows students minimal riding time to and from school not to exceed 60 minutes unless extended riding time beyond the 60 minutes has been approved in advance by MPS.
- Provide skilled well trained staff at all levels.

Qualifications and Requirements

- Drivers must have a current Department of Transportation Medical Certificate (DL-51) as applicable.
- Drivers must pass the First Aid Test or have a current First Aid Card and hold CPR certification.
- Drivers must participate in a pre-employment drug and alcohol test and are randomly tested thereafter.
- Drivers must attend regularly scheduled safety meetings and attend additional training sessions to maintain the skills needed to safely transport students.
- Drivers must have and maintain a clean driving record, both professionally and personally.
- Drivers' background shall be checked by the Department of Justice and/or the FBI prior to assigning to drive.
- Management shall review with the employee the Motor Vehicle Record of any employee record reveals the following:
 - Two (2) or more moving violations;

- One (1) at-fault accident and (1) moving violation;
- Three (3) or more seat belt violations.
- Driver shall have a valid, current California Drivers License for the type of vehicle driven to be eligible for employment in a driving position.
- TB Clearance
- Previous school transportation requirement or having a good aptitude for training
- Provide a regularly assigned driver to each route
- Certificate of Status
- Proof of Insurance (Upon approval of the proposal, the contractor must provide proof of \$1 Million general liability insurance)
- Minimum Automobile Liability - \$100,000 per person; \$300,000 per occurrence
 - Property Damage - \$50,000 per occurrence
 - Medical Payments - \$5,000 per person

Schedules

- Student arrival at school in the morning (am): between 30 minutes and 15 minutes prior to school starting time.
- Transporters arrive at school to pick up students in the afternoon (p.m.): no later than 10 minutes after school dismissal time for primary and middle schools and 15 minutes after dismissal time for high school.
- Riding time shall not exceed 45 minutes for elementary and middle school and 60 minutes for high school students
- Transporters shall not depart from school earlier than 8 minutes after school dismissal without the approval of the school principal
- SCHOOL SCHEDULES Setting of school hours is the responsibility of the schools. It is recognized, however, that school hours impact the ability of the Contractor to efficiently meet the requirements of the Agreement. The school will inform the Contractor of any planned changes in school hours, from one year to the next, no later than June 15. The Contractor will support the school in its establishment of the best combination of school and bus schedules by August 1, with all final decisions at the discretion of the school or home office.
- The contractor shall be held fully responsible for the care and supervision of passengers during their period of transportation. Transportation of a passenger shall be deemed to have begun when the passenger enters the school bus and shall end when the passenger exits from the bus and the bus have properly resumed its run

Condition and Maintenance

MPS has listed the following preferences as it relates to customer service and experience responsibilities that describe your capabilities:

- Dedicated knowledgeable, experienced representatives with quick turnaround times to inquiries
- Change order, exchanges, and cancellations (provide your policy)
- Describe the policy and procedure for invoice discrepancies

- A user-friendly and intuitive website that can support an e-commerce punch-out environment.
- Describe the quote-to-invoice process
- The ability to provide tracking and order information after an order has been placed

Reports

- DISCIPLINE AND HEALTH Contractor shall provide the School on the day of the incident, student incident reports of behavioral, disciplinary, or health problems that arise during bus trips. For urgent situations, phone contact with the school will be made immediately.
- ACCIDENT Contractor shall notify the school principal or designee immediately by telephone of any vehicle accident or injury. The Contractor will provide within two hours of an accident the number of students and staff on the vehicle at the time of the accident, their full names, and their seating position in the vehicle, where applicable. The Contractor will provide any additional information to the school as required in Home Office Policies and Procedures. The contractor shall forward within twenty-four (24) hours of each accident where an injury is sustained a written report describing all details of such accident. All other accident reports shall be submitted within forty-eight (48) hours of each accident and filed according to State law and regulations.

References

Proposing Vendors must provide a minimum of three (3) current Southern California references for which services are currently being provided. Each reference should include the contact name, address, phone number, fleet size, and scope of services. Magnolia Public Schools will check the references provided including on-site observation of operations if it is deemed necessary at the sole discretion of Magnolia Public Schools.

Monthly Review

Contractor's on-site manager shall formally meet with the Principal and member of the Academic Team or designated personnel at least once every month to report on achievements, areas of concern, activities performed in compliance with the Contract and information of interest regarding news and changes in the school transportation industry. The contractor shall make such special reports, studies, and surveys regarding student transportation as are reasonably necessary to or requested by Magnolia Public Schools.

Invoicing and Payment for Services

- Contractor shall submit an invoice to the schools at least once and not more than twice for each month of service provided under this Agreement. The invoice shall be submitted in a manner and format, and with content acceptable to the schools.

- At a minimum, the invoice shall include sufficient information and detail to support the amounts billed and shall reconcile to the route data developed under this Agreement. Each invoice shall be received by the schools not later than five (5) business days following the final date of service covered by the invoice. The invoice shall be reviewed and approved by the school within five (5) business days of receipt. If the Contractor does not receive notice from the school within this timeframe, the Contractor may assume the school has approved the invoice.
- If the school finds an error or questions the accuracy of any item on the invoice, the error or question shall be reported to the Contractor who shall reconcile the error or the question and resubmit the invoice for approval.

Key Dates

RFP Issue Date	Wednesday, Feb. 9, 2022
Deadline for Questions	Artis Callaham amcallaham@magnoliapublicschools.org
Submit Sealed Proposals By	Wednesday, March 2, 2022, at 5:00 p.m. PST All proposals received after the date and time set for receipt will be REJECTED. Submissions received after the time and date set will not be considered.

Magnolia Public Schools reserves the right to modify this schedule at its discretion. Notification of changes in the RFP due date and the deadline for questions will be via e-mail. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of Magnolia Public Schools.

Proposal Requirements

The desired partner is one who has provided a wide range of products and services to small, medium, and large-sized institutions. It is expected that the selected company will be able to provide the following information:

- 1- Provide an overview of the ordering process.
- 2- Provide contract price, exclusive offers, discounts, exclusions, and freight estimates.
- 3- Attach any relevant marketing materials and data sheets in the Appendices.
- 4- Describe the features, functions, and capabilities of your business as they relate to these key educational programs of MPS.

Project Approach

- 1- Describe your firm's understanding of the proposed assignment.

- 2- Provide a complete definition of the process that will be employed to meet the objectives of this project (e.g., approach to be taken, etc.).
- 3- Provide a list of laboratory equipment and science supplies that can be used with TK-12 grades across MPS
- 4- Provide detailed Customer service and experience protocols that support ordering, returning, and exchanging in the future.
- 5- Provide background information on delivery.

Additional Services

List any additional services your company may offer with a pricing structure.

Pricing

Provide an outline of the project budget with costs and any options for a payment schedule. A cost breakdown must be broken down per site for budgeting purposes.

Submission Guidelines

Proposals for furnishing the services described herein will be received until **Wednesday, March 2, 2022, 5:00 p.m. PST**. Vendors are responsible for the delivery of their proposals. Proposals received after the official date and time will be rejected.

Proposals must be submitted in both email and **hard copy formats**. Email proposals must be in PDF format, digitally signed. Email proposals should be addressed to jobuchi@magnoliapublicschools.org. Hard copy formats (2) copies should be mailed to:

Contact Name: Jenny Obuchi

Title: Academic Assistant

Address: 250 E 1st St. Suite 1500

Office: (213) 628 – 3634

Fax: (714) 362-9588

Email: jobuchi@magnoliapublicschools.org

www.magnoliapublicschools.org

The RFP proposal submission deadline must clearly appear on the proposal's cover.

All questions should be submitted to amcallaham@magnoliapublicschools.org on or before Wednesday, March 2, 2022.

This solicitation & any addendum are posted on our website at: www.magnoliapublicschools.org

There will be an optional public bid opening at the aforementioned time and place (attendance at the bid opening is not required.)

Submission Format: Bidders should submit their response in the preferred format (recommended but not required):

- Provide a letter of Introduction

- Table of Contents. Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.
- Organization’s name, contact person, address, telephone number(s), fax number, and company qualifications. A brief introduction of the company and/or managing staff. Bids should be signed by the person(s) authorized to bind the company to their proposed offer (RFP response).
- Attach other information as deemed necessary by the RFP, including customer feedback, key staff bios or resumes, and other relevant information.
- Proposal Content. Full details of the bidder’s Proposal, including general approach, methods, and explanations of how all RFP specifications will be achieved.
- Cost breakdown including add-ons. Bidders should include various cost models associated with products and delivery. Provide contract price, exclusive offers, discounts, exclusions, and freight estimates.
- Appendices
- Bidders will provide the following with their Proposal: Three (3) references, including contact information of the end-user for services of a similar nature, including the dollar value where available.
- **Vendor Services Agreement:** The vendor should include any proposed contract and maintenance agreement language for review.

Evaluation Criteria

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal. The award will be based on the following criteria:

Criteria	Possible Points
Rate Schedule	50
Responsiveness to RFP Requirements and Specifications	25
Safety Factors within Respondent’s Proposal	15
Recommendations from two Clients	10
TOTAL	100

Acceptance of Proposal

- The bid will be awarded in writing to the bidder whose proposal is determined to be the best fit for individual school goals, as determined under the sole discretion of the school’s evaluation committee and approved by the Board afterward.
- MPS and the Board of Directors reserve the right to reject any or all Proposals or waive any formality or technicality in the best interest of each school.

- MPS reserves the right to make a single award or to make multiple awards at its discretion.

Specific Information

Proposals shall be signed by an authorized representative of the bidder. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

Proposals should be organized in the order in which the requirements are presented in the RFP. The information which the bidder desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.

Bids must be valid for at least 120 days from the bid opening. Submission of a response to the request for proposal constitutes an acknowledgment and acceptance of all bid specifications by the responding vendor.

Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time. Disclosure All documents submitted by bidders shall become the property of MPS. Proposal information is proprietary and as such shall be treated as confidential until such time as a Provider is selected by MPS and an award is made when all submissions considered by MPS become public record.

Information pertaining to the schools obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from MPS.