

SCHOOL DISTRICT OF FORT ATKINSON REQUEST FOR PROPOSALS

DRIVERS EDUCATION INSTRUCTION

The School District of Fort Atkinson is seeking proposals from private vendors for Driver Education Instruction to be held at the Fort Atkinson High School. The School District desires to facilitate driver education services for students enrolled in the District and will provide access to school facilities to the provider. The provider will be considered an Independent Contractor. The Independent Contractor shall assume all responsibility for their actions with respect to the delivery of driver education services.

Approximately 210 students are eligible for Drivers Education during the course of a school year including the summer session.

The vendor services shall provide classroom and behind-the-wheel driver education services that comply with all applicable laws and regulations. Classroom instruction shall occur during and/or outside the regular school day with classes offered at a minimum immediately after school and in the evening. Upon parent permission, students would be allowed to have behind-the-wheel instruction during study halls. It is expected that planning (and possibly some services) would occur over the upcoming summer months with full implementation beginning with the start of the 2010-11 school year which begins on September 1, 2010.

REQUIREMENTS OF THE PROVIDER

1. Vehicles shall be maintained in a safe and responsible manner that complies in all respects with applicable laws and regulations.
2. The Independent Contractor shall maintain appropriate liability, workers compensation (if company has employees), accident and vehicle insurance.
3. Shall maintain all materials, supplies and equipment required to deliver services.
4. Shall maintain phone and other contact number(s) independent and separate from the School District.
5. Shall be responsible to collect all fees from students. When necessary the provider will establish a payment schedule that assists students and/or their families who are not able to make a complete one time payment.
6. Shall operate classroom portions of the program during and after the school day in accordance with all School District of Fort Atkinson policies and building rules to accommodate student need. Classes held during the school day will utilize the school calendar and class periods will coincide with the building bell schedule determined by FAHS.
7. Shall offer programming during the school year and during the summer months to meet student needs.
8. Shall offer the behind-the-wheel portion of the program to students at a time that is not more than two months prior to the students scheduled driving test.
9. Shall account for and regularly report the attendance of students enrolled in the Driver's Education program.
10. In lieu of being charged rent for classroom space, the provider agrees to provide 10 free seats in the complete program to be assigned by the building principal each school year.

11. Shall communicate regularly with parents in a variety of means (i.e., informational meetings, flyers, correspondence home, cable access, etc.) to build an understanding of the program and related requirements.
12. Shall be aware of, follow, and promote all school rules.

REQUIREMENTS OF WRITTEN PROPOSAL

1. A background of your company including years in business, other school districts served, and names of personnel indicating their experience and evidence of proper licensure.
2. A list of school district references.
3. Your ability to provide services for up to 210 students.
4. Your anticipated fee structure.
5. Number of vehicles in your fleet, including the age and make of the vehicles.
6. A certificate or notice of accreditation.
7. Proof of insurances as listed in #2 under the requirements of the provider above.

Proposals are to be prepared at no cost to the School District of Fort Atkinson. The School District of Fort Atkinson reserves the right to reject any or all proposals or any part of each proposal and to waive any minor informalities in proposals or to waive any irregularities which may be to the advantage of the District. The School District will not base selection on price alone, all segments of the proposal will be evaluated to determine the vendor that best meets the needs of the District and its' students.

Once a successful vendor has been selected, the District will further negotiate on implementation timelines and procedures and the District may authorize changes in specifications or substitutions as appropriate. The High School Principal shall make the final recommendation to the District Administrator whose decision is final (pending Board approval).

Based on an evaluation of the proposal, you may be invited to meet with school personnel to discuss your proposal. Written proposals are due by **noon (CST) on Monday, May 10, 2010**. The proposals are to be sent and questions are to be directed to:

Jason Demerath, Director of Business Services

School District of Fort Atkinson

201 S. Park Street, Fort Atkinson, WI 53538

Phone: 920.563.7800

E-Mail: demerathj@mail.fortschools.org

Email communication and submission of proposals is preferred. All questions and answers will be shared with all potential respondents.