



REQUEST FOR PROPOSAL

Student Transportation Services
2026-2027 School Year

HOPE Community Academy

720 Payne Avenue Saint Paul, MN 55130

www.hopeacademymn.org

RFP Release Date:	March 19 th , 2026
On-Site Presentation/Q&A:	March 27 th , 2026
Proposal Deadline:	April 15 th , 2026, by 4:30pm CST
Award Notification:	April 23 rd , 2026

Proposal Submission

Via email with Subject Line “SY 2027 Transportation Proposal” with all cc’d):

Kevin Xiong, Executive Director - kevinxiong@hope-school.org

Barbra Ackerman, Administrative Office Manager - barbraackerman@hope-school.org

Mai Ka Yang, Operations Development Consultant - maikayang@hope-school.org

Via Mail (Drop Off in Sealed Envelope or Priority):

HOPE Community Academy

ATTN: Kevin Xiong, Executive Director - Transportation Proposal

720 Payne Avenue

Saint Paul, MN 55130



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LETTER – INVITATION FOR PROPOSAL

PART I: LETTER - INVITATION FOR PROPOSAL

March 19th, 2026

To Whom It May Concern:

HOPE Community Academy (HOPE) is a PreK-12 public charter school located at 720 Payne Avenue in Saint Paul, MN 55130. We are currently seeking proposals from fully licensed, experienced, and qualified transportation companies within Minnesota to provide student busing transportation services for the 2026-2027 school year (SY 2027), with the potential for contract renewal for up to five (5) total years.

HOPE currently serves approximately 760 students, with a projected enrollment of 950 students for SY 2027. We anticipate continued enrollment growth in the following years. Transportation needs are expanding accordingly, and we are seeking a provider or provider capable of growing with us. HOPE would like to provide door-to-door stops for students in grades PreK-3 and corner stops for grades 4-12. Families with at least one (1) sibling also attending HOPE in grade(s) 4-12 can be a corner stop.

We are open to proposals for one (1), three (3), or five (5) year contract term. Vendors must propose to serve the busing needs of transportation only.

Services required include the following:

1. Daily transportation from student home to school and school to home,
2. Special education transportation,
3. Field trips, and
4. Athletic/extracurricular activities including afterschool programs.

The service area includes Saint Paul and all Minnesota metro communities within a 25-mile radius of HOPE's school address.

We invite you to attend our on-site presentation and Q&A on Friday, March 27th, 2026 (10:00am CST) at HOPE. Come to learn more about HOPE, our vision, transportation needs, and an opportunity to ask questions. Attendance is strongly encouraged but not required.

Proposals must be submitted no later than 4:30pm CST on Wednesday, April 15th, 2026. Proposals may be submitted by email (kevinxiong@hope-school.org, barbraackerman@hope-school.org, and maikayang@hope-school.org with subject line "SY 2027 Transportation Proposal") or sealed to the address above with ATTN: Kevin Xiong, Executive Director - Transportation Proposal.

We appreciate your interest in partnering with HOPE Community Academy to serve our students and families. If you have any questions, please contact: Kevin Xiong, Executive Director via email at kevinxiong@hope-school.org or phone at 651-796-4500.

Sincerely,

Kevin Xiong
Executive Director, HOPE Community Academy



PROPOSAL REQUEST – BACKGROUND & OVERVIEW

PART II: PROPOSAL REQUEST - BACKGROUND & OVERVIEW

Learning ABOUT HOPE Community Academy

HOPE Community Academy (HOPE) is a PreK-12 public charter school authorized by the University of Saint Thomas (UST) and approved by the Minnesota Department of Education (MDE). HOPE is committed to providing a rigorous, student-centered education to the diverse families of Saint Paul’s East Side community and within the metro cities.

Currently, HOPE serves approximately 760 students and is projected to serve approximately 950 students in the 2026-2027 school year, with a continuous goal of enrollment growth. HOPE would like to provide door to door stops for students in grades PreK-3 and corner stops for grades 4-12. Families with at least one (1) sibling also attending HOPE in grade(s) 4-12 can be a corner stop. HOPE is currently contracted with two van service transportation companies and is seeking to expand its busing transportation program through a competitive procurement process.

Charter School Detail	Information
Charter School Name	HOPE Community Academy
School District	HOPE Community Academy
Address	720 Payne Avenue Saint Paul, MN 55130
Grades Served	PreK-12
Current Enrollment	~760 Students
Projected Enrollment (2026 - 2027)	~950 Students
Door-to-Door Stop	Grades PreK-3 rd
Corner Stops	Grades 4 th -12 th or at least one (1) sibling is in grade(s) 4-12
Programs Requiring Transport	General Education, Special Education, Field Trips, Athletics, Afterschool Programs
Contract Term Options	1 Year, 3 Year, or 5 Year
Maximum Renewal Period	Up to 5 Years

Contract Term Options

HOPE is open to proposals for any of the following contract timeframes:

1. 1 Year: 2026-2027 School Year Only
2. 3 Years: 2026-2027 through 2028-2029 School Years
3. 5 Years: 2026-2027 through 2030-2031 School Years

Transportation Companies submitting multi-year proposals must include their proposed pricing and escalation rates for each year. The contract is renewable at the discretion of HOPE based on satisfactory performance. If HOPE chooses to extend the contract, a written notice will be provided to the vendor 90 days prior to contract expiration. Any extension will be negotiated in writing including renewal term length and rates.



PROPOSAL REQUEST – BACKGROUND & OVERVIEW

Request for Proposal (RFP) Schedule

Event Schedule	Date and/or Time
Request for Proposal Released	March 19 th , 2026
On Site Presentation, Q&A	March 27 th , 2026
Written Questions Deadline	April 5 th , 2026, by 4:30pm CST
Responses to Questions Issued	April 8 th , 2026, by 4:30pm CST
Proposal Submission Deadline	April 15 th , 2026, by 4:30pm CST
Evaluation Period	April 16 th , 2026 - April 22 nd , 2026
Board Presentation & Award	April 23 rd , 2026
Vendor Notification	April 23 rd , 2026
Contract Execution Target	May 15 th , 2026
Routes & Vehicles Ready	August 15 th , 2026



SPECIFICATIONS – STUDENT TRANSPORTATION

PART III: SPECIFICATIONS - STUDENT TRANSPORTATION

Section 1: General Conditions

1.1 Student Enrollment and Transportation Needs

HOPE currently serves approximately 760 students and projects an enrollment of approximately 950 students for the 2026-2027 school year, with a goal of continuing enrollment growth. The selected Busing Transportation Company must have the flexibility and capacity to scale fleet size and services as enrollment grows, including the ability to add buses with advance notice from HOPE.

The anticipated fleet need for the 2026-2027 will be determined in coordination with the selected vendor based on finalized route data, but vendors should be prepared to provide an adequate number of vehicles to serve all eligible students. Proposals should clearly state the maximum number of vehicles to serve all eligible students. Proposals should clearly state the maximum fleet capacity the vendor is able to deploy for this contract.

1.2 Duration of Contract

The initial contract term shall be for the 2026-2027 school year. HOPE is open to one (1), three (3), or five (5) year contract proposals. The total contract, inclusive of any renewals, shall not exceed five (5) years. Contract extensions will be offered based on satisfactory vendor performance and mutual agreement. Written notice of extension shall be provided no fewer than 90 days prior to the end of any contract school year.

1.3 Service Area

The transportation service area includes Saint Paul, MN and all MN metro communities within a 25-mile radius of HOPE's school location: 720 Payne Avenue Saint Paul, MN 55130. This includes, but not limited to, communities such as: Maplewood, Roseville, Little Canada, North Saint Paul, Woodbury, Oakdale, Cottage Grove, Eagan, Inver Grove Heights, South Saint Paul, West Saint Paul, Mendota Heights, Minneapolis (within 25-radius of school), Arden Hills, New Brighton, and Fridley.

The Transportation Company shall provide equipment and personnel sufficient to provide daily transportation of eligible students within the Service Area throughout the duration of the contract, according to schedules and routes approved by HOPE.

1.4 Routes

HOPE intends to manage routing internally. The school will develop and maintain its own routes using student enrollment and address data and will provide finalized route plans to the Transportation Company for execution. The Transportation Company is expected to collaborate as needed to redesign routes, as necessary, and/or operate routes as assigned, and approved by HOPE.

Transportation Companies with routing software, technology tools, or expertise that could support HOPE's internal routing function are encouraged to describe those capabilities in their Technical Requirement Proposal. HOPE may choose to leverage vendor routing tools or consultation on a case-by-case basis, but final routing authority rests with HOPE.



SPECIFICATIONS – STUDENT TRANSPORTATION

1.5 School Operating Hours and Calendar

School hours for the 2026-2027 school year are 8:45am to 3:45pm, Monday through Friday. Afterschool Programs (ASP) hours are 4:00pm to 5:15pm. The Transportation Company shall adhere to the following required transportation schedule:

Operating Service	Time at HOPE	Unload/Depart	Notes
AM Drop Off at HOPE	8:25am	8:30am	Students must arrive by 8:30am; School begins at 8:45am
PM Pick Up - 1 st Bus Tier	3:40pm	3:45pm	First wave of buses depart HOPE
PM Pick Up - 2 nd Bus Tier	3:45pm	3:50pm	Second wave of buses depart HOPE
ASP Pick Up	5:10pm	5:15pm	Arrive by 5:10pm to load

The Transportation Company must be prepared and staged on site no later than 8:25am for morning drop offs and no later than 3:40pm (if within first wave) or 3:45pm (if within second wave) for afternoon pickup. The Transportation Company will adhere to HOPE’s official school calendar as approved by the Board of Directors. The school consists of approximately 170-175 instructional days. HOPE will inform the selected Transportation Company of the exact days and provide a copy of the 2026-2027 calendar to the Transportation Company once approved by the School Board.

1.6 Special Education Transportation

HOPE serves students with Individualized Education Programs (IEPs) who may require specialized transportation. If there is a need for specialized busing transportation, the Transportation Company must provide equipment acceptable to HOPE for special education transport, including accessible lift-equipped vehicles where required. HOPE reserves the right to assign a paraprofessional or aide to any vehicle. The Transportation Company shall comply with all applicable state and federal laws and regulations regarding special education transportation.

1.7 Field Trips, Extracurricular Trips, and Afterschool Programs

The Transportation Company shall provide charter transportation for educational field trips, and extracurricular/athletic events, and afterschool programs. Field trips typically occur during the school day; extracurricular/athletic trips are generally scheduled after school hours; and afterschool transportation is after school hours (one way, from school to student’s home). HOPE will provide adult supervision for all field trips and extracurricular/athletic trips. Charter trips may fall within or outside of the regular service area.

1.8 Award and Negotiation

HOPE may award a contract based on proposals received or may elect to enter direct negotiations with one or more submitting Transportation Companies. HOPE reserves the right to accept, reject, or negotiate any proposal and to award a contract deemed most advantageous to the school. Selection will not be made on price alone.

1.9 Assignment

The services under this agreement are personal in nature. The Transportation Company may not assign this Agreement without prior written consent from HOPE.



SPECIFICATIONS – STUDENT TRANSPORTATION

1.10 Contract and Performance Bond

The Transportation Company shall enter a formal written contract based on the conditions and specifications herein. The Transportation Company may be required to supply a performance bond for up to 100% of the anticipated annual contract value, in compliance with Minnesota Statutes Section 574.26. The Transportation Company shall be notified of performance bond requirements at the time of contract award.

Section 2: Specific Conditions - Vehicles

2.1 Vehicle Standards

All vehicles must be maintained in safe operating condition and must have a current State of Minnesota inspection. The Transportation Company must demonstrate good standing with the Minnesota State Patrol and all applicable federal agencies.

2.2 Compliance

All vehicles shall comply with all road and safety regulations established by Federal, State, and Municipal law as they relate to the safe transportation of students in public school service.

2.3 Inspection Access

All vehicles used in transportation services shall be made available for inspection at any time by HOPE's designated representative or any state or federal authority.

2.4 Equipment Requirements

All vehicles used to transport HOPE students must be equipped with:

1. A functioning two-way radio capable of communicating with HOPE's front office,
2. Crossover mirrors and crossing gates,
3. An interior public address system in working order,
4. Fully functioning windows and emergency exits,
5. At least one functioning security camera per vehicle; video footage must be made available to HOPE within 12 hours of a written request,
6. Identifying unit numbers on all four corners of the vehicle and alongside the loading door, corresponding with assigned route numbers,
7. A functioning GPS tracking unit: the Transportation Company must provide HOPE with access credentials to a live GPS tracking system.

2.5 Cleanliness and Maintenance

All vehicles shall be washed and cleaned inside and outside on a minimum of a monthly basis. Daily attention shall be given to sweeping floors, removing trash, and inspecting for and removing graffiti. Vehicle and equipment storage and maintenance are the Transportation Company's responsibility.

Section 3: Drivers and Staffing

3.1 Staffing



SPECIFICATIONS – STUDENT TRANSPORTATION

The Transportation Company must employ enough licensed CDL drivers and maintain a pool of standby/substitute drivers to ensure reliable, continuous service throughout the school year, including coverage for absences and emergencies.

3.2 Driver Qualifications

All drivers must:

1. Hold a valid Class A or Class B license with a school bus endorsement,
2. Meet all minimum state requirements for transporting students,
3. Have a criminal history background check completed,
4. Pass a physical examination indicating compliance with State Board of Education minimum health standards prior to each school year,
5. Complete a minimum of eight (8) hours of in-service training per year, including standby/substitute drivers, and
6. Comply with all federal and state mandatory drug and alcohol testing requirements.

3.3 Background Checks and Screening

The Transportation Company shall comply with federal, state, and local requirements related to employee background checks and screening, including Minnesota’s safe schools background check requirements.

3.4 Training Program

The Transportation Company shall maintain a comprehensive driver training program conforming to Minnesota School Bus Training requirements in state law, including instruction on emergency procedures, student management, ADA/special needs accommodations, traffic laws, and school policies.

3.5 Mechanic Requirements

A qualified mechanic with at least three (3) years of school bus transportation industry experience must be on-call or on-site for all repairs and general maintenance.

3.6 Management Oversight

The Transportation Company shall designate a permanent, full-time manager/supervisor responsible for all services provided under this contract. HIOPE shall have the right to require replacement of any management or driver personnel deemed to be performing unsatisfactorily.

Section 4: Insurance Requirements

The Transportation Company shall maintain the following insurance coverage during the life of the contract:

Coverage Type	Minimum Amount
Bodily Injury - Per Person	\$1,000,000
Bodily Injury - Per Accident	\$2,000,000
Property Damage - Per Accident	\$100,000
Excess/Umbrella Liability - Per Person	\$1,000,000
Worker’s Compensation	As required by MN law



SPECIFICATIONS – STUDENT TRANSPORTATION

Certificates of insurance (COI) must be filed with HOPE when the contract is fully signed and executed. All certificates shall be named HOPE as an additional insured. No liability from vehicular accidents or driver negligence will be assumed by HOPE, its officers, or employees.

Section 5: Service Conditions

5.1 Capacity

Student ridership on any vehicle shall not exceed the rated manufacturer's capacity. Scheduling of students shall conform to HOPE's established school schedules.

5.2 Special Education Loading

Special education students shall be picked up and dropped off as close to their home as safely as possible. Students shall load and unload from the right (curb) side of the vehicle, except on one-way streets. Type III may be used only with HOPE's approval.

5.3 Unauthorized Passengers

No unauthorized passengers shall be permitted in any vehicle while students are being transported. HOPE reserves the right to assign paraprofessionals or aides to any vehicle.

5.4 School Bus Safety Training for Students

The Transportation Company will collaborate with HOPE to designate two days throughout the school year (one day at the beginning and one day towards mid-year) to practice emergency exit drills with students.

5.5 Behavior Management

All drivers and bus operators shall manage student behavior on vehicles in accordance with HOPE's Student Transportation Code of Conduct and school policies. Behavior incidents must be documented and reported to HOPE within 24 hours.

5.6 Accident and Incident Reporting

All accidents, injuries, emergencies, or unusual occurrences involving student transportation must be reported to HOPE's designated administrator within one (1) hour of occurrence. A written incident report must follow within 24 hours of occurrence.

5.7 Complaint Handling

The Transportation Company is responsible for handling transportation complaints in accordance with HOPE's procedures. Unresolved complaints may be escalated to HOPE's leadership for resolution.

5.8 Student Data Privacy

The Transportation Company and all drivers must maintain strict confidentiality of all student information in compliance with FERPA and Minnesota student data privacy laws. Student names, addresses, parent



SPECIFICATIONS – STUDENT TRANSPORTATION

information, and bus stop locations are classified as private data and may not be disclosed without written authorization.

Section 6: Reimbursement, Billing, and Performance

6.1 Billing

The Transportation Company shall submit invoices to HOPE by the 5th of each month following service. HOPE reserves the right to withhold or reduce payment for services not rendered in accordance with the contract specifications.

6.2 Field Trips and Extracurricular/Athletic Trip Mileage

Mileage for field trips and extracurricular/athletic trips shall be computed from the school departure point to the destination and back. Mileage from the Transportation Company's base to the school cannot be charged to HOPE. Mileage for non-HOPE use of vehicles will not be reimbursed.

6.3 Service Failures and Penalties

HOPE reserves the right to assess liquated damages or reduce payment for unexcused service failures, including:

1. Unexcused late arrivals (45+ minutes),
2. Failure to provide scheduled service,
3. Failure to notify HOPE within one hour of an accident or emergency, and
4. Inoperable cameras or GPS equipment.

Section 7: Legal Compliance

The Transportation Company must comply with all applicable provisions of federal, state, and local laws including the Minnesota Motor Vehicle Code, Minnesota Department of Education rules and regulations relating to student transportation, safety standards and applicable provisions of the Americans with Disabilities Act (ADA). The Transportation Company must be licensed by USDOT and MNDOT and provide copies of all relevant registrations and safety certifications with their proposal.



PROPOSAL – TECHNICAL REQUIREMENTS

PART IV: PROPOSAL - TECHNICAL REQUIREMENTS

Including the Bid Worksheets (Part V), all proposers must submit a written Technical Requirements Proposal. The Technical Requirements Proposal should demonstrate how the Vendor (Transportation Company) will meet or exceed the specifications in this RFP. Transportation Companies are encouraged to highlight ways they will enhance services beyond minimum requirements, especially in the areas of safety, technology, and customer service.

Required Sections in the Technical Proposal

Section 1: Executive Summary

Provide a brief overview of your company, your experience in student transportation, and your key reasons for proposing to serve HOPE Community Academy.

Section 2: Implementation Plan

Provide a detailed timeline and plan for implementation, should your Transportation Company be selected. The plan should address:

1. Vehicle inspection, acquisition, and fleet readiness,
2. Occupation of maintenance/terminal activity,
3. Driver recruitment, screening, and training,
4. Route execution readiness (Note: HOPE manages routing internally; vendor must demonstrate ability to receive and implement HOPE developed routes),
5. Tiered PM dismissal coordination, (1st tier 3:45pm, 2nd tier 3:50pm) - describe your plan,
6. GPS and technology system configuration (including real time GPS to share and grant access to HOPE),
7. Dry runs (minimum of one per route, at no cost to HOPE prior to the route beginning), and
8. Service launch date and contingency planning.

Section 3: Experience and Financial Stability

Provide a statement of qualifications, years in operation, and types of school transportation services currently operated. Include documentation of financial stability (such as audited financials, line of credit, and/or bonding capacity). Provide at least two letters of reference from current or recent school district or charter school clients.

Section 4: Staffing

Submit an organizational chart and staffing plan showing how daily operations, dispatch, and after hours/emergency coverage will be managed and maintained. Include names, titles, email addresses, phone numbers for key staff. Identify your proposal manager/supervisor for HOPE's account with your Transportation Company.

Section 5: Fleet and Maintenance Program



PROPOSAL – BID WORKSHEETS

Describe your current fleet size, vehicle age, and maintenance program, including the frequency of inspections, how repairs are handled, and spare vehicle capacity. Provide your MNDOT registration and FMCSA safety rating.

Section 6: Safety and Training Program

Describe your driver training approach, student safety protocols, drug and alcohol testing program, emergency evacuation procedures, and any safety technologies or initiatives used (such as cameras, GPS, student attendance systems...etc).

Section 7: Communications and Customer Service

Describe your approach to communication with school administration and families, including how you handle service alerts, complaints, emergencies, changes in routes, and daily updates. Include your GPS and data reporting capabilities.

Section 8: Proposed Service for Growth Enrollment

Given that HOPE projects enrollment beyond 950 students in future years (2, 3 and beyond), describe how your Transportation Company would accommodate increased transportation demand and on what timeline you could scale services.

Section 9: Internal Routing Support

HOPE intends to manage routing internally. Describe any routing software, platforms, or tools your company uses that could be made accessible to HOPE staff. Describe how your Transportation Company handles route changes initiated by the school, the turnaround time for implementing changes, and how routing updates are communicated internally to drivers. Transportation Companies are not expected to build or own HOPE's routing process but must demonstrate the ability to execute routes as directed by HOPE efficiently and accurately.



PROPOSAL – BID WORKSHEETS

PART V: PROPOSAL - BID WORKSHEETS

Please provide the information below.

Vendor Information	Vendor Details
Transportation Company Name:	
Primary Contact:	
Title:	
Address:	
Phone:	
Email:	
MNDOT License #:	
USDOT #:	
Years in Operation:	
Proposed Contract Term:	1 Year / 3 Year / 5 Year (circle one)

Contents of Bid Worksheets for School Bus Service Only:

1. Content 1: Special Student Transportation
2. Content 2: Regular Student Transportation
3. Content 3: Charter Bus Transportation (Field Trips, Athletic Events & Afterschool Programs)
4. Content 4: Multi-Year Pricing (for 3 Year or 5 Year Proposals)

All worksheets must be submitted with each Transportation Company’s proposal.



PROPOSAL – BID WORKSHEETS

Content 1: Special Student Transportation

HOPE currently does not need a school bus for special student transportation but HOPE would like to have this included in the proposal in the event there becomes a need.

Include the daily fee per vehicle/per day based on the minimum 2 hours (live time) and 60 miles (live time).

School Bus Type	Daily Proposed Amount
12-18 Passenger School Bus	\$
19-36 Passenger School Bus	\$
2 w/c + Passenger Lift Bus	\$

Overage Charges	Rate
Charge per additional hour exceeding 2 hours (per school bus/per day)	\$
Charge per additional mile exceeding 60 miles (per school bus/per day)	\$
Proposed cost per house for a Bus Assistant (if needed)	\$
Total number of vehicles available for this bid	\$



PROPOSAL – BID WORKSHEETS

Content 2: Regular Student Transportation

Include the daily fee per vehicle/per day based on the minimum 2 hours (live time) and 60 miles (live time).

School Bus Type	Daily Proposed Amount
45-50 Passenger School Bus	\$
70-72 Passenger School Bus	\$

Overage Charges	Rate
Charge per additional hour exceeding 2 hours (per school bus/per day)	\$
Charge per additional mile exceeding 60 miles (per school bus/per day)	\$
Total number of vehicles available for this bid	\$



PROPOSAL – BID WORKSHEETS

Content 3: Charter Bus Transportation

Include the daily fee per vehicle/per day based on the minimum 2 hours (live time for two way) and 40 miles (live time).

Field Trips & Extracurricular/Athletic Events (Two Way, From School to Address, and Address to School)

Field trips, extracurricular activities and athletics events may happen during the school day or afterschool.

Daily fee if *during* school hours:

School Bus Type	Daily Proposed Amount
70-72 Passenger School Bus	\$

Overage Charges	Rate
Charge per additional hour exceeding 2 hours (per school bus/per day)	\$
Charge per additional mile exceeding 40 miles (per school bus/per day)	\$
Total number of vehicles available for this bid	\$

Daily fee if *after* school hours:

School Bus Type	Daily Proposed Amount
70-72 Passenger School Bus	\$

Overage Charges	Rate
Charge per additional hour exceeding 2 hours (per school bus/per day)	\$
Charge per additional mile exceeding 60 miles (per school bus/per day)	\$
Total number of vehicles available for this bid	\$

Afterschool Programs

Afterschool Programs begin at 4:00pm and ends at 5:15pm.

School Bus Type	Daily Proposed Amount
70-72 Passenger School Bus	\$

Overage Charges	Rate
Charge per additional hour exceeding 2 hours (per school bus/per day)	\$
Charge per additional mile exceeding 60 miles (per school bus/per day)	\$
Total number of vehicles available for this bid	\$



PROPOSAL – BID WORKSHEETS

Content 4: Multi-Year Pricing (3 Year or 5 Year Proposals)

If the Transportation Company is proposing a multi-year contract, please indicate year-over-year (YoY) escalation rates below. All items from 1-4 above is considered 1 year pricing.

Contract Year	YoY Escalation %	Comments
Year 1 (2026-2027)		
Year 2 (2027-2028)		
Year 3 (2028-2029)		
Year 4 (2029-2030) - if applicable		
Year 5 (2030-2031) - if applicable		



PROPOSAL – EVALUATION CRITERIA

PART VI: PROPOSAL - EVALUATION CRITERIA

HOPE will evaluate all proposals using a multi-criterion scoring process. The evaluation committee will score each proposal based on the criteria below. Price alone will not determine the award.

Evaluation Criteria	Points Available	Score
Pricing (Competitiveness and clarity across all contents)	25	
Experience and References (school transportation track record)	20	
Safety and Training Programs	15	
Fleet Capacity and Scalability (ability to serve 950+ students)	15	
Implementation Plan and Readiness	10	
Technology (GPS, cameras, communications, routing tools accessible to HOPE)	10	
Financial Stability	5	
TOTAL	100	



SUBMISSION

PART VII: SUBMISSION

All proposals must be submitted by email or sealed mail by 4:30pm CST on Wednesday, April 15th, 2026.

Email Submission

Email proposals to: kevinxiong@hope-school.org, barbraackerman@hope-school.org, and maikayang@hope-school.org

Subject Line: SY 2027 Transportation Proposal

Mail/In-Person Submissions

A sealed envelope should be addressed to:

HOPE Community Academy
ATTN: Kevin Xiong, Executive Director - Transportation Proposal
720 Payne Avenue
Saint Paul, MN 55130

Required Documents Checklist

Each complete proposal must include:

- Proposal - Technical Requirements (all 8 sections)
- Completed Bid Worksheets (Contents 1-3, and Content 4 if multi-year)
- Certificate of Insurance or Declaration Page
- Copy of MNDOT and FMCSA Registration and Safety Rating
- At least two (2) written letters of reference from school clients
- Financial Stability Documentation

Incomplete proposals may be deemed non-responsive and disqualified. HOPE reserves the right to accept, reject, or negotiate any proposal. All submitted proposals will be retained by HOPE regardless of selection outcome.

Questions and Clarifications

All questions must be submitted in writing by 4:30pm on April 5th, 2026 to: barbraackerman@hope-school.org.