



COMMUNITY ACADEMY

REQUEST FOR PROPOSAL

Student Transportation Services

2026-2027 School Year



ABOUT HOPE COMMUNITY ACADEMY



Who We Are

HOPE Community Academy is a PreK-12 public charter school authorized by the University of Saint Thomas (UST) and approved by the Minnesota Department of Education (MDE).

We are committed to providing a rigorous, student-centered education to the diverse families of Saint Paul's East Side Community and within the metro cities.

What We're Looking For

A fully licensed, experienced transportation partner capable of growing with us with potentially serving up to 950+ students in SY 2027 and beyond.

PreK-12

Grades Served

~760

Current Enrollment

~950

Projected SY 2027

25 mi

Service Radius

Contract Term Options:

1 Year (2026-2027)

3 Years (2026-2029)

5 Years (2026-2031)



RFP SCHEDULE & TIMELINE



March 19, 2026

RFP Released

March 27, 2026

On-Site Presentation & Q&A

10:00am CST at HOPE - strongly encouraged

April 5, 2026

Written Questions Deadline

By 4:30pm CST

April 8, 2026

Responses to Questions Issued

By 4:30pm CST

April 15, 2026

Proposal Submission Deadline

By 4:30pm CST - Emailed or Sealed Mail

April 16-22, 2026

Evaluation Period

April 23, 2026

Board Presentation, Award & Vendor Notification

May 15, 2026

Contract Execution Target

August 15, 2026

Routes & Vehicles Ready



SERVICES REQUIRED



01

Daily Student Transportation

Door stops for PreK-Grade 3. Corner stops for Grades 4-12 (or families with a sibling in Grades 4-12). AM drop off by 8:30am; PM pick up by 3:45pm or 3:50pm (tiered).

02

Special Education Transportation

Lift-equipped vehicles where required, compliance with all IEP transportation needs. Full compliance with state and federal special education transportation laws.

03

Field Trips & Athletic/Extracurricular Activities

Charter trips during and after school hours. Two-way transport from school to destination and back. HOPE provides adult supervision for all trips.

04

Afterschool Programs (ASP)

ASP runs from 4:00pm - 5:15pm. Bus must arrive by 5:10pm to load. One-way transport from school to student homes within the service area.



VEHICLE & OPERATIONAL SPECIFICATIONS



Required Daily Schedule

Operating Service	Time at HOPE	Release/Depart
AM Drop Off	8:25am	8:30am
PM Pick Up - 1st Tier	3:40pm	3:45pm
PM Pick Up - 2nd Tier	3:45pm	3:50pm
ASP Pick Up	5:10pm	5:15pm

Cleanliness & Maintenance

Monthly exterior/interior washing required. Daily sweeping, trash removal, and graffiti inspection. Vehicle storage and maintenance are vendor's responsibility.

School Year:

170-175 instructional days | Monday - Friday | 8:45am - 3:45pm

Required Vehicle Equipment

- Two-way radio to communicate with HOPE's front office
- Crossover mirrors and crossing gates
- At least one functioning security camera (footage available within 12 hours of request)
- Live GPS tracking system (access credentials provided to HOPE)
- Fully functioning windows and emergency doors

Insurance Requirements

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



DRIVER & STAFFING REQUIREMENTS



Driver Qualifications

- Valid CDL license with school bus endorsement
- Criminal history background check (MN safe schools requirement)
- Annual physical exam per State Board of Education standards
- Minimum 8 hours of in-service training per year (including sub drivers)
- Federal/state drug and alcohol testing compliance

Staffing & Management

- Sufficient licensed CDL drivers + standby drivers
- Dedicated, permanent full-time account manager/supervisor for HOPE
- HOPE reserves the right to require replacement of any underperforming driver or manager
- Qualified mechanic with 3+ years industry experience on-call or on-site with vendor

Training Program

- Comprehensive driver training per MN School Bus Training requirements
- Emergency procedures and evacuation drills
- Student management and behavior protocols
- ADA/Special needs accommodations training
- HOPE-specific school policies orientation

Safety & Compliance

- Two emergency exit drills per year (beginning and mid-year)
- Behavior incidents documented and reported to HOPE within 24 hours
- Accidents/injuries reported within 1 hour; written report within 24 hours
- Student data privacy compliance (FERPA & MN State law)
- USDOT and MNDOT licensed - copies required with proposal



TECHNICAL PROPOSAL REQUIREMENT



01

Executive Summary

Transportation Company's overview, experience and reasons for pricing.

02

Implementation Plan

Fleet readiness, driver recruitment, GPS setup, dry runs, and service launch plan.

03

Experience & Financial Stability

Qualifications, years in operation, audited financials, 2 reference letters

04

Staffing

Organizational chart, dispatch plan, emergency coverage, account manager details.

05

Fleet & Maintenance Program

Fleet size, vehicle age, inspection schedule, spare capacity, MNDOT/FMCSA rating.

06

Safety & Training Program

Driver training, drug testing, emergency evacuation, safety technologies.

07

Communications & Customer Service

Service alerts, complaint handling, GPS reporting, family communication.

08

Proposed Service for Enrollment Growth

Plan to scale beyond 950 students in Years 2-5.

09

Internal Routing Support

Routing tools accessible to HOPE; ability to execute HOPE-developed routes efficiently.



BID WORKSHEETS



Content 01 | Special Student Transportation

- **HOPE currently does need service but would like included into proposal for future reference**
- 12-18 Passenger School Bus
- 19-36 Passenger School Bus
- 2 w/c + Passenger Lift Bus

Content 02 | Regular Student Transportation

- 40-50 Passenger School Bus
- 70-72 Passenger School Bus
- Overage: hourly rate for each

Content 03 | Charter Bus Transportation

- Field trips, Athletic/Extracurricular Activities (2 way)
- Afterschool Programs (1 way)
- 70-72 Passenger Bus,
- During & Afterschool Rates

Content 04 | Multi-Year Pricing (3 or 5 Year Proposals)

- Provide year over year escalation % per contract year



PROPOSAL EVALUATION CRITERIA



Criteria	Evaluation	Maximum Points
Pricing	Competitiveness and clarity across all bid contents - Lowest: 25 points; Second lowest: 20 points; Third lowest: 15 points	25 points
Experience & References	School transportation track record.	20 points
Safety & Training Programs	Driver training, student safety, emergency procedures.	15 points
Fleet Capacity & Scalability	Ability to serve 950+ students and scale.	15 points
Implementation Plan & Readiness	Timeline, dry runs, contingency planning	10 points
Technology	GPS, cameras, communications, routing tools	10 points
Financial Stability	Audited financials, line of credit, bonding.	5 points

Total of 100 points | Award goes to the most advantageous proposal, not necessarily the lowest price.



SUBMITTING YOUR PROPOSAL



Deadline: Wednesday, April 15, 2026 by 4:30pm CST

EMAIL SUBMISSION

Subject Line: SY 2027 Transportation Proposal

CC All Recipients (3):

1. **Kevin Xiong, Executive Director**
kevinxiong@hope-school.org
2. **Barbra Ackerman, Admin Office Manager**
barbraackerman@hope-school.org
3. **Mai Ka Yang, Operations Development Consultant**
maikayang@hope-school.org

MAIL/IN-PERSON SUBMISSION

Sealed envelope addressed to:

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

Questions? Submit in writing by April 5, 2026 to
barbraackerman@hope-school.org.

REQUIRED DOCUMENTS CHECKLIST

- Technical Requirements Proposal (9 sections)
- Completed Bid Worksheet (Contents 1-4)
- Certificate of Insurance or Declaration Page
- MNDOT & FMCSA Registration and Safety Rating
- Two (2) written reference letters from current school clients
- Financial Stability Documentation



THANK YOU



Thank you for your interest!

We look forward to partnering with a Transportation Company that shares our commitment to safe, reliable, and family centered service for our students.

Contact & Questions

Kevin Xiong, Executive Director

kevinxiong@hope-school.org

Written questions due April 5, 2026 to:

barbraackerman@hope-school.org

DEADLINE:

Wednesday, April 15, 2026

