

March 26, 2025

To: Potential Vendors

RE: REQUEST FOR PROPOSAL

Daily Bus Transportation

The Museum School of Avondale Estates

To Whom It May Concern:

The Museum School of Avondale Estates is seeking qualified vendors to provide proposals for daily student bus transportation beginning in Fall 2025. The Museum School serves approximately 590 students, Kindergarten – 8<sup>th</sup> grade.

The Museum School is seeking a bus company to provide bus transportation for about 20% of its population. Using only one bus, the service would shuttle students from 2 different depot stops to and from the school, on a daily basis. The bus would pick up students from one site, bring them to the school, and then pick students up from a 2<sup>nd</sup> shuttle site and bring them to school. The school will work with its community and the selected bus service to identify the location of the depot bus stops. The stops will likely be 2-5 miles from the school. Morning routes can arrive at the school between 6:55 am and 7:45 am. Afternoon routes can begin at 3:15 pm.

The proposal should include:

- A detailed response committing to each of these **bus requirements** and offering details as to how this requirement will be consistently implemented :
  - Safe and clean buses
  - Meets all applicable local, state, and federal requirements
  - Displays up-to-date evidence of passing GA DOT safety inspection
  - Has capability of two-way communication with dispatch and the school
  - Employs live-tracking and other technology allowing staff and parents to monitor bus and/or student location, and to be notified of delays.
- A detailed response committing to each of these **driver requirements** and offering details as to how this requirement will be consistently implemented:
  - Qualified as required by local, state, and federal requirements
  - Pass a local and national criminal check
  - Pass a pre-employment drug screen
  - Participation in required training and best practices training
  - Have a satisfactory driving record
- A detailed response committing to each of these **company and insurance requirements** and offering details as to how this requirement will be consistently implemented:
  - Required inspections
  - Maintenance inspections and records
  - Certifications
  - License and Permits
  - Liability Insurance
- Sample daily schedule
- Proof of Insurance
- Fee structure (including a comprehensive daily rate), including fees for electric buses
- Policies for bus safety and security
- References

Proposals are due on **April 11, 2025 at 5:00 pm EST** and should be submitted electronically to [Katherine.kelbaugh@themuseumschool.org](mailto:Katherine.kelbaugh@themuseumschool.org). All questions must be submitted to the same email address.

The timeline for the RFP process is below:

RFP Issued	3.26.25
Question Deadline	4.2.25
Response Due	4.11.25
Notification to top three vendors selected for interviews	4.16.25
Interviews Conducted	4.21.25 – 4.25.25
Vendor Selection	5.2.25

The Vendor will be selected based upon the vendor's capabilities, fee structure, program compatibility and ability to meet the school's unique needs. We look forward to your response.

Sincerely,

Katherine Kelbaugh, Ph.D.  
Executive Director  
The Museum School  
[Katherine.kelbaugh@themuseumschool.org](mailto:Katherine.kelbaugh@themuseumschool.org)  
404-289-0320

#### About The Museum School:

Mission Statement: To inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The school's core values are respect, responsibility, cooperation, creativity, kindness, and sustainability.

The Museum School (TMS) is a DeKalb County charter school, serving 588 Kindergarten – 8th grade students. In its 14th year of operation, TMS is built on the museum model, a model that fosters exploration and discovery, giving students a strong sense of autonomy, interdependence, motivation and a joy for learning. The museum school model is based on the idea that children learn best through personal exploration and hands-on experience. The school partners with museums and other learning institutions to provide real-life experiences with classroom topics. Interactive learning expeditions to partner sites offer students a chance to ask questions, make observations, reflect on experiences and draw their own conclusions.