

REQUEST FOR PROPOSALS

ISSUE DATE: **September 10, 2018**

TITLE: **Driver's Education Services**

ISSUING DEPARTMENT: Macon County School System
1202 Old Murphy Road
Franklin NC 28734

PERIOD OF CONTRACT: **December 1, 2018 - June 30, 2019**

Sealed Proposals will be received until **October 15, 2018 at 12 noon** for furnishing the services described herein.

All inquiries for information concerning the scope of services, proposal submission requirements, or procurement procedures should be directed to:

Todd Gibbs
Director of Auxiliary Services
Macon County Schools
(828) 524-3314
Email: todd.gibbs@macon.k12.nc.us

IF PROPOSALS ARE MAILED AND/OR HAND DELIVERED, SEND DIRECTLY TO THE ISSUING DEPARTMENT ABOVE.

In compliance with this Request for Proposals and to all the Terms and Conditions imposed herein, the Undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.

Name and Address of Driver's Education Provider:

By: _____
Signature in Ink

Title: _____
Phone: _____
Date: _____

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I. Introduction

The initiation of the Request for Proposal(RFP) process is intended to result in the selection of a licensed by the state of North Carolina Driver’s Education Services provider, herein referred to as “Provider”, that can provide Macon County

Board of Education, herein referred to as “Board”, with the highest quality and most flexible services for the lowest cost to the public. The Board desires that the Provider be fairly compensated for services rendered. The Board is requesting that each respondent competitively bid its services, and specify the services, and how they will be provided, to properly have students eligible to earn a Driver’s License with the state of North Carolina.

II. Proposal Provisions

- A. The Board of Education (Board) request proposals for the Driver’s Education services described in this RFP. The award period is for seven (7) months, beginning December 1, 2018 and ending June 30, 2019. A copy of this RFP can be provided via email upon request.
- B. Proposals must be received in the Macon County Board of Education’s Finance Department by October 15, 2018 at 12:00 noon. Any proposals received after this time will not be opened or considered. All proposals received become the property of Macon County Board of Education. The proposal envelopes must be sealed and marked on the outside “Proposal for Driver’s Education Services”. The envelope must also show the name and address of the company and representative submitting the bid. Proposals should be addressed to Todd Gibbs, Director of Auxiliary Services, Macon County Board of Education, 1202 Old Murphy Road, Franklin, NC 28734. Four (4) copies of the proposal should be submitted and signed by the provider’s official who is authorized to make the proposal on behalf of the service provider.
- C. The Board reserves the right to waive any informality in any proposal, to reject any and all proposals or any item or combination of.

- D. The cost associated with the preparation of the proposal rests solely with the candidate. The Macon County Board of Education will not incur any costs associated with the proposals.
- E. The Provider must meet the qualifications under the State Law . Before your response to this RFP will be considered, the Board requires proof of state licensure to teach Driver's Education.
- F. The Board requests that the Providers answers all questions in this RFP. Please do not leave a question blank. Answer yes or no to "Agree to Provide" questions. Any charges for the following requests not listed in the comments section will be considered included in the base bid. If more room is needed to make additional comments, please make an attachment with reference to each question or section.
- G. All services will be evaluated on completeness, and thoroughness of training. All proposals will be evaluated as follows:
1. Licensure from the state to be able to carry-out a Driver's Education program..
 2. Ability to provide needed services in an efficient and responsive manner
 3. Ability to provide all services requested by the Board

4. Ability to provide optional services requested.
5. Overall cost
6. Previous large volume account experience.
7. Ability to provide services to Nantahala and Highlands Schools

III. Terms and Conditions

- A. The term of the contract between the Board and the Bank will be seven (7) months in length. The contract will begin on December 1, 2018 and end on June 30, 2019. The start date will be dependent upon successful contract negotiations. If the Provider and the Board are unable to establish contract terms to the Board's satisfaction by November 15th 2018, the Board will select another Provider.
- B. The Board reserves the right to cancel the contract with the Provider and withdraw, without penalty at any time it becomes evident that accurate and efficient service is not being provided as contracted. This would occur only after an attempt has been made to resolve the deficiencies and after written notification has been given to the provider ninety (90) days prior to this action.
- C. The services or compensation set forth in this agreement may be modified at any time during its term upon written mutual agreement.
- D. The Provider will respond to the Board's independent auditor's confirmation requests with ten (10) working days of the receipt of the request.
- E. The Provider shall comply with all applicable state laws.

- F. If at the expiration of the original term the Board has not awarded a new agreement for banking services, this agreement shall continue until terminated by either party upon ninety (90) days written notice. All terms shall remain in effect except for an adjustment in the compensation balance, upon written mutual agreement.
- G. Provide all Macon County Schools students with appropriate Driver's Education curriculum
- H. Provide and maintain all Driver's Education equipment, including a car, in accordance with state requirements.
- I. Allow monitoring and auditing of supplied Driver's Education records at any time with notice.
- J. Provide Macon County students with classroom instruction, and behind-the-wheel instruction at the state required minimum for each student in Macon County.
- K. Provide any needed instructors that are properly licensed and certified to teach Driver's Education in North Carolina.
- L. Coordinate all classroom instruction and behind-the-wheel instruction for all Macon County students.
- M. Provide proper and adequate commercial insurance such as Workers' Compensation, Commercial General Liability, and Automobile Insurance.
- N. Enforce all rules and regulations that are state din each Macon County high schools' handbook.

