
**Goffstown School District
Driver Education Bid Specifications**

Request for Proposal
for
Driver Education Contract at Goffstown High School

For the Goffstown NH School District
11 School Street
Goffstown, NH 03045
603 497-4818

Submission Due Date: April 28, 2017 The School District of Goffstown NH invites qualified contractors to submit a Proposal to operate the Driver Education Program at Goffstown High School, 27 Wallace Road in Goffstown, NH. Copies of the RFP are available at the Goffstown School District Business Office, located at 11 School Street, Goffstown, NH 03045 or on the School District's website, www.goffstown.k12.nh.us. Proposals may be delivered in person or by USPS to the Goffstown School District Business Office, 11 School Street, Goffstown, NH 03045. All proposals must be received by 3:30PM EDT to be considered a responsive proposal. The school district reserves the right to extend this deadline by providing a written addendum to the Request for Proposal. ***Proposals submitted by facsimile or electronic mail will not be considered.***

1. All requirements as defined below are for a one year contract period with two additional option years beginning September 1, 2017 and ending August 31, 2020.
2. The Contractor shall maintain Liability Insurance in the amount of One Million Dollars, Combined Single Limit, naming the Goffstown School District as an additional insured.
3. Respondents must submit at least three (3) letters of recommendation from parents and/or students and three professional letters of recommendation.
4. All Contractors and instructors shall be certified in accordance with Saf C-3103 Instructor Qualifications allowing for those providing classroom and in vehicle instruction to satisfy all State of New Hampshire instructional requirements, thus allowing students to secure a NH Driver License.
5. All contractors and instructors working with students must go through the criminal history check procedure as outlined in RSA 189:13-a.
6. This contract may run for a three year period. Within your proposal, please state the total per student fee you will require for each year of the contract. The total fee will come from one source - the student, payable by the student directly to the contractor.
7. The Contractor will provide the vehicle, sufficient certified instructors, gasoline, insurance, maintenance, repairs, classroom supplies, and other operating expenses necessary to offer the course.
8. The School District will supply classroom space with computer and other AV materials as needed. The Contractor must make arrangements with the Information Specialist (Librarian) for the AV materials.

9. The Contractor and his/her instructors will maintain appropriate certifications mandated by the State of New Hampshire reference “Driver Education Rules - Saf C-3100 – Rev 10/17/09”.
10. The Contractor will assure that the program is run in accordance with New Hampshire state requirements as specified in “Driver Education Rules - Saf-C 3100 - Rev. 10/17/09” and Goffstown School District policies. If these laws or policies are violated, this contract becomes null and void.
11. The Driver Education vehicle may be parked, while not in use, in a designated area near the Goffstown High School.
12. When a Driver Education Session begins, the Contractor will provide a roster of enrolled students to the Principal’s office.
13. The Contractor will carry out this program under the general supervision of the Goffstown High School Principal. The Contractor will submit periodic reports when requested or as necessary.
14. For each of the three sessions per year of Driver Education, the Contractor must provide the equivalent of one scholarship for a student who is unable to afford Driver Education. This student will be identified by the Principal.
15. The Contractor will be notified as to any special needs students in the class.
16. All fees paid by students, except \$50, are refundable if the student drops out of the course prior to the third class.
17. The Contractor shall not set a minimum number of students for any session to be offered. The Contractor may bring in other clients for the classroom sessions.
18. Each student will be allowed one free recycle, if unable to secure the NH Driver’s license. The free recycle does not apply in cases where a student does not complete the course due to unexcused absences.
19. A fee will not be charged for students with excused absences from prearranged driving lessons.
20. At least two (2) students shall be in the vehicle for any driving session. This is not negotiable.
21. All proposals must contain the total per student cost for the Driver Education course being offered.

<u>Total Cost per Student</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Base Amount charged to Student	\$xxx	\$xxx	\$xxx
Additional amount required by Driver Education School	<u>+\$xxx</u>	<u>+\$xxx</u>	<u>\$xxx</u>
Total amount to be received per student by the Contractor	\$_____	\$_____	\$_____

22. The contractor agrees to hold harmless, indemnify and defend the Goffstown School District, its agents, employees and assigns from any and all “loss” to the extent caused or incurred as a result of the negligence or other actionable fault of the Contractor, Contractor’s employees, or any person(s) or organization hired by the Contractor. “Loss” means any and all loss, liability damage or expense, whether incurred as a judgment, settlement, penalty or fine or otherwise (including attorney’s fees and cost of defense) in connection with any action, proceeding or claim, whether real or spurious, for injury including death to any person or persons or damage to, loss of use of, or loss of the property of any person, firm or corporation arising from or resulting out of the performance of services by the Contractor, Contractor’s employees, or any person(s) or organization hired by the Contractor.
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Additional Information

- A. The average number of students per session shall not exceed 30. However, the Goffstown School District makes no guarantees of enrollment. Furthermore, as per #17 above, no minimum class enrollment size may be set.
- B. Class sessions may be scheduled in the afternoon or evening at Goffstown High School. The Contractor will provide a list of the meeting times to the Principal.
- C. All road time is done by special arrangement between the Contractor and students. Road time usually includes 1 hour of interstate and 1 hour of night driving as part of the total requirement. All road lessons will begin and end at Goffstown High School.
- D. The District reserves the right to request additional information or clarification of any submitted proposals. Proposals and proposal pricing must remain open for 90 days. This solicitation will become an addendum to any resultant contract. Proposals may be withdrawn by the submitting contractor at any time prior to the closing date.
- E. This is not a low bid competition. Since there is a possibility of negotiation with multiple respondents, neither the identities of the responding contractors nor the contents of any proposal will become public information before a contract award is made. Therefore, there will be no public opening. Contract award will be based upon the best perceived value to the School District. All proposals will become the property of the District and will be made available for review after award of contract.