

May 9, 2025

REQUEST FOR PROPOSAL

Introduction:

The Newton Community School District is seeking proposals from qualified firms to be the exclusive provider of Driver Education Programs and related services for the students enrolled in the District.

The goals of the proposed contract are to:

1. Provide quality driver education programs for the District in a cost efficient manner.
2. Provide an adequate number of teachers, vehicles, fuel and other materials necessary to meet the needs of all eligible students who enroll to take Driver Education in the District.
3. Comply with Iowa Law which mandates a school district to offer or to make Driver Education available to the students enrolled in the District.

Period of Performance:

Performance under a contract pursuant to this RFP will be for a three (3) year period beginning Fall 2025 through Summer 2028.

The District may terminate the contract at any time upon written notice to the contractor in the event of a material breach by the contractor.

Schedule of Proposal:

The schedule is subject to change at the district's sole discretion.

RFP's sent to prospective contractors on May 9 2025.

All written proposals are to be submitted electronically and are due by 3:30 pm according to the clock in the district's central administrative office on May 30, 2025.

Final selection made and recommended to School Board on June 9, 2025.

Proposed contractors notified of decision on June 10, 2025.

Selection Criteria:

Submitted proposals will be evaluated according to the following criteria:

1. The organization's past experience/credibility in the performance of similar undertakings as a private enterprise.
2. The organization's ability to accomplish the goals and objectives of the contract.
3. The overall cost effectiveness of the proposal in meeting the goals of the contract.

4. The specific qualifications of key personnel.
5. The cost per student for the Drivers' Education course.

The district reserves the right to reject any or all proposals and to waive any informalities or irregularities, and may select proposal as deemed to be in the best interest of the district in its sole discretion.

Eligibility Requirements

To be considered, organizations submitting proposals must meet the following guidelines:

1. The proposed contractor should have a verifiable track record of being able to meet the goals and objectives of the contract.
2. The district expects the proposed contractor to perform all services in accordance with applicable laws.
3. The proposed contractor must be registered with the Iowa Secretary of State as a Post Secondary Education Institution in compliance with the Iowa Code Chapter 261B.
4. The proposed contractor must have on file with the Iowa Department of Education a Proprietary School Tuition Bond in an amount of not less than \$50,000.
5. The program offerings of the proposed contractor must be fully approved and certified, pursuant to Section 321.178.1 of the Code of Iowa, by the Department of Education and the Iowa Department of Transportation with the approval granted to issue driver education certificates of completion.

Program Requirements:

1. The contractor will be responsible for providing the entire Driver Education Program for the Newton Community School District. This will include providing:
 - a. A sufficient number of certified Driver Education teachers
 - b. The driver education vehicles
 - c. New or replacement student learning materials and supplies
 - d. Program administration and support
2. The contractor must provide a minimum of 32-hours of classroom instruction and a minimum of 6-hours of actual in-car instruction.
3. The program offered must provide flexibility to help ensure that the needs of all students within the District are accommodated.
4. The contractor must employ, in all phases of the Driver Education Program offered, certified secondary teaching staff with state certification in driver education. This is in pursuant of the Iowa Administrative Code Sections 26.1-26.7
5. The vehicles use in the program must be classified as mid-sized or larger and must be equipped with the following:

- a. Instructor's dual brake
 - b. Inside instructor's rear-view mirror
 - c. Instructor's eye-check mirror
 - d. Required driver education signs
 - e. Outside rear-view mirrors mounted on each side of the vehicle.
6. Accommodations for students with disabilities:

The contractor is responsible for accommodations for students with Special Needs. The Newton Community School district will provide special equipment and required installation or modifications on a case-by-case basis.
7. The contractor will be responsible for all administrative duties of the program including:
 - a. Scheduling in cooperation as needed with school administration
 - b. Record keeping to include a listing of students who enrolled in each course and those that passed the course
 - c. Student discipline for Driver's Education classroom/driving issues
 - d. Issuance of Course Completion Certificate
8. The contractor must identify a person to oversee the program and to handle day-to-day administrative duties. That person will be expected to meet monthly with high school administration to provide updates and discuss issues.
9. Learning materials/textbooks or replacement materials/textbooks will be provided by the contractor. A listing of textbooks and other materials should be forwarded with the Request for Proposal. Textbooks and materials should be current.
10. The contractor will be the exclusive provider of the required Drivers' Education program for the District, and therefore will not be responsible for the normal rental fees for the use of District classrooms.
11. The contractor must agree to obtain and keep in force during the terms of the proposed contract insurance coverages as described below:
 - a. Worker's Compensation Insurance covering all Employees working for the contractors in meeting the goals of the contract.
 - b. Comprehensive General Liability Insurance with minimum limits of:
\$1,000,000 Per Occurrence for Bodily Injury
\$1,000,000 Per Occurrence for Property Damage
or \$1,000,000 Combined Single Limits
 - c. Automobile Liability Insurance with minimum limits of:
\$1,000,000 Per Person
\$1,000,000 Per Occurrence for Bodily Injury
\$1,000,000 Per Occurrence for Property Damage
or \$1,000,000 Combined Single Limits
 - d. Umbrella/Excess Liability Coverage with minimum of \$1,000,000 limit per occurrence.

A certificate evidencing such coverage must be furnished to the Newton Community School District, adding the district as an additional insured, prior to commencing any work under the proposed contract.

12. The contractor must agree to protect, to defend, to indemnify and to hold the District harmless from and against all suits, claims and demands based upon alleged damage to property and any alleged injury to persons (including death) which may occur by or on account of any negligent act or omission on the part of the contractor, its subcontractors, or any of their employees or agents.
13. While on District property or while providing services under this agreement where contact with District staff and/or students is expected, the contractor will abide by District rules and policies regarding appropriate conduct, including but not limited to policies and rules related to bullying and harassment. Therefore, the contractor awarded the bid, will be the sole driver education contractor permitted to use District facilities.
14. The District will register students for the Drivers' Education course, collect the appropriate fee, and remit a class roster and total payment for those students to the contractor.
15. The district expects the proposed contractor to perform all services in accordance with applicable laws.

How to Submit Proposals:

Proposals and a list of current clients in Iowa should be submitted electronically no later than 3:30 pm on May 30, 2025, to:

Tim Bloom
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