REQUEST FOR PROPOSAL

RFP #: TRN-20260105

Student Transportation Services

Date Issued: Wednesday, May 6, 2026
Proposal Opening Date: Friday, June 12, 2026 at 8:00 AM ET

Direct All Inquiries Concerning This RFP To:
DeAnna Bruce
deanna.bruce@movementschool.com

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NOTICE TO BIDDERS

VALIDITY PERIOD

All proposals shall remain valid for at least 120 days from the date of proposal opening, unless otherwise extended by mutual written agreement of the parties. Any withdrawal of a proposal must be submitted in writing and is effective upon receipt by the issuing office.

ACCEPTANCE OF PROPOSAL

If a proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute a written agreement between the parties

OBJECTIVES

Project Overview

Movement Charter School ("Movement") currently transports over five hundred students using contracted vendors. The primary goal of this RFP is to find and establish a long-term relationship with a capable transportation company that prioritizes safe operations, skilled drivers, modern technology, regulatory adherence, and budget efficiency. The chosen vendor ("Vendor" or "Contractor") will be instrumental in delivering students safely, consistently, and on schedule.

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Vendors must offer live GPS tracking on all vehicles, tools to manage drivers and routes, software to handle student assignments, and an app that keeps parents informed of their child's vehicle location. Having all of these systems working together is what makes the difference in keeping students safe, running on time, and staying compliant with the law.

Key Objectives

Core Operational Objectives

- **Live Vehicle Tracking**: Keep accurate, real-time GPS data active on all fleet vehicles at all times so that supervisors can monitor operations and respond quickly to any incident.
- **Driver Safety and Behavior Monitoring**: Regularly track and report on how drivers operate their vehicles — including hard braking, speeding, sudden acceleration, and going off-route — to encourage safer habits and lower risk.
- **On-Time Performance**: Increase the rate of on-time arrivals, keep routes running within 1.5 hours, and cut down on vehicle downtime by staying ahead of maintenance needs.
- **Clear Communication Channels**: Support reliable, two-way communication between drivers, dispatchers, school staff, and parents using connected apps and messaging tools.
- **Safety**: Boost student safety by making it easy to see where vehicles are, how drivers are behaving, and whether trips are completed, all while staying within required safety guidelines.

PROJECT SCOPE

The Contractor agrees to provide comprehensive student transportation services on an as-needed basis. Services shall include, but are not limited to:

Transportation Coverage

- Daily home-to-school and school-to-home transportation with on-time arrival guarantee
- Transportation for exceptional children, McKinney-Vento Act students, foster children, 504 Plan students, and other students with special needs
- Athletic events, specialty programs, and school-sponsored activities
- After-school program transportation (included in annual package or contracted separately)

Fleet & Vehicle Standards

Annual service pricing shall cover up to twelve (12) school buses. The Contractor reserves the right to optimize routes and reassign vehicles without adjustment to the approved budget. Spare vehicles and drivers must be maintained and deployable without significant delay. Vehicle options include:

- Standard school bus (Elementary: up to 72 passengers; Grades K–8: up to 58 passengers; Grades 9–12: up to 44 passengers)
- Charter school bus
- Executive transportation for school officials (pricing varies by distance/duration)
- All vehicles must display the Contractor's name and contact information; no third-party advertising is permitted on contracted vehicles
- Vehicles must carry current inspection certificates, Passenger Vehicle for-Hire (PVH) permits, and required insurance and registration at all times
- Each vehicle must be equipped with an electronic logging device to record the driver's duty status

Driver Requirements

- Drivers must be licensed, experienced, reliable, responsible, healthy, and professionally attired
- Each driver must hold a valid commercial driver license (CDL) with the required endorsements and valid medical certificate. Drivers must carry the CDL and medical certificate at all times during the performance of the services.
- Each driver must pass all CMPD-required fingerprinting, drug testing, and background checks prior to transporting students
- The Contractor must certify that none of its drivers appear on the NC Sex Offender and Public Protection Registration Program, the NC Sexually Violent Predator Registration Program, or the National Sex Offender Registry, and provide a signed letter of certification
- Each driver must wear a vendor provided photo identification badge while transporting students
- Each driver must have a good driving record, and the Contractor shall immediately notify Movement's Project Manager in writing if any driver is charged with criminal or traffic offenses, or any conduct reflecting adversely on their fitness to transport students
- To the extent applicable, Vendor shall comply with the Omnibus Transportation Employees Testing Act of 1991. Vendor further agrees that no driver shall be allowed to transport students or personnel if the driver has ever failed or refused to submit to a drug or alcohol test. In the event one of Vendor's vehicles is involved in an accident while transporting Movement's students, Vendor agrees that the driver shall be required to submit to a drug and alcohol screening.
- Movement reserves the right to reject any driver at any time, at its sole discretion
- Driver training in student management, safety protocols, and any special needs requirements applicable to assigned students must be completed before service begins

Safety Requirements

- Drivers must comply with all traffic laws
- Seat belts are required for all passengers; vehicle occupancy must not exceed number of available seat belts
- Wheelchair tie-down required when transporting wheelchair-using students
- No student may be left unattended in a vehicle at any time
- Drivers must conduct a sweep of each vehicle to check for remaining students after every school drop-off and at the end of AM and PM routes
- Pick-up and drop-off locations may only be changed with written approval from the Project Manager
- Emergency procedures for accidents, incidents, and delays must follow protocols outlined in the Project Scope (see Incident Reporting section below)
- All vehicles must be equipped with operable two-way radios and/or mobile communication devices with dispatch available on all school days
- At least one (1) digital color video/audio camera per vehicle, with storage and output capability; recordings available to Movement within 12 hours of request
- Car seats, booster seats, and any other age-appropriate safety equipment required under North Carolina law must be provided at no additional cost

Maintenance Requirements

- Vendor shall be solely responsible for the full maintenance of each vehicle used to provide student transportation services. Each vehicle shall be maintained for roadworthiness. This includes but is not limited to parts, tires, insurance, and cleaning.
- Vendor shall require drivers to complete a pre-trip checklist to ensure vehicle is in working order before beginning each AM and PM route.
- All vehicles must be inspected by a licensed mechanic on a monthly basis during the school year. Vendor shall make complete reports of these inspections available upon request. A vehicle failing inspection shall not be used in the performance of the services until such vehicle passes inspection.
- Vendor shall exercise a regular preventive maintenance program. Movement may administer periodic spot checks of all vehicles and facilities to ensure that vehicles are being maintained in a safe and roadworthy condition. Vendor shall fully cooperate and submit to any such “spot check” without prior notice.

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Incident Reporting

In the event of an accident, the Contractor shall:

- Immediately contact police, Movement Principal s ~~Transportation Department~~, and the relevant school(s)
- Ensure the driver undergoes drug/alcohol testing within 2 hours of the incident
- Submit a police report, drug/alcohol test results, and a written driver statement to the ~~Transportation Department~~Principal within 24 hours
- Report any bullying, harassment, injury, or safety incident involving students on board to the school and provide a student referral form within 24 hours
- Promptly notify the Transportation Department when a PVH citation or driving violation is issued and submit a corrective action plan

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Compliance Requirements

- To the extent applicable, Vendor shall hold operating authority from the Federal Motor Carrier Safety Administration. A copy of Vendor’s documentation of this authority shall be furnished to Movement upon execution of the resulting Contract and upon request during the term of the Contract.

- To the extent applicable, Vendor shall maintain a satisfactory or conditional safety rating from the United States Department of Transportation or the North Carolina Department of Transportation. Vendor shall provide documentation of its current safety rating upon execution of the Contract and upon request during the term of the Contract. Vendor shall notify Movement immediately of any change in Vendor's safety rating.
- Unless an exemption applies, Vendor shall require each driver to record the driver's duty status for each 24-hour period
- Vendor must have a passenger vehicle for-hire company operating certificate

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Billing, Mileage & Invoicing Requirements

Mileage is calculated from the first pick-up point to the last discharge point on each predetermined route. The following billing standards apply:

- Invoices must be submitted no later than the first (1st) working day after the close of each service week
- One (1) reminder will be issued for a missing invoice; thereafter a penalty of ten percent (10%) of the total invoice amount will be applied
- All invoices must be accurate and complete at submission; one (1) correction opportunity is permitted per invoice — additional errors trigger the 10% penalty
- Invoices must be submitted in the required Microsoft Excel format and emailed to Accounts Payable
- Separate invoices are required for: Exceptional Children (EC), McKinney-Vento (MKV), MKV Afterschool (MKV-AS), Foster Students (DSS), 504 Students, and Time-and-Distance (Trans) trips
- ACH payment enrollment is required; vendors will not be paid until fully enrolled
- No services may be rendered without a fully executed Purchase Order (PO); vendors must notify the Project Manager at least one (1) week in advance of PO depletion
- For any trip delivered more than 30 minutes late (morning bell or dismissal), payment shall be reduced to 50% of the normal fare; for trips not performed, no payment is due
- Cancellation of student pick-ups must be communicated by parent or school at least 60 minutes before scheduled pick-up to avoid a no-show charge

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PRICING STRUCTURE AND DEFINITIONS

The Contractor shall propose firm, fixed pricing for all transportation services described herein. All rates must be fully inclusive of labor, fuel, vehicle costs, insurance, administrative expenses, and all other costs necessary to perform the required services. A supplemental annual package rate structure may also be proposed where applicable.

Base Rate Categories

Charges shall be applied according to the following categories:

Standard Per-Mile Rate

- Base Unit Price – Per Mile, Per Student: The base per-mile rate applied to each student transported when no special conditions or surcharges are triggered.
- Additional Student Charge – Same Address & Same School: No additional mileage is charged for a second or subsequent student traveling from the same address to the same school.
- No-Show Charge – No Advance Notification: Assessed when the Contractor is not notified at least one (1) hour in advance of a schedule change, resulting in a dispatched vehicle with no student to transport.
- Minimum Trip Charge – One Way: A flat rate for short trips (approximately 8 miles or less one-way). Does not apply when the Additional Student or No-Show charge is the appropriate billing.
- Wheelchair Pickup – Per Student, One Way: Applies when a wheelchair-using student requires specialized transport. Additional non-wheelchair students on the same route billed only for incremental mileage.
- Monitor / Nurse Charge – Same Address & Same School: A fixed charge when a monitor or nurse is transported from the same address as the student; no mileage charged. If the monitor/nurse boards from a different location, only additional mileage incurred is billed.
- Solo Rider – Per Trip: A supplemental fee per trip when a student must ride alone due to IEP or 504 Plan requirements.

Annual Package Rate (Optional Structure)

In addition to per-mile pricing, vendors may propose an annual package rate covering up to twelve (12) buses. Technology and parent tracking must be included. New school location additions shall be priced incrementally. Vendors must clearly indicate whether after-school transportation is included within the annual package or contracted separately.

INSURANCE REQUIREMENTS

The Contractor shall maintain all required insurance with companies authorized to do business in the State of North Carolina. Certificates of Insurance must be submitted before work begins and kept current throughout the Contract term. Movement may waive or modify these requirements only in writing.

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Automobile Insurance

- Minimum coverage: $5,000,000 combined single limit per accident/occurrence
- Must cover all owned, non-owned, and hired automobiles
- If vehicles are leased from individual drivers, scheduled auto coverage is required with each vehicle VIN listed on the Certificate of Insurance
- The Certificate of Insurance must list the “Movement Charter School” as Additional Insured
- Separate auto insurance certificates from individual drivers will not be accepted

Commercial General Liability Insurance

- Minimum coverage: $5,000,000 combined single limit per occurrence/annual aggregate
- Must include contractual liability coverage
- The Certificate of Insurance must list the ”Movement Charter School” as Additional Insured for Commercial General Liability
- If drivers are independent contractors, individual CGL certificates for each driver are required prior to transporting students

Workers’ Compensation & Employer’s Liability

- Vendor must have workers’ compensation insurance at a sufficient limit as required by North Carolina law
- $1,000,000 each accident
- $1,000,000 disease – each employee
- $1,000,000 disease – policy limit

Sexual Abuse/Molestation Liability

- $100,000 per person
- $300,000 per occurrence

Cancellation Notice

All Certificates of Insurance must show that Movement will receive at least 30 days’ written notice of policy cancellation prior to the listed expiration date. This notice may be shown in the Description field of the Accord form.

TECHNICAL & OPERATIONAL REQUIREMENTS

Technology Standards

- Electronic logging device equipped to record the driver's duty status
- GPS tracking installed and active on all fleet vehicles, with real-time data accessible to Movement and school administrators
- Parent-facing tracking application providing real-time vehicle location and student status
- Student assignment portal — electronic trip request and tracking system with assignment status visibility
- Two-way communication devices or mobile telephones with dispatch available on all school days
- At least one (1) digital color video/audio camera per vehicle with storage and output capability; footage accessible to Movement within 12 hours of any request
- Real-time notification system for delays, incidents, and route deviations

Background Check & Safety Compliance

- All background checks, drug screenings, and specialized training must be completed through Contractor
- Annual fees for background check compliance are the responsibility of the Contractor
- The Contractor must certify in writing that all sex offender registry checks have been conducted for proposed drivers and will be conducted for any new hires

School Branding (Optional)

Vendors may offer optional school-branded vehicle markings to promote school identity and visibility. Start-up branding costs, if any, must be disclosed in the proposal. No third-party advertising may be displayed on contracted vehicles.

CONTRACT TERM & CONDITIONS

Contract Term; Renewal; Termination

The resulting contract ("Contract") shall be established for a base term of three (3) years.

Following the three-year term, the Contract may be renewed on an annual basis, contingent upon the Contractor's satisfactory performance, as determined solely by Movement and in accordance with all performance metrics, service requirements, and contractual obligations. Movement will provide written notice of intent to exercise each annual renewal option no later than 60 days before the end of the then-current term.

The Contractor shall have the right to terminate the Contract for good cause and in good faith by providing 60 days' written notice to Movement. Movement shall have the right to terminate the Contract for good cause and in good faith by providing 60 days' written notice to the Contractor. Movement shall have the further right to terminate the Contract immediately and without prior notice upon the Contractor's material breach of a term of the Contract. In addition to any other remedies available to Movement in law or equity, Movement may procure upon such terms as Movement shall deem appropriate, student transportation services substantially similar to those so terminated, in which case the Contractor shall be liable to Movement for any excess costs for such similar services and any expenses incurred in connection therewith.

Contract Default

Failure to comply strictly with any term of the Contract shall be deemed an event of default and may result in termination of the contract, financial penalties, and any other remedies available under law or equity. The Contract shall also be deemed in default if the Contractor's business is sold, closes permanently, or otherwise changes hands during the Contract term without prior written approval by Movement.

Contract Assignment

The Contractor shall not sell, transfer, or assign any of Carrier's responsibilities under the Contract or the Contractor's interest in the Contract to any assignee without prior approval of Movement.

Confidentiality

All information provided by Movement in connection with this RFP must be treated as strictly confidential and used solely for the purpose of preparing a response. Student data privacy and security obligations shall survive termination or expiration of the Contract.

Student Data Collection & Privacy (K–12 North Carolina)

The Contractor shall comply with all applicable federal and state student data privacy laws, including FERPA, N.C. General Statute § 115C-402 (Student Records Confidentiality), and N.C. General Statute § 115C-402.5 (Student Data Privacy Act). Failure to agree to Student Data Collection & Privacy requirements shall result in disqualification.

The Contractor shall:

- Collect and access only the minimum student data necessary to perform contractual services
- Not sell, lease, or otherwise monetize student data
- Not use student data for marketing, advertising, or product development
- Not disclose student data to any third party without prior written authorization from Movement
- Maintain appropriate administrative, technical, and physical safeguards including encryption in transit and at rest
- Notify Movement within 24 hours of any suspected or confirmed student data breach

Commented [TB8]: Is this intended to be "Attachment B: General Terms & Conditions"? If so, it is not currently identified as Attachment B and would need a space for acknowledgement. It also may require additional general terms, but alternatively those could be included in any resulting contract.

Commented [LM9R8]: I don't know what is your suggestion?

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- Return a copy of then securely destroy all student data with written certification of destruction within 7 days of contract termination
- Ensure all subcontractors comply with identical student data privacy obligations

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GENERAL INFORMATION

RFP Schedule

Movement will make every effort to adhere to the following schedule:

Event	Responsibility	Date and Time
RFP Issued	Movement	Friday, May 1, 2026
Deadline for Written Questions	Vendor / Contractor	Friday, May 15, 2026
Responses to Questions Issued	Movement	Friday, May 22, 2026
Proposal Submission Deadline	Vendor / Contractor	Friday, June 12, 2026 @ 8:00 AM ET
Proposal Evaluation Period	Movement	TBD
Anticipated Contract Award	Movement	TBD

Proposal Questions

Vendors may submit written questions by the deadline listed in the RFP Schedule. Questions must be submitted via email to DeAnna Bruce using the subject line: "RFP # TRN-20260105 Questions." Questions shall be submitted in the following format:

Commented [TB11]: Where did this RFP number come from?

Commented [LM12R11]: It is unique to Movement

Reference	Vendor Question
RFP Section, Page Number	Vendor question text here…?

No information, instruction, or advice provided orally or informally by any network personnel shall be considered authoritative or binding. Vendors shall rely only on written material contained in a formal Addendum to this RFP.

Proposal Submittal

IMPORTANT: Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. It is the Vendor's sole responsibility to ensure its proposal has been received by the specified date and time.

All proposals must be submitted electronically to DeAnna Bruce (deanna.bruce@movementschool.com). Only electronic responses will be accepted. No mailed, couriered, or faxed submissions will be considered.

PROPOSAL CONTENTS

Vendor proposals shall include the following items, arranged in the order listed below:

- (a) Cover Letter confirming: (i) the Vendor has read the entire RFP including all links and addenda; (ii) the Vendor agrees to perform in accordance with the scope of work; and (iii) the Vendor agrees to comply with all instructions, terms, conditions, and attachments.
- (b) Title Page: Company name, address, phone number, authorized representative name, and Proposal Number.
- (c) Company Overview: Description of the company, years in operation, and geographic service area.
- (d) Safety Program Description: Description of driver training, background check processes, incident response protocols, and safety record.
- (e) Technical Capability & Fleet Details: Description of fleet size, vehicle types, GPS technology, camera systems, parent app, and communication systems.
- (f) Pricing Structure: Completed and signed Attachment A: Pricing Form
- (g) Signed Attachment B: General Terms & Conditions
- (h) Signed Attachment C: Contractor Evaluation Form
- (i) References: Completed Attachment E: Customer Reference Form (minimum three references).
- (j) Completed and signed Attachment F: MWSBE Certification
- (k) Completed and signed Attachment G: NC Lunsford Act Certification
- (l) Signed Attachment H: Lobbying Activity Certification for Federal Grants
- (m) Certificate of Insurance (Attachment D)

METHOD OF AWARD AND EVALUATION PROCESS

Award Method

All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specified RFP requirements and achieving the highest and best final evaluation score based on the criteria described below. While the intent is to award a contract to a single vendor for all services, Movement reserves the right to make separate awards for different service components or to reject all proposals if such action is in the best interest of Movement.

Proposal Evaluation Scorecard

Proposals will be evaluated using the following weighted scoring model:

Criteria	Weight	Description
Safety & Compliance	30%	Safety performance, driver training programs, accident history, regulatory adherence
Student Capacity	25%	Ability to serve wheelchair, special needs, McKinney-Vento, and general education riders
Cost / Pricing	20%	Transparent, competitive, and fully inclusive pricing
Technical Capability	20%	Fleet quality, GPS/tracking integration, camera systems, communication technology
References / Experience	5%	Demonstrated success in comparable student transportation contracts

Failure to agree to Student Data Collection & Privacy requirements shall result in immediate disqualification.

Commented [MR13]: Does the Vendor have this? Should this be moved to the Contract Terms?--Laura

Commented [LM14R13]: DeAnna?

Commented [LM15R13]: It needs to be moved to Contract Terms

Evaluation Process

The evaluation committee may request oral presentations or discussions with any or all vendors for clarification. Vendors should not rely on a request for additional information — all proposals should be complete and reflect the most favorable terms available. Movement reserves the right to negotiate with one or more vendors and to require a Best and Final Offer (BAFO) based on discussions.

CONTRACT ADMINISTRATION

Contract Manager & Customer Service

The Vendor will designate and make available a Contract Manager as the primary point of contact for contract-related issues, performance, scheduling, and service. A separate Customer Service Point of Contact must also be designated.

Contract Manager Name:	
Office Phone:	
Mobile Phone:	
Email:	

Customer Service Contact Name:	
Office Phone:	
Mobile Phone:	
Email:	

Post-Award Project Review Meetings

The Vendor shall participate in periodic project review meetings at the request of Movement. Meetings will cover project progress, performance metrics, issue resolution, continuous improvement opportunities, and any other pertinent topics. An annual meeting will be held in the summer before each school year begins to review expectations. Semi-annual evaluations will be conducted using the Contractor Evaluation Form (Attachment C).

Periodic Status Reports

The Vendor shall provide management reports to the Project Manager as needed, including: work accomplished during the reporting period; work to be accomplished next period; any real or anticipated problems; and notification of any significant deviations from agreed-upon plans or schedules.

Dispute Resolution

During contract performance, both parties agree to resolve disputes informally first. Claims by the Vendor shall be submitted in writing to Movement's Project Manager. Claims by Movement shall be submitted to the Vendor's Contract Manager. Both parties shall negotiate in good faith within a mutually agreed time frame. If unresolved, either party may exercise available remedies under the contract or at law.

Data Confidentiality and Security Agreement

As a condition of award, the successful Vendor will be required to execute a Data Confidentiality and Security Agreement covering students' and employees' personally identifiable information (PII). This agreement survives termination or expiration of the contract.

ATTACHMENTS

IMPORTANT NOTICE

RETURN ALL REQUIRED ATTACHMENTS WITH YOUR RESPONSE

Failure to return required attachments may eliminate your response from further consideration.

Attachment A:	Pricing Form — Complete and return
Attachment B:	General Terms & Conditions — Acknowledge and return
Attachment C:	Contractor Evaluation Form — Acknowledge and return
Attachment D:	Certificate of Insurance — Complete and return
Attachment E:	Customer Reference Template — Complete and return (3 references minimum)
Attachment F:	MWSBE Certification — Complete and return
Attachment G:	Background Checks — Complete and return
Attachment H:	Lobbying Activity Certification — Acknowledge and return

ATTACHMENT A: PRICING FORM

COMPLETE AND RETURN THIS ENTIRE FILE

Complete and return the pricing associated with this RFP on the table below. All rates must be inclusive of labor, fuel, insurance, and all related costs.

Service Description	Rate / Per Student
Base Unit Price – Per Mile, Per Student	
Additional Student Charge – Same Address & Same School	
No-Show Charge – No Advance Notification (w/o 1-hour notice)	
Minimum Trip Charge – One Way	
Wheelchair Pickup – Per Student, One Way	
Monitor / Nurse Charge – Same Address & Same School	
Solo Rider – Per Trip (IEP/504 Required)	

Vendor Name: _____
Authorized Signature: _____ Date: _____
Printed Name/Title: _____

ATTACHMENT C: CONTRACTOR EVALUATION FORM

Student Transport Contractor Report Card

Transportation Department

Name of Vendor: _____

Date: _____

No.	Area Assessed	Assessment Criteria	1 – Strongly Disagree	2 – Mildly Disagree	3 – Neutral	4 – Mildly Agree	5 – Strongly Agree
1	Customer Service	Legitimate complaints are handled with promptness and concern.					
2	Customer Service	Contractor is available by phone as needed.					
3	Customer Service	Contractor meets a 24-hour window for assigning students and shows willingness to accept new riders.					
4	Customer Service	Transportation is routed and scheduled by contractor management to be timely and safe.					
5	Customer Service	Contractor provides accurate reports and information when requested.					
6	Customer Service	Contractor's invoice is accurate and timely (no overcharges, back bills, or errors).					
7	Fleet Management	Contractor meets all Passenger Vehicle for Hire (PVH) requirements.					
8	Fleet Management	Contractor proactively sends updated PVH certificates, permits, and insurance without prompting.					
9	Fleet Management	Contractor promptly responds to client inquiries.					
10	Fleet Management	Contractor alerts Movement to changes in fleet or driver status.					
11	Fleet/Driver Mgmt	Drivers appear clean, healthy, and professional; vehicles are clean and properly maintained.					
12	Technology	Contractor technology is updated — GPS, parent app, internet, device security.					

Scoring: Total points (Q1–Q12) x 1.67 = Final Vendor Rating

The COO will conduct evaluations in January and late May. Evaluation results will be considered when awarding student assignments and making future contracting decisions.

Commented [TB16]: Does Movement have a Transportation Department with 2 or more staff members?

Commented [LM17R16]: No

Vendor Name: _____

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

Evaluator Signature: _____ Date: _____

ATTACHMENT D: CERTIFICATE OF INSURANCE

Contact your insurance agency and request Certificates of Insurance showing the Movement Charter School as Certificate Holder at the following address:

Certificate Holder:
Movement Charter School
2701 Freedom Dr.
Charlotte, NC 28208

The following coverage types and minimum limits are required:

Automobile Insurance:	$5,000,000 combined single limit per accident/occurrence — all owned, non-owned, and hired autos. Leased vehicles must show individual VINs as scheduled autos. “Movement Charter School” must be listed as Additional Insured.
Commercial General Liability:	$5,000,000 combined single limit per occurrence/annual aggregate. “Movement Charter School” must be listed as Additional Insured. Independent contractor drivers must provide individual CGL certificates.
Workers’ Compensation and Employer’s Liability:	NC statutory requirements: $1,000,000 each accident; $1,000,000 each employee disease; $1,000,000 disease policy limit.
Cancellation Notice:	Certificate must confirm Movement Charter School receives at least 30 days’ written notice of any cancellation, amendment, or termination.

Vendor Name: _____
Authorized Signature: _____ Date: _____
Printed Name/Title: _____

ATTACHMENT E: MWSBE CERTIFICATION

Minority, Women, and Small Business Enterprise (MWSBE) Certification — Federal Uniform Guidance
This form must be completed regardless of the amount or lack of MWSBE participation.

Check all that apply:

- ☐ Minority Owned Business
- ☐ Women Owned Business
- ☐ Small Business Enterprise
- ☐ Yes, I certify that my company has been certified by a bona fide certifying entity as a Historically Underutilized Business (HUB). Certificate attached.
- ☐ No, my company has not yet received MWSBE certification.
- ☐ No, my company is not a minority, women, or small business enterprise.

I will expend a minimum of _____% of the total contract value with minority, women, or small business enterprises as vendors, suppliers, or providers of professional services. Such work will be subcontracted with the following firms:

Name and Address	M/W/SBE Category*	Work Description	Dollar Value

*M/W/SBE Categories: Black/African American (B), Hispanic (H), Asian American (A), Native American Indian (N), Female (F), Small (S), or Socially and Economically Disadvantaged (D)

Vendor Name: _____
Authorized Signature: _____ _____Date: _____
Printed Name/Title: _____

ATTACHMENT F: CUSTOMER REFERENCE TEMPLATE

Vendors shall provide at least three (3) customer references demonstrating experience with comparable student transportation contracts. Movement may contact references to verify service quality.

Reference 1

Customer Organization:	
Reference Contact Name:	
Address:	
Email:	
Phone:	
Contract Start Date:	
Contract End Date:	
Description of Services:	

Reference 2

Customer Organization:	
Reference Contact Name:	
Address:	
Email:	
Phone:	
Contract Start Date:	
Contract End Date:	
Description of Services:	

Reference 3

Customer Organization:	
Reference Contact Name:	
Address:	
Email:	
Phone:	
Contract Start Date:	
Contract End Date:	
Description of Services:	

ATTACHMENT G: BACKGROUND CHECKS

Vendor agrees to conduct, or arrange to be conducted, criminal background checks on all employees and independent contractors who will be assigned to provide student transportation services or otherwise have direct interaction with Movement's students. Vendor agrees to prohibit any employee or independent contractor who has any record of conduct (e.g., felony convictions and convictions for crimes involving sex, violence, drugs, alcohol, or dishonesty) that poses a threat to the safety of Movement's students or staff from providing student transportation services or otherwise having direct interaction with Movement's students.

In addition, and in compliance with N.C. General Statute 115C-332.1, Vendor agrees to conduct checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("sex offender registries") prior to allowing any employee or independent contractor to provide student transportation services for Movement's students and annually thereafter. Vendor agrees to prohibit any employee or independent contractor appearing on any of the sex offender registries from providing student transportation services or otherwise having direct interaction with Movement's students.

By signing this form, Vendor certifies that it will conduct criminal background checks and checks of the sex offender registries and will not assign an employee or independent contractor convicted of a felony or any crime indicating a threat to student or staff safety or appearing on any of the sex offender registries to provide student transportation services or otherwise have direct interaction with Movement's students.

Vendor Name: _____

Authorized Signature: _____ _____Date: _____

Printed Name/Title: _____

ATTACHMENT H: LOBBYING ACTIVITY CERTIFICATION

Certification of Contracts, Grants, Loans, Cooperative Agreements and Lobbying

The undersigned certifies, to the best of his or her knowledge and belief that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency or Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Vendor Name: _____

Authorized Signature: _____ _____Date: _____

Printed Name/Title: _____