

CONTRACT WORKER REQUEST FOR APPLICATIONS



Bus Driver Instructor

**The Mississippi Department of Education
Office of Safe and Orderly Schools
Division of Pupil Transportation
Central High School Building
359 North West Street Suite 113
Jackson, MS 39205**

**Contact: Janice M. Grant
Phone: 601.359.1028
Date of Release: January 2, 2020**

INTRODUCTION

The Mississippi Department of Education (MDE,) Office of Safe and Orderly Schools, Division of Pupil Transportation, is currently seeking competitive sealed applications for contract workers, bus driver instructors for the purpose of providing training to school bus drivers in local public and nonpublic school districts. All public school bus drivers are required to be re-certified every two (2) years through the MDE, Office of Safe and Orderly Schools, Division of Pupil Transportation.

In accordance with Mississippi Code Ann. § 37- 41 -1, the State Board of Education (SBE) is authorized, empowered and directed to promulgate rules and regulations relating to the transportation of students enrolled in the public school districts, including rules and regulations for the following:

- a) Setting standards for public school district bus routes;
- b) Setting standards for public school district buses;
- c) Setting standards for public school district bus drivers;
- d) Formulating procedures for selecting public school district bus drivers;
- e) Formulating courses of training for public school district bus drivers and mechanics, and assist in administering and financing such courses; and
- f) Providing operation procedure for public school district buses to insure safety of pupils.

SCOPE OF WORK/JOB DUTIES

The contract between the MDE and the contract worker is to provide training to accredited public and nonpublic school bus drivers in accordance with Miss. Code Ann. § 37- 41 -1 (Attachment B), State Board of Education Policy Chapter 81: Transportation (Attachment C), and the *Mississippi Department of Education Instructor's Guide for Training School Bus Drivers* (Attachment D).

MINIMUM QUALIFICATIONS

- Possess a valid Class B Commercial Driver License (CDL) with "P" and "S" endorsements
 - "P" endorsement allows a driver to operate a vehicle that seats 16 or more individuals
 - "S" endorsement allows a driver to operate a school bus for the purpose of transporting pupils to and from school and/or school related activities;
- Certification by the Mississippi Department of Public Safety (DPS) as a 3rd Party CDL Skills Test Examiner;
- Ten (10) years of experience with the DPS in the Driver's License Division; or ten (10) years as an administrator in a pupil transportation program; or a Bachelor's Degree and Class "A" Teacher Certificate;
- Flexible summer schedule – a minimum of twenty-five (25) days are required;
- Minimum of three (3) years experience as a bus driver;
- Basic knowledge of pupil transportation safety, including but not limited to pre-trip and post-trip inspections, loading and unloading, on-the-road regulations, and prohibited practices; and
- Excellent written and communication skills.

PREFERRED QUALIFICATIONS

- Previous experience as a bus driver instructor;
- Skill in planning and group facilitation; and
- Skill/experiences in design of adult learning experiences.

REQUEST FOR INFORMATION

Questions concerning the RFA should be sent to Janice Grant, Director of Pupil Transportation: jgrant@mdek12.org.

The deadline for submitting written questions by email is Thursday, January 9, 2020, at 5:00 p.m. Copies of all questions submitted and the responses shall be posted to the MDE's website www.mdek12.org under the Public Notices section and shall be available to the general public on Tuesday, January 14, 2020.

Applicants shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the application, the acknowledgment must be received by the Mississippi Department of Education by the time and at the place specified for receipt of applications.

COMPENSATION AND HOURS WORKED

The position shall pay \$ 36.00 per hour not to exceed the maximum number of eight (8) hours per day for a minimum of twenty-five (25) days, not to exceed \$7,200.00 and will not include reimbursement for travel. The contract is valid from the date all parties have signed through June 30, 2020. The MDE shall withhold federal and state taxes, FICA and Medicare. The MDE shall pay the required employer contribution for FICA, Medicare, and PERS, if applicable.

The contract will have a renewal option of two (2) years: July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022. The renewal options shall pay \$ 36.00 per hour not to exceed the maximum number of eight (8) hours per day for a minimum of twenty-five (25) days and a maximum of fifty (50) days, and will not include reimbursement for travel.

Renewal of contract for subsequent years shall be determined annually and shall be contingent upon successful completion of the services and evaluation in the preceding year's contract.

SELECTION PROCESS

A selection committee shall review acceptable applications which are completed, timely submitted, and meet the minimum qualifications. The most qualified candidates shall be interviewed.

Selection criteria shall be in accordance with the MDE evaluation procedures and performed using an application cut score of 80 from a standard, 100-point scoring scale as follows:

- | | |
|---------------------------|-----------|
| • Certification/Licensure | 40 Points |
| • Special Experience | 30 Points |
| • General Experience | 10 Points |
| • Interview | 20 Points |

Applicants selected for an interview shall be notified. Interviews shall be conducted onsite at the MDE. If an applicant cannot commit to the initial scheduled interview, a make-up day shall be scheduled. Applicants unable to commit to an initial or rescheduled interview shall not be considered for an award.

INSTRUCTIONS FOR APPLYING

- Complete and **sign** the MDE Application Form on the MDE's webpage under **Public Notices/Request for Applications, Qualifications, and Proposals**,
- Attach a list of at least three (3) references (name and current contact information),
- Attach resume describing your education and prior work history, including relevant work experience, and
- Attach a copy of required license(s) and certification(s).

DUE DATES

One (1) original copy of the sealed application must be received by **5:00 p.m. Central Time (CT) on Tuesday, February 4, 2020.**

Your application packet (all of the above) should be submitted to the following address based upon the delivery method used:

Hand Deliver Applications to:

Monique Corley, Director
Office of Procurement
The Mississippi Department of Education
Bus Driver Instructor
359 North West Street, Suite 307
Jackson, MS 39205
(DO NOT OPEN)

Ship Applications to: (FedEx UPS, etc.)

Monique Corley, Director
Office of Procurement
The Mississippi Department of Education
Bus Driver Instructor
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

RESTRICTIONS ON COMMUNICATIONS WITH THE OFFICE OF PROCUREMENT AND THE OFFICE OF SAFE AND ORDERLY SCHOOLS, DIVISION OF PUPIL TRANSPORTATION.

From the issue date of this solicitation until a Contractor is awarded a contract, Offerors and/or their representatives shall restrict communication with any Office of Procurement and Office of Safe and Orderly Schools, Division of Pupil Transportation staff regarding this procurement.

RESPONSIBILITY OF THE APPLICANT

- Ensure that the application is delivered to the Office of Procurement by the deadline and assumes all risks of delivery.
- The applicant is responsible for ensuring that the application is delivered by the required time and assumes all risk of delivery.
- An incomplete application shall be accepted and shall not be considered.
- No faxed copies or electronic submissions shall be accepted.
- The application must be signed and all documents placed in a sealed envelope.
- We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances.
- Applications shall be accepted after the deadline but not considered.
- Complete the Acknowledgement of Amendments Form. (Attachment A)

ACCEPTANCE OR REJECTION OF APPLICATIONS

The MDE reserves the right, in its sole discretion to accept applications based on minor irregularities which do not affect the solicitation or give an individual an advantage or benefit not enjoyed by others or adversely impacts the interest of the Department. The MDE also reserves the right, in its sole discretion to reject an application of an applicant known or implied to have performed prior services in an improper or undignified manner.

DISPOSITION OF APPLICATIONS

All submitted applications become the property of the MDE and shall not be returned to the applicant.

**TENTATIVE TIMELINE
BUS DRIVER INSTRUCTOR**

January 2, 2020	Release RFA
January 2, 2020	Mail, email and post to the MDE website
January 9, 2020	Deadline for RFA questions
January 14, 2020	Deadline for program office response to questions and posting to website
February 4, 2020	RFA due by 5:00 p.m. Central Time (CT) to Procurement
February 5, 2020	RFA opening
February 11-13, 2020	Evaluation of RFA
February 18-20, 2020	Interviews
February 27, 2020	Notice of Intent to Award
Date All Parties Have Signed	Contract Start Date

ATTACHMENT A

ACKNOWLEDGEMENT OF RFA AMENDMENTS

I acknowledge all amendments to this RFA. The responses to questions shall be treated as amendments to the RFA and shall require acknowledgment.

Applicant Signature

Date

Title of Request