# CONTRACT WORKER

# REQUEST FOR APPLICATIONS

## MDE_Logo_New

**Bus Driver**

**The Mississippi Department of Education**

**Mississippi Schools for the Blind and the Deaf**

**Central High School Building**

**359 North West Street, #307**

**Jackson, MS 39205**

### Contact: Charles Dodd

### Phone: (601) 984-8108

### Date of Release: November 1, 2019

# INTRODUCTION

# The Mississippi Department of Education (MDE) is currently seeking competitive sealed applications for Bus Drivers for the Mississippi Schools for the Blind and the Deaf (MSBD).

### SCOPE OF WORK/JOB DUTIES

The contractor will provide bus driving services for the MSBD.

The duties are but not limited to:

* Be finger printed and have a criminal record background check conducted understanding that any disqualifying information received by MSBD will terminate the contract immediately.
* Adhere to driving schedule and/or route assignment as set forth by the Director of Transportation. Complete driver’s log and any other paperwork associated with bus routes.
* Adhere to the Homegoing Guidelines for Contract Bus Drivers and other directives concerning Homegoiong issued by the Transportation Director.
* Submit timesheets and a bi-weekly invoice (on appropriate form) to the office of the Transportation Director, MSBD, by the 1st working day after each two-week period for services rendered during that pay period.

# MINIMUM QUALIFICATIONS

Commercial driver’s license (CDL) with P and S endorsements, (P endorsement allows a driver to operate a vehicle that seats 16 or more people and S endorsement allows drivers to operate a school bus), MDE Certification Card and a minimum of two (2) years experience as a bus driver. Award of contract is contingent upon verification of satisfactory motor vehicle record. Contractor must be available to work a weekend schedule.

**REQUEST FOR INFORMATION**

Questions concerning the RFA should be sent to: ksanders@mdek12.org.

The deadline for submitting written questions by email is November 8, 2019 at 5:00 p.m. Copies of all questions submitted, and the responses shall be posted to the MDE’s website [www.mdek12.org](http://www.mdek12.org) under the Public Notices section and shall be available to the general public on November 12, 2019.

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 $14.00 per hour not to exceed 1000 hours for the time period of when contract is signed by all parties to June 30, 2020 with an option to renew three (3) years [July 1, 2020 – June 30, 2021, July 1, 2021 – June 30, 2022 and July 1, 2022 – June 30, 2023. 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.

**SELECTION PROCESS**

A selection committee shall review acceptable applications which are completed, timely submitted, and meet the minimum qualifications.

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:

* Special experience 50 points
* General experience 10 points
* Certification/Licensure 40 points

**INSTRUCTIONS FOR APPLYING**

* Complete and **sign** the MDE Application Form on the MDE’s Request for Bids, Proposals, Applications, Qualifications for Contracts and Grants webpage.
* Attach a list of at least three references (name and current contact information).

**DUE DATES**

The **deadline** for receiving the sealed application packet is **Thursday, November 21, 2019 at 5:00 p.m. Central Standard Time**.

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, MSBD

 359 North West Street, Suite 307

 Jackson, MS 39205

 **(DO NOT OPEN)**

**Ship Applications to**: Monique Corley, Director

 (**FedEx UPS, etc.)** Office of Procurement

 The Mississippi Department of Education

 Bus Driver, MSBD

 359 North West Street

 Jackson, MS 39201

 **(DO NOT OPEN)**

**RESTRICTIONS ON COMMUNICATIONS WITH THE OFFICE OF PROCUREMENT**

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 Procurementt 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 APPLICATOINS

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

**TENTATIVE TIMELINE**

**BUS DRIVER, MSBD**

November 1, 2019 Release RFA

November 1, 2019 Mail, email and post to the MDE website

November 8, 2019 Deadline for RFA questions

November 12, 2019 Deadline for program office response to questions and posting to website

November 21 2019 RFA due by 5:00 p.m. Central Time (CT) to Procurement

November 22, 2019 RFA opening

December 3, 2019 Evaluation of RFA

December 9, 2019 Notice of Intent to Award

When all parties sign 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.

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Applicant Signature Date

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Title of Request\