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Parnassus Preparatory School

Request for Proposal: Pupil Transportation

Address: 11201 96th Ave N. Maple Grove, MN 55369

Website: www.parnassusprep.school

Telephone: 763-496-1416

Contacts: Katherine Good, Interim Executive Director and Jessica Steeber, Principal

Email: contact@parnassusprep.com

Parnassus Preparatory School is a public, classical charter school. Our mission is:

The mission of Parnassus Preparatory School is to provide students with a classical education, grounded in the classical Trivium, that demands their best in intellectual achievement and character development.

Proposals will be evaluated upon designated criteria established by Parnassus Preparatory School administration and/or board committees. This will include pricing, affinity with Parnassus Preparatory School mission, timing, work references, design, and quality of deliverables, etc.

Details

I. What is the nature of the service/product being sought?

Parnassus Preparatory School is seeking proposals from qualified transportation providers to bus approximately 800 students from K-12th grade to and from our school, located at 11201 96th Ave No. Maple Grove, MN 55369, as well as any other busing needs that may arise from time to time.

II. Why does Parnassus Preparatory School need this service/product?

As a public charter school, Parnassus Preparatory School must provide transportation to students. At a minimum, it is required to provide transportation to students who live within the boundaries of the district where the school is located, in our case, the Osseo School District.

III. Statement of Purpose

Parnassus Preparatory School is focused on having a safe, consistent, and on-time transportation vendor that allows students to be at school for the full extent of the day. Parnassus Preparatory School will remain financially prudent and transportation is a large expense. With all of this in mind, Parnassus Preparatory School is interested in obtaining separate proposals/quotes as defined in the Scope of Work section of this document.

Transport Boundary

This proposal/quote should include all students who reside within the geographical boundary of the Osseo School District.

Scope of Work

Parnassus Preparatory School is seeking proposals/quotes for transportation based on the scenario described below. Parnassus Preparatory School will then weigh our options and select from one of the options.

Scenario

- Parnassus Preparatory School bell time is 8:00 am with a bus arrival time at Parnassus Preparatory School of 7:45am. The afternoon bell rings at 3:02 pm with a bus arrival of 2:50pm and pull away at 3:15 pm.*
Afternoon dismissal time subject to adjustment
- Route times should not be longer than 55 minutes for any student in the morning or afternoon.
- The number of students on the bus should not exceed 2 students allocated per seat.
- All stops should be neighborhood stops, except for Kindergarten students without older siblings, which would be a house stop. Neighborhood stops should be no farther than 0.25 miles from the student's address.

Best Price Scenario

State clearly the prices for 1st tier paired, 2nd tier paired, and unpaired service.

- II. All proposals should include the following:
 - A) Cost of each bus per day
 - B) Estimated number of buses required
 - C) Estimated route times for proposed number of buses
 - D) Estimated number of students per bus
 - E) Bell times
 - F) Arrival and departure times from Parnassus Preparatory School
 - G) Maximum distance from stop to house.
- III. Consultation, as requested, to identify school transportation boundaries that will increase Parnassus Preparatory School busing zone with the intent of enhanced recruitment opportunities, hitting school diversity targets, and keeping costs manageable.
- IV. Efficient routing and planning that maintains neighborhood bus stops for families. Neighborhood stops are defined as bus stops within walking distance to the student's home and no further than .25 miles.
- V. Transportation will be provided for any Parnassus Preparatory School student reside in the bus zone.
- VI. Route Duration: All bus riders will be on the bus for 55 minutes or less.
- VII. Responsive customer service must be on call during routing hours for support and troubleshooting.
- VIII. There should be a simple and easy to use application for parents and school to track buses with alert messaging systems for inclement weather, late buses, etc.
- IX. GPS monitoring required.
- X. Potential to provide transportation for other needs such as occasional field trips. Please indicate ad hoc pricing.
- XI. A Service Level Agreement (SLA) will be required. The SLA will cover topics such as:
 - A) Customer service availability is 99.5% during routing hours for support and troubleshooting.

- B) Driver consistency with permanent drivers on all routes 90% of days during the school year.
- C) Paired school timelines not impacting Parnassus Preparatory School timelines.
- D) Buses being in good repair and not breaking down.
- E) App performance: the transportation application for families is functional and each bus is tracked daily.
- F) Drive times are within 7 minutes of route times 95% of the time for each route individually.
- G) Health and safety protocols are adhered to by all drivers.

XII. Length of school year: Late August - Early June
Preferred Bell Times: 8:00am - 3:02 pm
School Address: 11201 96th Ave No, Maple Grove, MN 5536

Insurance

Transportation provider must provide proof of the following minimum coverage:

- A) Bodily Injury Liability: 1,000,000 per occurrence.
- B) Underinsured Motorist Coverage: 1,000,000 per occurrence.
- C) Uninsured Motorist Coverage: 1,000,000 per occurrence.
- D) Umbrella Liability: 4,000,000
- E) Comprehensive Property Damage: 1,000,000 per occurrence.
- F) Worker's Compensation: Per Statute

Term of Contract

Length: 2 school years
Start date: August 27, 2026
End date: June 8th, 2028
Option for renewal: Additional one-year term

Fee Structure

Please submit fees broken down as follows:

- A) Fees for Transport Boundary as defined above
- B) Fees for ad hoc transportation (e.g. field trips)

Contractual Terms and Conditions

Attach standard contracting forms, certifications, and assurances. You may include requirements specific to this particular contract.

Process Schedule/Timeline

Bids due: April 24, 2026
Interviews: April 27-30, 2026
Bids awarded: May 5, 2026
Contract begins, August 27, 2026

References

Please provide a list of 3-5 professional references.

Disclaimers

- I. All proposals become the property of Parnassus Preparatory School upon receipt, regardless of selection or rejection; Parnassus Preparatory School shall have the right to use all ideas and adaptations of ideas contained in this proposal in response to this RFP. Parnassus Preparatory School reserves the right to negotiate the final terms and conditions of the contract to be executed.
- II. Parnassus Preparatory School is not responsible for and shall not be liable for any expenses incurred by the company, including but not limited to, expenses associated with the preparation of the proposal, attendance at the oral presentation/interview, onsite visits, or final contract negotiations.
- III. Parnassus Preparatory School will require a force majeure clause in the resulting contract for transportation services including natural disasters, pandemics, and other similar circumstances.
- IV. Please submit bids/quotes to contact@parnassusprep.com and put “Parnassus Preparatory School RFP Bus Transportation 2026” in the subject line.