

HUDSON SCHOOL DISTRICT REQUEST FOR PROPOSALS DRIVER'S EDUCATION PROGRAM

The Hudson School District and Alvirne High School invite vendors to submit cost proposals for a three-year contract beginning **July 1, 2024 and ending June 30, 2027 with two one-year options at the sole discretion of the Hudson School District.** The contract is for the purpose of providing driver's education program services to the District's students.

Proposals **must be received by 10:00 AM, Thursday, March 7, 2024** at the office of the Business Administrator, Hudson School District, 20 Library Street, Hudson, NH 03051. Questions regarding this request for proposal must be made to Jennifer Burk, Business Administrator, at 603-886-1258. Questions regarding the Driver Education Program must be made to Steven Beals, Alvirne High School Principal, at 603-886-1260.

The District may decide upon a non-exclusive contract with multiple vendors should this be in the best interest of the District. The District will select a vendor(s) which best represents the needs of the District. The Hudson School District reserves the right to waive any informality and to accept or reject any, all or part of submitted quotes.

It is anticipated that the successful proposal will be awarded on **March 25, 2024** at the Hudson School Board's regularly scheduled meeting.

The Company will offer driver education to the District at a set fee per student. Students will be responsible for the entire cost of the program.

1. The Company will provide classes in driver education for the District, including thirty (30) clock hours of classroom instruction per student and ten (10) hours of behind-the-wheel instruction for students during the normal school day if schedule permits or after school, evenings, and weekends as needed. The company will also provide six (6) hours of driving observation, all to be completed by a certified driver education instructor. It is the responsibility of the Company to provide lesson plans and to adjust time allocations and curriculum in accordance with state guidelines.
2. The Company will provide afternoon classes no earlier than 2:30 PM and evening classes will begin no later than 7:00 PM. Behind-the-wheel schedules will be determined the first night of each session by the Company. If school is cancelled for weather conditions, driver education will not be held. If school is cancelled for other reasons, driver education may not be held, or may be moved to an alternate location.
3. The Company will work with the Building Principal at Alvirne High School to provide an appropriate number of class sections, not to exceed 30 students in any section.
4. Minimum enrollment for any section is 12 students, and students must be at least 15 years and 9 months of age, on or before the first regularly scheduled classroom session of the course in which they are enrolled; or their sixteenth birthday occurs on or before the last regularly scheduled classroom session of the course in which they are enrolled. Alvirne

and Hudson age-eligible students will have guaranteed class access before students from other area high schools and communities. If space remains in courses after all Hudson students have been accommodated, students from other high schools and communities would be welcome to apply for and attend the course offerings at Alvirne.

5. The Company will provide classes for all students that apply and meet the criteria established by the State of New Hampshire and the District.
6. The Company will schedule no more than three (3) students in the car at one time.
7. The Company will use state inspected vehicles for use in the program.
8. The Company will provide instructors that are licensed and certified by the State of New Hampshire.
9. The Company will be responsible for providing the vehicles as well as the maintenance of the vehicles, which includes, but may not be limited to, gas, oil, repairs, and tires. All vehicles will not exceed seven (7) years old. The Company will also be required to maintain all current certificates and registrations for all vehicles used throughout the term of this Agreement.
10. During the term of the Agreement, the Company will be responsible for maintaining adequate insurance which will include, but may not necessarily be limited to, General Liability coverage with a minimum limit of \$1,000,000.00, per occurrence, subject to an annual aggregate of \$2,000,000.00, Auto Liability coverage with a Combined Single Limit of not less than \$1,000,000.00, with an additional \$5,000.00 Medical Payment Coverage. Such coverage must list the District as an additional insured for the term of the Agreement. The Company will indemnify and hold harmless the District for any negligence on the part of the Company or its employees and agents, and will agree to maintain and show proof of Workers' Compensation coverage for the life of the Agreement. The Company will provide the District with a Certificate of Insurance no later than the first day of July. The certificate shall name the Hudson School District as an Additional Insured for both General Liability and Auto.
11. Smoking is not permitted in the building, on school grounds, or in vehicles. Food and beverages are not permitted in the classroom or halls. The rules and regulations established by the District and/or the Building Principal will be followed. Failure to observe and implement rules and regulations will be considered negligence on the part of the Company.
12. The Company will be responsible for providing and filing the necessary lists, forms, and certificates with the District for students and instructors.
13. The Company will be responsible for the enrollment of students, collection of monies, and the submission of paperwork regarding the student and the State of New Hampshire. The Company will provide any forms or information required in a timely manner and will coordinate registration procedures with the Building Principal or his/her designee.
14. The District will provide a classroom facility, textbooks, DVD player, TV, overhead projector, computer projector and wall screen, if needed, when available.

15. The Building Principal will establish rules and regulations for the program as needed.
16. The Company will conduct a criminal history check on all employees who will be in direct contact with students and report the results to the District Business Administrator no later than June 30, 2024. No new employee of the contractor may begin work that brings the employee in contact with students without a criminal history check report submitted to the District Business Administrator.
17. The School District has the right to approve or disapprove any instructor.
18. The District has the right to terminate this contract for cause, including negligence, incompetence, or failure to meet the conditions of this contract.
19. The Company will provide on or about the completion of each annual session, to the Hudson School District, Business Administrator, SAU 81, and the New Hampshire Education Consultant, Safety and Driver Education, NH Department of Education, a copy of their formal evaluation packet in compliance and accordance with the plan on file with the NH Department of Education.
20. The Company will provide at least one session of Driver Education during the summer session to conclude before the second Saturday in August. The company will work with the Building Principal at Alvirne High School to provide an appropriate number of summer class sessions, not to exceed 30 students in any session.
21. The fee for this program during FY 2025 will be: \$_____ per student.
The fee for this program during FY 2026 will be: \$_____ per student.
The fee for this program during FY 2027 will be: \$_____ per student.

This proposal has been submitted by:

Signature

Printed Name

Company

Date

Address

Telephone