

Public Announcement of Invitation to Submit a REQUEST FOR PROPOSAL

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying Specifications are for your convenience in submitting a proposal for the enclosed referenced products and services:

Transportation Services for CAPIC's After School Program

CLOSING DAY AND TIME: Sealed proposals will be received no later than: **9:00AM EST, 8/29/25.**

Small and minority firms are encouraged to apply. The advertisement is subject in all respects to the terms and conditions of the request for proposals. CAPIC, Inc. is an Equal Opportunity Employer/Affirmative Action Agency.

PLEASE MARK SEALED ENVELOPE: Transportation Services for CAPIC's After School Program

RETURN PROPOSAL TO:

Community Action Programs Inter-City, Inc.
Attn: Richelle Cromwell, Executive Director
100 Everett Avenue, Unit 14
Chelsea, MA 02150

Organizational Overview

Community Action Programs Inter-City, Inc. (CAPIC) invites qualified vendors to submit proposals for contracted school bus transportation. CAPIC is a private, non-profit corporation chartered in 1967 and designated to identify and eradicate the root causes of poverty in Chelsea, Revere and Winthrop. CAPIC has been designated by the State and Federal Government as a Community Action Agency and currently employs approximately 115 employees.

Project Description / Scope of Work

Community Action Programs Inter-City, Inc. (CAPIC) invites qualified vendors to submit proposals for contracted school bus transportation for children enrolled in the After-School Program. This includes school bus and driver services. Hours are from **1:30pm to 4:30pm**, with pick up at the following schools: Mary C. Burke Complex, John Silber Early Learning Center, Clark School, Williams School, and Excel Academy, and drop off at 9 Arlington Street, Chelsea.

During the summer, transportation is also needed for field trips.

Contract Term: CAPIC is seeking proposals for a **three-year contract**. Vendors should outline pricing and services for the full three-year period, including any renewal or extension options.

Applications to include but not limited to:

Required Documents:

- a) Driver's License
- b) BRC suitable determination from LEAD
- c) MA 7D certificate or School Bus license for drivers
- d) First Aid and CPR certificates, as appropriate
- e) StrongStart Transporting Children Certificate of Completion
- f) Acknowledgement of receipt of applicable transportation plan

Vehicle File Checklist for all vehicles, including current copies of:

- a) Vehicle Certificate of Registration
- b) RMV Annual Vehicle Inspection sticker and 7D or School Bus Semi-annual Inspection decal (photo ok)
- c) Insurance Coverage
- d) Copy of Professional Qualifications Registry (PQR) list for drivers and monitors

Taxes

CAPIC is exempt from Federal Excise and State Sales tax; therefore, tax must not be included in the proposal price.

Reservation of Rights

- CAPIC reserves the right to accept any proposal or alternative proposal proposed in whole or in part, to reject any or all proposals or alternative proposals in whole or in part, and to waive irregularity and/or informalities in any proposal, and to make the award in any manner deemed in the best interest of CAPIC.
- CAPIC reserves the right not to consider any proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
- CAPIC reserves the right to determine whether the scope of the project will be implemented entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.

CAPIC appreciates your time and effort in preparing this proposal. Please note that all proposals must be received at the designated location by the above referenced deadline. Proposals received after the deadline will not be considered for the award of the contract and will be considered void and unacceptable.