

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of For-Hire Vehicles



Request for Applications

(RFA No.: DCSC 2021)

FY 2021 SchoolConnect

Release Date of RFA: **June 21, 2021**

Submission Deadline: **July 6, 2021**

Submission Details: **Online submissions only.**

Availability of RFA: [DFHV: Grant Funding Webpage](#)

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DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA or to rescind the NOFA or RFA. DFHV will post addenda or amendments to the online application. Applicants are responsible for reviewing and adhering to any RFA addenda or amendments.



Table of Contents

Part 1: Program Guidelines, Application Process, and Submission Instructions.	3
A. DESCRIPTION OF FUNDING OPPORTUNITY	3
B. GRANT MAKING AUTHORITY	10
C. ELIGIBILITY APPLICANT	10
D. ELIGIBILITY CRITERIA	10
E. APPLICATION PROCESS	11
F. PRE- APPLICATION INFORMATION SESSION	12
Part 2: Application Questions and Evaluation Criteria	12
APPLICATION QUESTIONNAIRE AND SCORING CRITERIA.....	12
Part 3: Award Information	14
APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES	11
APPENDIX II: INSURANCE POLICIES AFFIDAVIT	16

Part 1: Program Guidelines, Application Process, and Submission Instructions.

A. DESCRIPTION OF FUNDING OPPORTUNITY

The Government of the District of Columbia, Department of For-Hire Vehicles (“DFHV”), is soliciting applications from eligible DFHV licensed taxicab companies (“Taxicab Companies”) to operate DFHV’s SchoolConnect program, which will provide a shared riding mobility solution to transport children to and from selected schools in the District’s Safe Passages zones in Wards 7 and 8. Eligible entities must have a DFHV taxicab company operating authority. Entities may include partners (e.g. technology companies or support services contractors) in their application that will assist in delivering service. The successful applicant will be expected to provide service every school day (ten months per year) for up to 24 schools. Each school will have a at least one dedicated vehicle that will service a particular route or set of stops that is planned in conjunction with DFHV and participating schools’ leadership. The successful applicant will be able to provide professional services for service design and planning, provide a technology solution that meets the needs of the program and its multiple stakeholders, provide licensed DC taxi drivers to service routes, obtain and provide vehicles for the program, and manage all facets of daily service for the program.

The FY21 announcement of the SchoolConnect Request for Applications (RFA) seeks to implement a cost-effective, high-quality transportation service offering flexible routing and/or flexible scheduling of shuttles for schools located in Safe Passage zones in order to provide a safe transportation alternative for students. The FY21 SchoolConnect announcement is the start up, including planning and acquisition of resources, of this program. This program is expected to launch in the 2021-2022 school year. DFHV is seeking candidates with an expertise in microtransit/on demand mobility program operations, school or youth transportation, and driver and fleet management. The selected applicant, “SchoolConnect provider” or “Grantee,” at the direction of DFHV (“Grantor”) in collaboration with its partners such as District of Columbia Public Schools (DCPS), the Deputy Mayor for Education (DME), schools’ leadership, and parents, will develop and manage the transportation program.

The selected applicant must be located within the District of Columbia and must comply with Title 31 of the District of Columbia Municipal Regulations in its entirety with an emphasis on: Chapter 9, Insurance Requirements for Public Vehicles-For-Hire in its entirety including Applications and Scope pertaining to WAV vehicles; Chapter 16, Dispatch Services and District of Columbia Taxicab Industry CO-OP, and Chapter 18, Wheelchair Accessible Paratransit Taxicab Services.

In this pilot project, DFHV is seeking to leverage the capacity of the local for-hire vehicle industry and use innovations and best practices from the on-demand mobility field to provide an innovative school transportation solution. There is no current transportation program for schools in place, and schools and parent are eager for a transportation solution. The service envisioned for this pilot project is a shuttle and driver for each school that will be furnished by the provider. Service will be provided in the morning and afternoon. For each service shift, the shuttle will provide pick-ups from designated points in the community to the school and will perform several runs in each shift to accommodate several loads of students. The SchoolConnect provider will be expected to recruit drivers who are experienced and capable of safe operation of a shuttle vehicle and transportation of students. A monitor will be assigned to each vehicle (not part of the scope of this grant award) who will be responsible for supervision of students. The SchoolConnect provider and its drivers will work collaboratively with the assigned

monitors to deliver the service. As the program ramps up, the SchoolConnect provider should also be able to provide and manage a technology solution that allows for tracking of vehicles and students so that information can be relayed in real time to school administrators and parents. In addition, the provider will need to be able to provide services related to service planning and design with inputs such as desired pick up points, scheduling windows for each school and geography of schools to be served.

It is important to realize that the SchoolConnect program for DC is a new initiative. This will be an unprecedented, new service in the District. The successful applicant will need to work cooperatively with DFHV, the drivers, and our education partners including the Deputy Mayor for Education and DCPS, to test its parameters and work towards its success. The project will require:

- *Commitment* to the objective of providing effective transportation service to students;
- *Flexibility* in working out the early “bugs” typical of any new project;
- *A cooperative spirit* in working with the various organizations and parties involved with the project; and
- The ability to *document and report* experiences with the project in a way that will help the DFHV and other involved entities learn from the project’s early weeks and months of operation and make any needed adjustments and improvements to ensure success.

The parameters of the SchoolConnect program are described in more detail below; a summary of responsibilities include but are not limited to:

- Project Implementation, Oversight and Management for SchoolConnect
- Service Design and Planning
- Vehicle Acquisition and Fleet Maintenance
- Driver Recruitment
- Service Delivery
- Customer Experience
- Emergency and Safety Procedures and Protocols
- Communication and Coordination
- Data and Reporting

SCOPE OF PROJECT:

1. Project Implementation, Management, and Oversight

- The SchoolConnect provider must provide all components necessary to deliver the service each day including drivers, vehicles, administrator/parent-facing technology, a dispatcher who can take calls from parents or administrators, technology to track vehicles and monitor performance in real time, dedicated staff to oversee and manage the program, vehicles and drivers. The SchoolConnect provider can partner with or sub-contract with other providers or individuals as necessary to complete the bundle of goods and services required to deliver the services.
- The SchoolConnect provider has end-to-end responsibility for completing all SchoolConnect rides each day, including ensuring that all school routes have a vehicle

and driver available, providing back-up drivers or vehicles in the event of driver absence or breakdown, monitoring service including ride and passenger tracking and receiving phone calls and providing customer service.

- The SchoolConnect provider shall provide a plan to rapidly ramp up operations for the start of the 2021-2022 school year.
- The SchoolConnect provider must provide hands-on, active managers and/or dispatchers that interact daily with the drivers, parents, schools, and administrators.
- The SchoolConnect provider will provide regular reports to all stakeholders.
- The SchoolConnect provider will develop a budget that identifies the costs for drivers, vehicles, fuel, technology, equipment, training, and support staffing. Budgets will be reviewed and approved by DFHV.

2. Service Design and Planning

- The DC Connect provider will provide services to assist DFHV and its partners in planning for SchoolConnect, such as scheduling or routing. DFHV and its partners will obtain initial information from schools to provide to SchoolConnect provider, and the SchoolConnect provider may be asked to participate in additional sessions with stakeholders upon award.
- DFHV will furnish the SchoolConnect provider with information about the participating schools, number of students, school hours, desired community pick up/drop off points and the SchoolConnect provider shall prepare a plan for each school.
- The SchoolConnect provider shall participate in testing activities before the launch of the program, before the launch of any new school shuttle routes and before each new school year.
- The SchoolConnect provider will participate in evaluative activities to help DFHV and schools' leadership understand program performance, program outcomes and to identify any improvements or operational efficiencies.
- The SchoolConnect may be on-demand service or fixed route system. DFHV will inform selected provider during the planning meetings as to which system will be used. Hence, selected provider must have ability to provide on demand service or fixed route system.

3. Vehicle Acquisition, Ownership and Fleet Maintenance

- The SchoolConnect provider will acquire a fleet of vehicles that will be dedicated exclusively to the SchoolConnect program. The vehicles can be used for no other purpose outside of this program unless agreed upon explicitly by DFHV in writing. The acquisition will be sufficient to provide at least one vehicle per participating school (estimated to be 23) plus a small reserve (to accommodate any overflow or vehicle breakdowns).
- The SchoolConnect provider will acquire vehicles of at least fifteen seats for this program.
- The SchoolConnect provider will ensure that all vehicles meet the standards of the regulations of the Department of For-Hire Vehicles, and is responsible for registering the vehicles with DFHV.
- The SchoolConnect provider will maintain the vehicles used in the program and will provide repairs.

- SchoolConnect vehicles will be equipped to meet ADA standards, including wheelchair lifts.
- SchoolConnect vehicles will be ‘hacked up’ to include routine taxicab markings, as well as any branding associated with the program. The Director of DFHV or their designee must approve all branding.
- The SchoolConnect provider will provide facilities to store and oversee vehicles when not in service.
- The SchoolConnect provider is responsible for fueling the vehicles.
- The SchoolConnect provider shall furnish vehicles with two-way radios.
- The SchoolConnect provider shall furnish all vehicles with security cameras. Video must be provided within 24 hours upon request by DFHV or its program partners.
- The SchoolConnect provider must clean the vehicles on a daily basis.
- The SchoolConnect provider hereby acknowledges that although the purchase, insurance coverage, maintenance and upkeep of the program vehicles is their sole responsibility during the performance of the grant period(s), the vehicles remain the property of the District. If the program is terminated, grant funds expire, or if the SchoolConnect provider is suspended indefinitely, the SchoolConnect provider will transfer and assign to the District ownership of the vehicles, vehicles’ titles, insurance policy documents, maintenance plans, any and all equipment including electric meters, consoles, printers, card readers, keys, vehicle door codes, and any instruments required. The SchoolConnect provider agrees not to assert any rights in common law or ownership claims without written consent and approval by the District or Grantor regardless of whether the District releases the Grantee from its obligations.

4. Driver Recruitment and Management

- The SchoolConnect provider will provide a roster of DFHV licensed taxicab operators to provide service for all routes, every school day during scheduled service hours.
- The SchoolConnect provider will maintain standby drivers that can be deployed in the event of absenteeism, mechanical difficulties, etc. so that all routes can be served each day. Standby drivers should equal 10% of the drivers that are required each day.
- The SchoolConnect provider and its drivers will be responsible for safe operation of the vehicles.
- All drivers may need to meet additional driver requirements prescribed by DCPS, OSSE, or other school or District officials.
- The SchoolConnect provider shall ensure drivers comply with the criminal background checks requirements of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended (D.C. Law 15-353; D.C. Official Code 4-1505.01 seq.).
- The SchoolConnect provider will ensure that all drivers participate in and complete any additional trainings required by DFHV or its project partners.
- The SchoolConnect provider will onboard drivers. The SchoolConnect provider will have a standard onboarding and training plan to ensure consistency in service delivery.
- The SchoolConnect provider must have a plan in place or regularly communicate with all drivers participating in the program, both as a group and individually.
- The SchoolConnect provider must maintain driver policies, which will be developed with DFHV and its partners and approved by DFHV.

- The SchoolConnect provider shall maintain an active list of drivers. Any changes to the driver roster must be communicated within one business day to DFHV. In addition, all drivers for this program must be approved by DFHV before taking any shifts.

5. Service Delivery

- The SchoolConnect provider will provide service twice per day. There will be a morning session to transport students to school for the starting bell. There will be an additional session in the afternoon, designed to transport both students who leave at the dismissal bell and additional service for students in afterschool activities or aftercare programs.
- The SchoolConnect provider will ensure that its drivers will not pick up or discharge students at any other points besides designated pick up and drop off points.
- The SchoolConnect provider and its drivers will work collaboratively with the Monitor assigned to each van. The driver will be responsible for safe operation of the vehicle and the monitor will ensure oversight of students.
- The SchoolConnect provider will ensure its drivers remain onboard the vehicles at all times that students or monitors are onboard.
- The SchoolConnect provider will ensure that its drivers only transport authorized students for this program. Under no circumstance should a vehicle transport anyone who is not a student that participates in this program during the service hours.
- The SchoolConnect provider shall furnish hardware and software necessary to track vehicles, rides and passengers. The SchoolConnect provider is responsible for providing training to drivers and monitors on use of this hardware and software.
- The SchoolConnect provider shall provide DFHV with administrator level access to any software used in this program.
- The SchoolConnect provider shall be able track the locations of all vehicles and all drivers at all times during service hours. In addition, the SchoolConnect provider shall track when students board and disembark each van.
- The SchoolConnect provider shall participate in demonstrations of its technology solution for DFHV, its partners (DCPS and DME), schools administrators or parent groups.
- The SchoolConnect provider shall provide a technology solution for this program that:
 - Tracks vehicles and students in real time.
 - Is accessible to stakeholders by mobile app and/or web site.
 - Provides visibility with respect to ride status, pick up and drop off times, etc.
 - For school administrators, this should provide visibility only for students from their school in the program.
 - For parents, this should provide visibility only for their child(ren) that are in the program.
- The SchoolConnect provider will provide a telephone number and dispatcher to answer questions from administrators or parents about ride status, missed pick-ups, etc. The hours for phone support on school days will be during the specified service hours by DFHV.

6. Communication and Coordination

- The SchoolConnect provider will coordinate any public relations or media activity about the program with DFHV.
- The SchoolConnect will submit any communications materials, including, but not limited to, brochures, fliers, videos, and social media to DFHV for review and approval.
- The SchoolConnect provider may be asked to participate in outreach or engagement activities, such as meetings with school or parent groups.
- The SchoolConnect provider shall participate in routine project status meetings with DFHV and its partners.
- The SchoolConnect provider will make a principal point of contact for the program, who can be reached by the DFHV project lead during specified service hours.

7. Emergency Procedures, Safety Protocols and Insurance

- The SchoolConnect will maintain a safety and emergency plan, including emergency procedures and protocols for SchoolConnect vehicles.
- The SchoolConnect provider will provide safety materials for students and parents. All materials will be approved by DFHV before being used.
- The SchoolConnect provider will ensure that all drivers are trained in emergency procedures, such as operation of emergency exits and equipment in the vehicle.
- The SchoolConnect provider must conduct periodic drills for all drivers and vehicles participating in this program on emergency procedures and protocols.
- The SchoolConnect provider will maintain insurance, as such insurance requirements are described in this grant agreement and that meet all District laws and regulations regarding student transportation.

8. Data and Reporting

- The SchoolConnect provider must maintain complete records on service including trip records for each student, vehicle driver login and logoff, student boardings and location data for vehicles.
- The SchoolConnect provider will adhere to any Event Hub trip data submissions required by DFHV.
The SchoolConnect provider must ensure that all students are picked up at their designated time. In the event, that a driver fails to pick up a student within 20 minutes of their designated time, the SchoolConnect provider must dispatch another driver “back-up” to pick up that student.
- The SchoolConnect provider must prepare a report (“Failed trip report”) on every instance in which a driver fails to complete a pick-up/misses a pick up within 20 minutes of expected pick-up time. A report for each instance shall be sent to DFHV within 24 hours of such failure. That report shall include:

- (1) the taxicab PVIN number dispatched,
- (2) the Face ID number of the driver assigned to the vehicle for service,
- (3) the facts surrounding the failure to pick up the student timely,
- (4) the Face ID number of the back-up

- The SchoolConnect provider must submit a report for every unusual or material incident that occurs during a ride, such as accidents, crimes, police or ambulance calls, medical emergencies, etc. Such incident reports are due to DFHV 24 hours after the incident. The incident report template must be approved by DFHV.
- The SchoolConnect provider must track and submit to DFHV a weekly operations report. The operations report will include at a minimum:
 - Dates of service and which vehicles and drivers served each shuttle route.
 - Odometer readings, mileage driven (both in service and other such as maintenance or deadheading) and fuel consumption for each vehicle.
 - The taxicab drivers (by FaceID) logged on platforms by time, date, and day of the week;
 - The number of trips missed by drivers (by FaceID);
 - The number of students transported;
 - The trip activity by taxicab driver and vehicle, including trips completed, hours of driving, number of students carried, etc.
 - The number of vehicles inspected for proper working equipment;
 - The number of complaints or customer service issues in the previous week, including time and data of the complaint, time and date of the incident, driver, vehicle, nature of the complaint and resolution.
 - Training Sessions: Track the number of driver trainings and attendees at each training;
- The SchoolConnect provider must provide DFHV real-time access to the software dashboards the grantee uses for scheduling, tracking and monitoring trips. DFHV will use this access for review and performance evaluation purposes only. The grantee, either through its dashboard or other reporting service, shall provide daily performance figures, such as daily completed trip counts, daily scheduled trip counts, daily average wait-times or other data as requested by DFHV.
- All data collected or created by the SchoolConnect provider will be considered property of the District of Columbia and DFHV and must be made available in an efficient, electronic manner. The nature of the proposed mechanisms to meet this requirement will be a component of the evaluation and selection process.
- Applications that involve non-exclusive access to the data to meet the legitimate needs of the Awardee will be considered. Applications that limit access by the District of Columbia or DFHV in narrowly tailored ways to protect privacy, trade secrets, or other important needs will be considered but should involve the minimum limits necessary to meet those needs. The most preferred approaches will involve direct database access; regular, complete extracts in Comma Separated Value or similar Microsoft Excel format(s); or other mechanisms that allow for complete and timely access to the raw data that DFHV can verify with DTS records.
- Sufficient documentation to understand the data and manipulate it efficiently is a requirement.

Report generation features/tools or other secondary mechanisms to work with the data are desirable and will be considered in evaluating and scoring applications.

- Complaints or issues by the school administrators or parents must be tracked and updated with resolutions. Upon DFHV's request, the SchoolConnect provider must submit a complaint resolution form detailing the complaint, investigation, and resolution found within seventy-two hours of a complaint/public issue being lodged.
- The SchoolConnect provider must maintain trip and business records for a minimum of three (3) years as required by DC law.
- The SchoolConnect provider shall make the call center and all records available for inspection by DFHV Project Lead or designated staffers during normal business hours and be prepared for possible anonymous customer testing of the system at any time during service operations.
- The SchoolConnect provider shall provide copies of requested records within three (3) business days of the request to the DFHV, unless DFHV has granted an extension for the production of records or unless another time period is specified herein.

The application submission deadline is **July 6, 2021, at midnight PST**. Any applications submitted after the deadline will not be reviewed or considered for this grant.

DFHV published the Notice of Funding Availability ("NOFA") available at [DFHV: Grant Funding Webpage](#) and The Mayor's Office of Volunteerism and Partnerships electronic clearinghouse available at [Mayor's Office on Volunteerism and Partnerships](#).

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA or RFA or to rescind the NOFA or RFA. DFHV will post addenda or amendments on the DFHV website. Applicants are responsible for reviewing and adhering to any RFA addenda or amendments.

B. GRANT MAKING AUTHORITY

Subject to regulatory requirements and amendments, DFHV is authorized to provide grants to owners of licensed taxicabs legally operating and incorporated in the District for purposes outlined in D.C. Official Code § 50-301.20 (b) (1).

C. ELIGIBLE APPLICANTS

DFHV licensed taxicab companies who have current and valid operating authority as a Digital Taxicab Solution (DTS) Provider or Digital Dispatch Service (DDS). In addition, DFHV will be seeking applicants with prior microtransit experience, current operational systems and technology tools are ready in use, plus the ability to measure customer satisfaction and programmatic successes.

D. ELIGIBILITY CRITERIA

The District requires all grant recipients to meet the requirements listed below. To learn more about citywide grant requirements, visit the Office of Partnership and Grant's Citywide Grants Manual and Sourcebook ([Citywide Grants Manual and Sourcebook](#)).

1. Clean Hands Certificate: Compliance status will be checked by DFHV. Only compliant DTS and

- DDS providers at the time of submission will be forwarded to the panel for review.
2. Certificates of Insurance: General Liability, Commercial General Liability, Automobile Insurance, Employment Insurance, Sexual/Physical Abuse and Molestation Insurance, and Cyber Liability.
 3. Promises, Certifications, and Assurances: Appendix I must be signed and dated.
 4. Insurance Affidavit: Appendix II must be signed and dated.
 5. IRS W-9 form. A completed IRS (2018) form W-9.
 6. DC Business License
 7. Certified Business Enterprise Certification
 8. Certification of Good Standing with DC Consumer Regulatory Affairs

E. APPLICATION PROCESS

Eligible applicants must complete and submit their application electronically via [Zoomgrants.com](#). The application link is at [DFHV Zoomgrants Portal](#). DFHV will not accept applications submitted via hand delivery, mail, or courier service. Late submissions and incomplete applications will not be reviewed.

Online Application will be open on **June 21, 2021, Noon**

Submission deadline is Midnight, PST on **July 6, 2021**.

Start Date: Anticipated to be **July 26, 2021**; or upon applicant's readiness and quality assurance testing by DFHV.

RESERVATIONS

Funding for any grant award is contingent on continued grantor funding. The publication of this grant application does not commit DFHV to make any awards.

DFHV reserves the right to issue addenda and/or amendments subsequent to the issuance of the NOFA and RFA and to rescind the NOFA or RFA.

DFHV may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any DFHV, District, or federal regulation or requirement.

DFHV reserves the right to accept or deny any or all applications if DFHV determines that it is in the best interest of the District to do so. The DFHV shall notify the applicant if it rejects the applicant's proposal. The DFHV may suspend or terminate an outstanding RFA pursuant to its own grantmaking rules(s) or any applicable federal regulation or requirement.

DFHV shall not be liable for any costs incurred by an applicant in the preparation of one or more grant applications for this Program. The applicant understands and agrees that all costs incurred in developing and preparing any grant application shall be the applicant's sole responsibility.

DFHV may conduct pre-award on-site visits to verify information submitted in a grant application.

DFHV serves as its own reference in evaluating applications. Applicants' performance in managing previous grants will be factored into grant decisions.

DFHV may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the awardee's proposal that may result from the negotiations and/or contingent of funding availability.

In the event of a conflict between the terms and conditions of the grant application and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

Pre-application Conference:

Applicants interested in learning more or who would like to ask questions about the RFA are strongly encouraged to participate in the information session scheduled on **June 22, 2021, 2021 from 2 pm – 3 pm**. During the session, applicants will be walked through the Zoomgrants.com online application portal, and DFHV staff will clearly explain the requirements for the FY22 DC Neighborhood Connect program and answer all related question.

The sessions will be held at online using WebEx. The call-in number is: Access code: Link:

FY21 SchoolConnect Pre-Application Conference

<https://dcnet.webex.com/dcnet/j.php?MTID=m95e458a638581dd23642410a413da1c0>

Tuesday, Jun 22, 2021 2:00 pm | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Event number: 172 305 4928

Event password: dfhv2021 (33482021 from phones)

Join by phone

+1-202-860-2110 United States Toll (Washington D.C.)

1-650-479-3208 Call-in toll number (US/Canada)

Access code: 172 305 4928

below with respective weight. Applicants who best demonstrate that they are qualified to achieve the program objectives (See Part 1 paragraph A above) will be awarded the grant.

Applications that do not comply with the application instructions will not be considered. DFHV reserves the right to accept or deny any or all applications if DFHV determines it is in its best interest to do so. DFHV shall notify the applicant if it rejects that applicant's proposal. DFHV may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.

Application Questionnaire and Criteria for Evaluating the SchoolConnect Proposals

(Applications will be evaluated on a 100-point scale by an independent grant review panel)

A. Project Implementation, Oversight and Management for SchoolConnect (20 points).

- Describe your plan for project implementation, active hands-on management and oversight, including personnel dedicated to the project and experience with similar projects.
- How do you propose to scale rapidly scale this project to test for potential "bugs",

including a timeframe for partial to full implementation?

- Describe the management experience and resources your company (and any partners you propose working with) has to troubleshoot a variety of potential challenges with student transportation.
- Please describe your plan to ensure a rapid start up of this project for this school year and describe how your company would be ready to launch on Day 1.
- Describe any partnerships or sub-grantee/contract arrangement in your proposal, including roles and responsibilities and financial payment arrangements.
- Provide your staffing plan for the project team.
- Provide a detailed budget with the following components itemized
 - Start up costs
 - Vehicle acquisition
 - Vehicle hack up (including painting, vehicle equipment, ADA compliance, etc)
 - Software development
 - Other start up costs
 - Monthly Operations Costs
 - Driver pay subsidy
 - Fuel
 - Maintenance
 - Software Licensing
 - Cleaning
 - Monthly Management Fee
 - Other monthly recurring costs

B. Service Design and Planning (15 points)

- Describe your capacity to plan flexible routes to serve schools each day, including what information points you need to make these routes.
- Describe what operational efficiencies you think can be achieved in the program.
- Describe your ability and/or experience to work with the various stakeholders needed to plan a program such as this.

C. Vehicle Acquisition and Fleet Maintenance (15 Points)

- Describe your plan to acquire the necessary vehicles for this project, including acquisition, hack up and ADA compliance. Please note they make and model of the vehicle you plan to use, whether they are currently in your fleet (if any), and the timeline for obtaining vehicles.
- Describe your plan for keeping vehicles in working order, including cleaning, inspections, and routine and emergency repairs.
- Describe what equipment you will furnish the vehicle with, in order to at least meet the program requirements.
- Describe your facilities for storing vehicles when not in use.

D. Driver Recruitment (15 points)

- Describe how you will monitor driver performance, including performance metrics

for drivers. Describe how you will counsel drivers who do not meet expected performance standards or customer service standards, including reporting incidents, accidents, and possible liability risks.

- Describe how you will screen drivers to ensure they meet not only licensing requirements, but also have suitable skills for transporting students.
- Describe how you will train and onboard new drivers to the program, both at project start and regular recruitment.

E. Service Delivery (25 points)

- Describe how you will schedule and staff each daily service.
- Describe how you monitor service in real time each school day and troubleshoot problems in real time.
- Describe how you will ensure only authorized students are transported and only dropped off or picked up from authorized locations.
- Describe how you will manage the relationship between each shuttle's driver, who will be responsible for safe operation of the vehicle, and the monitor, who will be responsible for student behavior.
- Describe your company's approach or solution for providing customer facing information (such as web site or mobile app) for this program, to stakeholders such as parents and school administrators. Please explain any similar projects you have completed.
- Describe your ability to provide phone support during the school day.

F. Emergency and Safety Procedures and Protocols (5 Points)

- Describe your approach to maintaining a safety plan for this program, and ensuring all drivers are fully trained in safety procedures.
- Affirm your ability to comply with ALL insurance requirements of this program.

G. Communication and Coordination (5 Points)

- Describe your approach and ability to participate in the described communication or outreach activities.
-

H. Data and Reporting (5 Points)

- Describe your approach and ability to meet the data reporting requirements.
- Describe other reports or data you provide DFHV and its partners to improve service delivery and monitor performance.

Part 3: Award Information

A. Permissible Use of Grant Funds - Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances with prior written approval from the DFHV.

B. Period of Awards: The performance period will begin in July 26, 2021 and end on September 30, 2022. DFHV may elect to continue the funded program for four additional one-year option periods. Continued funding would be determined based upon satisfactory program performance, grant compliance, operating authority status, the availability of funding, and regulatory requirements.

C. Non-Allowable Costs of Grant Funds - Non-Allowable Costs for this Grant include for such long-term items as real estate, and other expenditures including:

1. Lobbying, including salaries and overhead and out-of-pocket expenses;
2. Entertainment;
3. Most food;
4. Land purchases;
5. Rental of office space, some vehicles, and some equipment;
6. Employee salaries and benefits;
7. Contractor labor, including professional services;
8. Accounting and bookkeeping services;
9. Communications, including telephone and data services;
10. Printing, reproduction, including signage;
11. Many computers and printers;
12. Plants and tree-plantings;
13. Small tools;
14. Some field equipment, typically below \$5,000 in value;
15. Postage, shipping;
16. Some travel, meals and lodging; and
17. Insurance

APPENDIX I: PROMISES, CERTIFICATIONS, AND ASSURANCES

Certifications Regarding Lobbying, Debarment, and Suspension, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Grantees should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement,

and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly;

(d) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(e) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarments and Suspension, and Other Responsibility Matters

As required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency

The Grantee certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and

Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardee as defined at 28 CFR Part 67 Sections 67.615 and 67.620:

The Grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the Grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The DC Department of For-Hire Vehicles Operator Services, D.C. Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001, Washington DC 20020. Notice shall include the identification number(s) of each effected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

- i. Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above paragraphs.

(g) The Grantee may insert (in the space provided below) the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace Requirements (Awardees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

(h) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

(i) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten (10) calendar days of the conviction, to: District of Columbia Department of For-Hire Vehicles, 2235 Shannon Place, SE, Suite 3001 Washington, DC 20020.

4. Assurances and Certifications Assurances

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so.
- The Agency shall notify the applicant if it rejects that applicant's proposal.

The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

- The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
 - The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
 - The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; any applicable federal and District regulations, such as OMB Circulars A- 102, A133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.
- Statement of certification signed by the duly authorized officer of the applicant organization, the truth of which is sworn or attested to by the applicant, which states:
 - o The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
 - o That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;

o That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (“GAAP”) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;

o That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers’ Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (“OTR”) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;

o That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

o That, if required by the grant making Agency, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;

o That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, “Debarment and Suspension,” and implemented by 2 CFR 180, for prospective participants in primary covered transactions (<https://www.sam.gov/index.html/#1>) and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

o That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment, and facilities adequate to perform the grant or the ability to obtain them;

o That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

o That the applicant has a satisfactory record performing similar activity as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant’s performance to the Office of Partnerships and Grant Services (“OPGS”) which shall collect such reports and make the same available on its intranet website;

o That the applicant has a satisfactory record of integrity and business ethics;

o That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;

o That the applicant complies with all District licensing and tax laws and regulations;

o That the applicant complies with provisions of the Drug-Free Workplace Act;

o That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and

The grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant/grantee organization, I hereby certify that the applicant or Grantee, if awarded, will comply with the above certifications.

Applicant/Grantee Name

Street Address

City, State, Zip Code

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature _____

Date _____

APPENDIX II: INSURANCE POLICIES AFFIDAVIT

Insurance Policies Affidavit

As the duly authorized officer of _____, a _____ [LLC, corporation, etc.] (“Applicant”), with a business address of _____, an applicant for the _____ Grant with the Department of For-Hire Vehicles “DFHV”), I certify that the following are the names of the Applicant’s current insurance carriers with the type of insurance coverage under each policy:

Insurance Carrier	Type of Coverage
_____	_____
_____	_____
_____	_____
_____	_____

By signing this form, the Applicant agrees that if DFHV decides to award Applicant a grant under this Grant Program/RFA, Applicant will provide DFHV with the following insurance documents if requested:

- i) A copy of the binder or cover sheet of each current policy that covers activities that might be undertaken in connection with the performance of the grant;
- ii) Endorsements for each of these policies - except for Worker’s Compensation, Errors and Omissions, and Professional Liabilities – that name the Government of the District of Columbia and its officers, employees, agents, and volunteers as additional named insured for liability arising out of performance of the award; and
- iii) A written waiver of subrogation against the Government of the District of Columbia and its officers, employees, agents, volunteers, contractors, and subcontractors from each of the applicant’s insurance carriers providing coverage for activities that might be undertaken in connection with the performance of the grant.

Applicant Name _____ Date _____

Appendix III: Insurance Policy Coverage Minimums

The Grantee shall comply with all applicable local and federal insurance requirements and all insurance required within this section shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

The selected applicant shall comply with all applicable local and federal insurance requirements and all insurance required within this section shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia. This will include the following types of liability coverage and suggested amounts:

- A. All required policies shall contain a waiver of subrogation provision in favor of the District of Columbia, and all insurance policies mentioned hereafter will be requested of selected applicant by submitting a Certification of Insurance for the following:
 - i. Professional Liability: When any project managers/ administrators, training professionals and other professional consultants perform work or dispatch services in connection with this project, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$1,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.
 - ii. Commercial General Liability (“CGL”): as prescribed by applicable law covering all employees who are to provide work under this Agreement and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured

Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

- iii. Automobile Insurance: If selected applicant uses any motor vehicles (owned, non-owned and hired) in connection with work to be performed, the selected applicant must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage.
- iv. Cyber Liability: The Grantee shall provide evidence satisfactory to the Grantor of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage.
- v. Worker's Compensation: Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work under this Agreement and Employers Liability coverage with limits of not less than \$100,000 each accident, illness or disease.
- vi. Sexual/Physical Abuse and Molestation: The Grantee shall provide evidence satisfactory to the Grantor with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage.

B. The Grantee shall comply with DCMR Title 31, Chapter 9 et al and produce to the Grant Monitor all current bonds, insurance policies, company contacts, and the minimum coverages under this requirement.

C. **CERTIFICATES OF INSURANCE**: The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Department of For-Hire Vehicles (DFHV)
Attn: Mr. Gerald Kasunic Administration Officer
2235 Shannon Place, SE; Washington, DC 20020
202-671-1804 or Gerald.kasunic3@dc.gov

The Grant Administration Specialist may request, and the Grantee shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the Grant Monitor prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grant Monitor on an annual basis as the coverage is renewed (or replaced).