

# REQUEST FOR PROPOSALS

## Pupil Transportation Services

School Year 2026–2027

Brabeion Academy • Nampa, Idaho

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### KEY DATES

**RFP Issue Date:** Monday, May 5, 2026

**Proposals Due:** Monday, May 18, 2026 at 12:00 PM (Noon) MDT

**Submission Method:** Email to [bobbie.gregory@brabeion.org](mailto:bobbie.gregory@brabeion.org)

## 1. Introduction

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Brabeion Academy is a public charter school located in Nampa, Idaho, scheduled to open for its inaugural year in late August 2026. The school will serve students in elementary and secondary grades using a cohort-based instructional model. Brabeion Academy is seeking proposals from qualified transportation providers to deliver daily pupil transportation services beginning with the 2026–2027 school year.

## 2. Scope of Services

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### 2.1 Service Model

Brabeion Academy intends to operate a hub-and-spoke transportation model. The Vendor will transport students between designated hub locations and the school campus. All pickup and dropoff hub locations must be sites where a responsible adult is present at the time of student arrival and departure.

Acceptable hub locations include, but are not limited to, Boys and Girls Clubs, YMCA facilities, licensed daycare centers, community centers, and similar supervised sites. Residential stops are not part of this model.

The Vendor's proposal should identify specific recommended hub locations, taking into account the geographic distribution of enrolled students and the availability of appropriate supervised sites. The school's attendance area can be viewed at the following link:

[https://www.google.com/maps/d/u/2/edit?hl=en&mid=1Wko9KcZki\\_iVugtH4Eou5iuSMexIFBI](https://www.google.com/maps/d/u/2/edit?hl=en&mid=1Wko9KcZki_iVugtH4Eou5iuSMexIFBI)

Vendors may request additional enrollment data and geographic specifications as needed to develop their proposals.

### 2.2 Attendance Area and Expanded Service

As a public charter school, Brabeion Academy is not required to provide transportation to students residing outside its designated attendance area. However, the school intends to offer limited pickup and dropoff service at locations outside the attendance area where sufficient student concentrations exist to justify the cost. Vendors should indicate in their proposals whether they are willing and able to serve locations outside the attendance area and should describe any additional costs associated with such service.

### 2.3 Transportation Demand Data

Attached to this RFP are two supporting documents to help Vendors understand current transportation demand:

- Transportation Needs Survey (CSV) containing anonymized survey data from currently registered families. Addresses have been generalized to the block level to protect family privacy while preserving geographic distribution. The file includes each respondent's school level (Elementary or Secondary), approximate location, city, zip code, school attendance schedule, and stated busing preference. A legend at the bottom of the file defines each value.
- Transportation Dashboard Summary (PDF) providing a visual overview of demand by category, including household and student counts for each transportation preference.

As of the date of this RFP, the school has approximately 560 registered students across 382 unique households. Of those households, 129 (34%) have confirmed they plan to use bus service for roundtrip transportation, covering 195 students. An additional 11 households have requested one-way service (morning or afternoon only), covering 14 students. 124 households (32%) are undecided. The school anticipates that approximately half of undecided families will ultimately elect busing. Vendors may apply their own assumptions regarding undecided families when estimating demand.

The school expects to reach a maximum enrollment of 700 students. Vendors should assume that transportation demand among additional enrollees will be proportional to the patterns reflected in the attached data and that new students will come from similar geographic locations.

Vendors are encouraged to use this data to inform their proposed hub locations, route planning, and capacity estimates.

## 2.4 Enrollment and Capacity

Current projected enrollment for the 2026–2027 school year is approximately 560 students. The school is not yet at capacity and may enroll up to 140 additional students for a maximum of 700 total. Not all students will require transportation services. The Vendor should demonstrate the ability to accommodate increased ridership during the school year without significant service disruption. Additional hub stops are very unlikely to be required; the primary need is capacity to absorb additional passengers on existing routes.

## 2.5 Daily Routing

Elementary and secondary students will share the same morning routes. In the afternoon, secondary students will dismiss later than elementary students, requiring a delayed departure for the secondary afternoon run. Vendors should structure their proposals accordingly.

If the Vendor prefers to propose an alternative plan in which afternoon routes are bifurcated between elementary and secondary students, such a proposal would be welcomed but is not required. Vendors who propose bifurcated afternoon routing should clearly describe the operational and cost implications of both approaches.

## 2.6 Proposed Pickup/Dropoff Locations and Times

Vendors are encouraged to include the following in their proposals, to the extent possible:

- Specific recommended hub pickup and dropoff locations, including site names and addresses
- Estimated pickup and dropoff times for each location for both AM and PM service
- Route maps or descriptions showing the proposed hub-and-spoke network

Brabeion Academy recognizes that final routing will depend on enrollment data and site availability, but detailed preliminary proposals will be scored favorably.

## 2.7 Supplemental Transportation (Optional)

Brabeion Academy will manage all other transportation needs in-house, including field trips, athletic travel, and extracurricular activities. However, the Vendor is invited to include, as an optional addendum

to its proposal, pricing for supplemental transportation services (e.g., charter bus or van service for field trips and athletic events). This addendum will not be scored but will be retained for reference.

### 3. Vendor Qualifications

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Proposals must demonstrate the following minimum qualifications:

- Valid operating authority for pupil transportation in the State of Idaho
- Fleet of vehicles that meets or exceeds all Idaho and federal safety standards for school transportation
- Adequate insurance coverage, including general liability, auto liability, and workers' compensation, at levels meeting or exceeding state requirements
- Driver hiring, training, and background check procedures consistent with Idaho law
- At least three years of experience providing pupil transportation services, with preference given to providers with charter school experience in Idaho

Vendors should provide at least three references from current or recent school clients.

### 4. Cost Structure

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As a new charter school that has not yet received state transportation reimbursement, Brabeion Academy requires vendors to clearly separate their pricing into two categories:

#### 4.1 Upfront and Near-Term Costs

Vendors must itemize all costs the school will incur before and during the initial months of service, prior to receiving state reimbursement. These include, but are not limited to:

- Startup or mobilization fees required before service begins
- Deposits, insurance pass-throughs, or other pre-service charges
- Monthly service costs during the period before state reimbursement is received, including payment due dates

Vendors should provide a clear payment timeline showing when each cost is due relative to the anticipated start of service in late August 2026.

#### 4.2 Long-Term and Ongoing Costs

Vendors must provide a complete picture of recurring costs over the term of the contract, including:

- Per-route, per-student, or per-mile rates, as applicable
- Annual rate escalation terms or cost-of-living adjustment provisions
- Fuel surcharge policies and how adjustments are calculated
- Any additional recurring fees, including administrative charges, technology fees, or equipment charges

To the extent possible, Vendors should provide an estimate of the net annual cost to the school after anticipated state reimbursement. If the Vendor has experience with Idaho's reimbursement rates and can model the school's expected offset, that analysis will be viewed favorably.

### 5. Financial Administration

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As a new school, Brabeion Academy seeks clarity from the Vendor on the financial structure of the proposed arrangement. Vendors must address the following in their proposals:

- The Vendor’s proposed payment structure, including whether the Vendor expects the school to pay for services upfront, on a monthly billing cycle, or on another schedule
- The Vendor’s familiarity with Idaho state pupil transportation reimbursement programs, including whether the Vendor has experience submitting reimbursement claims on behalf of a school or assisting schools in the reimbursement process
- Whether the Vendor is willing to work with the school on a payment schedule that accounts for the timing of state reimbursement disbursements
- A clear description of all fees, surcharges, fuel adjustments, or other charges that may apply beyond the base transportation rate

Brabeion Academy values transparency in billing and will score proposals that provide clear, predictable cost structures favorably.

## 6. Safety and Compliance

The Vendor must describe its approach to safety, including:

- Driver qualification standards, including CDL requirements, drug and alcohol testing, and background check procedures
- Driver training programs, including initial training and ongoing professional development
- Vehicle maintenance and inspection schedules
- Accident and incident reporting procedures
- Communication protocols for weather delays, emergencies, and route changes
- GPS tracking and real-time fleet monitoring capabilities

## 7. Cost Reduction Recommendations

Brabeion Academy is open to recommendations from the Vendor that could reduce the overall cost of transportation services without compromising safety or service quality. Vendors are encouraged to include any such recommendations in their proposals. Examples might include adjustments to hub locations, route timing, fleet configuration, or partnership arrangements with other schools or organizations.

## 8. Evaluation Criteria

Proposals will be evaluated on a 100-point scale using the following criteria:

Criterion	Points	Description
<b>Upfront and Near-Term Costs</b>	12	Startup fees, deposits, first-year mobilization costs, payment timeline before state reimbursements are received, and net cash outlay during the initial operating period
<b>Long-Term and Ongoing Costs</b>	18	Recurring per-route and per-student rates, annual escalation terms, fuel surcharge policies, net cost after anticipated state reimbursement, and overall long-term value
<b>Service Plan</b>	25	Proposed hub/spoke locations, route design, estimated pickup and dropoff times, AM and PM logistics
<b>Safety and Compliance</b>	15	Driver qualifications, training programs, vehicle inspection protocols, insurance coverage, accident and incident history

Criterion	Points	Description
<b>Experience and Qualifications</b>	10	Years in operation, charter school and Idaho-specific experience, references
<b>Scalability and Flexibility</b>	10	Capacity to add passengers, willingness to adjust routes mid-year, alternative PM routing proposals
<b>Financial Administration</b>	5	Knowledge of Idaho state transportation reimbursement, proposed payment structure, billing processes
<b>Cost Reduction Recommendations</b>	5	Value-added suggestions to reduce the overall cost of transportation services
<b>Total</b>	<b>100</b>	

Brabeion Academy reserves the right to request clarification, conduct interviews, or negotiate terms with one or more respondents before making a final selection. The school is not obligated to accept the lowest-cost proposal and reserves the right to reject any or all proposals.

## 9. Proposal Requirements

Responsive proposals should address the following. There is no required format or page limit; Vendors are encouraged to respond in whatever manner best presents their capabilities.

- A complete description of the proposed service, including hub locations, estimated routes, and pickup/dropoff times to the extent possible
- Upfront and near-term costs itemized separately from long-term and ongoing costs, as described in Section 4
- The Vendor's proposed payment structure and familiarity with Idaho state transportation reimbursement, as described in Section 5
- A description of safety practices, driver qualifications, and fleet condition
- Company qualifications, years in operation, and at least three references from current or recent school clients
- Confirmation of the Vendor's ability to accommodate additional passengers during the school year
- Any cost reduction recommendations the Vendor wishes to offer

Vendors may also include optional pricing for supplemental charter or ad hoc transportation services (field trips, athletics). This will not be scored but will be retained for reference.

## 10. Submission Instructions

Questions or proposals should be submitted via email with the subject line Pupil Transportation RFP to:

**Bobbie Gregory, Board Clerk**  
 bobbie.gregory@brabeion.org

Proposals must be received no later than Monday, May 18, 2026 at 12:00 PM (Noon) MDT.

## 11. Other Considerations

- This RFP does not commit Brabeion Academy to award a contract or to pay any costs incurred in the preparation of a proposal.

- Brabeion Academy reserves the right to accept or reject any or all proposals, to waive informalities, and to negotiate with any respondent.
- The selected Vendor will be expected to enter into a formal service agreement with Brabeion Academy. The terms of such agreement will be negotiated following selection.
- Brabeion Academy anticipates awarding a one-year contract with the option to renew for up to two additional one-year terms based on satisfactory performance.
- All proposals become the property of Brabeion Academy upon submission.

## 12. Attachments

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The following documents are provided with this RFP:

- **Attachment A:** Transportation Needs Survey (CSV) — Anonymized survey data showing geographic distribution and busing preferences of currently registered families
- **Attachment B:** Transportation Dashboard Summary (PDF) — Visual summary of transportation demand by category, including household and student counts

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*End of Request for Proposals*  
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