

## Request for Proposal

<b>RFP: Transportation Supervisor Continuing Education Curriculum for 2025-2026</b>	<b>Proposal Due By:</b> <b>December 20, 2024</b>	<b>Training Agency</b> <b>Association of Michigan,</b> <b>Bill Coaster, Supervisor</b> <b>Committee Chair</b>
<b>Purpose of RFP:</b>  The purpose of this Request for Proposal (RFP) is to solicit proposals from various bidders for the development of a school bus transportation supervisors' continuing education curriculum; conduct a fair evaluation of proposals based on criteria listed herein; and select the bidder who best represents the direction Training Agency Association of Michigan (TAAM) wishes to go.		
<b>Project Goals &amp; Objectives:</b> <ul style="list-style-type: none"><li>● Identify potential training topics</li><li>● Develop a 6-hour curriculum that includes embedded periodic formative assessments.</li><li>● Create video presentations that will share the identified curriculum topics</li><li>● Finalize the curriculum as an online delivered program</li></ul>		
<b>Scope of Work:</b>  TAAM seeks a qualified bidder to develop relevant curriculum for the purpose of providing meaningful and up-to-date school bus transportation supervisors' curriculum that will have the necessary information required to meet the Michigan Department of Education (MDE) transportation supervisor certification.		
<b>Evaluation Criteria</b> <ul style="list-style-type: none"><li>● Previous experience/past performance history</li><li>● Experience and technical expertise, including technology</li><li>● Creativity in the modality delivery methods of the online curriculum</li><li>● Projected costs</li></ul>		
<b>Proposal Evaluation Criteria</b>  TAAM will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, submissions should be complete and include all of the required criteria: <ul style="list-style-type: none"><li>● Overall proposal suitability: proposed curriculum must meet the scope and needs included herein and be presented in a clear and organized manner</li></ul>		

- Organizational & Technical Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to student transportation
- Technological creativity: Bidders will be evaluated on examples of the varied methods used to share the curriculum online
- Value and cost: Bidders will be evaluated on the cost of their proposal based on the work to be performed in accordance with the scope of this project

#### **Submission Requirements**

- All costs must be itemized
- All proposals in response to this RFP due no later than December 20, 2024

Completed project Due By: **September 1, 2025**

Contact: <b>Bill Coaster</b>	Email: <b>bcoaster@manistee.org</b>	Phone #: <b>231-590-7244</b>
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Evaluation of proposals will be completed for approval consideration by TAAM on February 7, 2025. If additional information or discussions are needed with any bidders during this time, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than February 7, 2025. TAAM reserves the right to accept or reject any or all proposals.

Notifications to bidders will be completed by February 14, 2025.