



**Cornerstone Montessori Elementary School
Special Education Transportation Service
Request for Proposal – 2026 ESY & 2026-27 School Year**

Overview

Cornerstone Montessori Elementary School is seeking proposals from qualified transportation providers to offer Special Education transportation services for students with disabilities. These services are intended to ensure that students receive safe, timely, and reliable transportation to and from school and related services as outlined in their Individualized Education Programs (IEPs).

Scope of Work

The selected vendor will be responsible for providing van transportation services for students with a wide range of disabilities. The scope of work includes, but is not limited to:

- Daily door-to-door transportation of students to/from school, field trips, and Special Education services
- Maintaining a fleet of accessible vehicles, including vans, buses, or other appropriate vehicles equipped to accommodate students with special needs
- Ensuring proper training for drivers and aides on assisting students with disabilities
- Establishing protocols for safe loading/unloading procedures
- Notification procedures and real-time communication regarding delays, incidents or route issues
- Van service for ESY 2026 summer program (July 2026) and 2026-27 school year program (September 2026 – June 2027).

Proposal Requirements

Interested parties should provide:

- A detailed company profile, including experience with Special Education transportation
- A proposed plan for meeting the specific needs of students with disabilities

- A list of available vehicles, including accessibility features
- Qualifications and certifications of drivers and aides
- A proposed pricing structure for van transportation – per day/per route, AM or PM only, mid-day routes etc.
- Process for updating routes due to IEP needs or enrollment changes
- Description of van GPS or alternative tracking systems and behavioral monitoring systems used.
- Communication tools for route alerts and emergencies
- Proof of insurance and compliance with all state and federal regulations
 - Proof of commercial vehicle liability insurance (minimum \$5M coverage)
 - General business liability insurance
 - Workers' compensation coverage
 - Indemnification clause stating vendor holds Hiawatha Academies harmless in case of incident caused by negligence

Failure to Perform

Proposals should address:

- Procedures for missed routes, late pickups, or route deviation
- Backup transportation plans for vehicle breakdowns
- Reimbursement or early exit process for unfulfilled services

Submission Deadline

Proposals must be submitted by April 15, 2026. Late submissions will not be considered. All proposals should be submitted electronically to chrisbewell@cornerstone-elementary.org.

For questions or additional information, please contact Chris Bewell, Director of Business Operations at the email above.