

(ATTACHMENT 7) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR066253
Contract Number: C032625
Vendor Number: V005199

**MILWAUKEE BOARD OF SCHOOL DIRECTORS
PROFESSIONAL SERVICES CONTRACT**

This Contract is being entered into this 19th day of April 2024, by and between **Drive USA, Inc. d/b/a Arcade Drivers School** (“Contractor”) and Milwaukee Board of School Directors (“MPS”). This Contract is the result of an open competitive procurement, specifically Request for Proposal RFP 1127.

1. SCOPE OF SERVICES

Contractor shall specifically perform the following tasks:

Contractor shall provide all activities as requested by MPS and in accordance with the Scope of Services of RFP 1127, including, but not limited to the following:

Shall deliver classroom and behind-the-wheel instruction for the MPS Drive program and Community-based Driver Education program. MPS identified a significant disparity in the number of young people within the City of Milwaukee who possess a driver's license. In an effort to eliminate potential barriers to obtaining a driver's license, the MPS Drive program was developed to offer free driver education to all age-eligible MPS students. The MPS Drive program will include classroom instruction (in-person, hybrid, and online) and behind-the-wheel lessons for an estimated 2,000 students. Classroom sessions will occur at approximately 16 MPS properties throughout the district. In addition, Community-Based Driver Education will provide all behind-the-wheel lessons and online classroom instruction for an estimated 300 community members. Both programs allow Milwaukee's youth multiple access points to obtain a driver's license. Contractor is a State of Wisconsin Department of Transportation licensed driving school, and has a physical location within Milwaukee County.

A detailed description of the full scope of services for RFP 1127 MPS Drive and Community-Based Driver Education is outlined in **Attachment A**.

RFP 1127 (including all exhibits and addenda) and Contractor’s Response to RFP 1127, are incorporated herein by reference. All minimum respondent qualifications of the RFP are material terms of this Contract with which Contractor must comply. Contractor shall provide, at its own expense, all personnel required to perform the services under this Contract.

2. TERM

This Contract shall be in effect from September 1, 2024 through August 31, 2025 (the “Initial Term”), with the option to extend for up to two additional one-year terms to run from September 1, 2025 through August 31, 2026 and September 1, 2026 through August 31, 2027, upon mutual consent of the parties and Board approval. MPS will base its renewal decision on the following performance metrics to be rated by MPS personnel. Contractor must attain a minimum score of 90 points to be eligible for contract renewal; however, 90 points does not guarantee renewal.

Performance Metrics	Points
Quality - 100% of Contractor DOT-certified instructors complete additional job-related trainings/professional development.	25
Accuracy (Cost) - Program/per participant costs were as proposed; no hidden costs emerged. Contractor absorbed any requested adaptive service expenses.	10
Capacity - Fleet of cars for behind-the-wheel meets the demand of participants enrolled in the program each session. Participants are able to schedule behind-the-wheel lessons within 30 days of receiving their temporary permit.	25
Accessibility - Contractor has a designated point person who has responded to questions and request in a timely manner (1 hour or less).	25
Accuracy - Contractor has submitted accurate and timely reports and data requested by MPS (2 business days or less).	15

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

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3. COMPENSATION

Total compensation under this Contract shall not exceed \$750,904.00 amount in the Initial Term, reflecting \$630,904.00 payable at the rates quoted in Contractor response to RFP 1127 Cost Proposal Worksheet BT-18AO for MPS Drive and \$120,000.00 payable at the rates quoted in Contractor response to RFP 1127 Cost Proposal Worksheet BT-39QY incorporated herein by reference and copied here:

Cost Proposal Worksheet BT-18AO – MPS Drive

Item	Cost per Student
MPS Drive Classroom Instruction	\$ 115.00
MPS Drive Behind the Wheel Instruction	\$ 220.00
MPS Drive Online Classroom Instruction	\$ 90.00
MPS Drive Hybrid Instruction (5 in-person classes and the remaining hours completed online)	\$ 90.00

Cost Proposal Worksheet BT-39QY – Community-Based Driver Education

Item	Cost per Student
CBDE Online Classroom Instruction	\$ 90.00
CBDE Behind the Wheel Lessons	\$ 295.00
CBDE In-Person Classroom Instruction	\$ 115.00
CBDE Hybrid Instruction (5 in-person classes and the remaining hours completed online)	\$ 90.00

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

Milwaukee Public Schools does not pay in advance for services. No payment shall be made until a properly submitted invoice is approved. Invoices shall be submitted to:

Milwaukee Public Schools
ATTN: Lynn Greb, Director of School and Community Recreation
5225 W. Vliet Street
Milwaukee, WI 53208

A properly submitted invoice must include a detailed description of the dates and times worked, the tasks performed, the quantity of services provided, and shall be quantified according to the units and rates defined in Contract. As a matter of practice, MPS attempts to pay all invoices in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay invoices submitted more than 60 days after actual work. In the case of grant funding, no payments shall be made after grant close out. Final invoices must be marked as such.

4. NON APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the Contract, and relieve MPS of any further obligations under the Contract.

5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor is required to include a similar provision in all subcontracts to this Contract.

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If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract.

An out of state background check should be completed in the state(s) in which the individual resided for at least six months within the last two years and was eighteen years or older at the time.

Contractor will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined in this Section 7; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this Section 7.

8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor and its subcontractors shall effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Contractor by MPS shall be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Auto Liability	\$1,000,000 per occurrence
Umbrella (excess) Liability	\$1,000,000 per occurrence

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor shall be submitted

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electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving five (5) days written notice before the effective date of termination of the Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation with five (5) days. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 20 days' notice, but reserves the right to give immediate notice. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor shall be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time

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covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any

obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

16. PROHIBITED PRACTICES

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS's Code of Ethics, providing in pertinent part, "[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS."
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.
- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If the Contract is for apparel for \$5,000.00 or more, the Contractor agrees to provide only items manufactured by responsible manufacturers. Contractor is required to include a similar provision in all subcontracts to this Contract.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its subcontractors performing work under this Contract comply with, Milwaukee Board of School Directors' Administrative Policy 3.09(17), which requires that employees be paid a "living wage."

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its exhibits and addenda, if any, RFP 1127 and Contractor's Response to RFP 1127, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

The District shall not be bound by any terms and conditions included in of Contractor's packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

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If any term or provision of this Contract should be declared invalid by a court of competent jurisdiction or by operation of law, the remaining terms and provisions of this Contract shall be interpreted as if such invalid Contracts or covenants were not contained herein.

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA").

24. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

25. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

26. NON-DISCLOSURE

Absent prior written consent of the person listed in Section 3 or his/her designee, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, publish, or disseminate any information developed for MPS under this Contract. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, "derivatives" shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS' written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

27. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS's Executive Director of Communications & Outreach.

28. ORDER OF PRIORITY

In the event of a conflict among the documents constituting this Contract, the order of priority to resolve the conflict shall be: 1) this Contract; 2) RFP 1127 (including all exhibits and addenda); and 3) Contractor's Response to RFP 1127.

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29. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

30. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 0%. The paid student employment requirement of this Contract is 100 hours. The student career awareness requirement for this Contract is 10 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

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IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #: V005199)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

Drive USA, Inc. d/b/a Arcade Drivers School
8511 W. Lincoln Avenue
West Allis, WI 53227
(414) 328-1177

By: _____
*Keith P. Posley, Ed.D.
Superintendent of Schools*

SSN / FEIN: [REDACTED]

Date: _____

Budget Code:
CSV-00-DRV-RC-ECTS - \$120,000.00 (Community-Based)
DRD-0-0-DED-DW-ECTS - \$630,904.00 (MPS Drive)

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

Reviewed by Contract Compliance:

By: *Jiguinna Cohen*

Date: 03.27.2024

ATTACHMENT A



**MILWAUKEE
PUBLIC SCHOOLS**

Office of Finance
Department of Procurement & Risk Management
5225 W. Vliet Street, Milwaukee, WI 53208
(414) 475-8880 • mps.milwaukee.k12.wi.us
Fax (414) 475-8387

SCOPE OF SERVICES: RFP 1127 Driver Education Community Based Driver Education

Community Based Driver Education contractor will provide all behind-the-wheel lessons and online classroom instruction for an estimated 300 students. Coordination of outreach and enrollment/sign up for online classroom sessions will be managed by MPS. In-person classroom instruction will be managed by MPS unless classroom instruction is requested to be conducted by the vendor.

(NOTE: answers to these and all “Scope of Services” questions and proposal requirements are to be submitted using the “RFP Proposal Format and Content” document, NOT this document. This document is for reference only)

1. Items Requested

Vendor Requirements:

- A. Vendor(s) must be a licensed driving school through the State of Wisconsin Department of Transportation. <http://wisconsin.gov/Pages/dmv/teen-driver/dr-trn-sch/driver-training-school.aspx>
- B. Vendor(s) must utilize an established curriculum for online classroom instruction that is approved by the State of Wisconsin. Vendor must adhere to the current laws/regulations as provided in the [State of Wisconsin Motorist Handbook](#).
- C. Vendor(s) must be located within Milwaukee County at the time of application/proposal and maintain for the duration of the contract period.
- D. Vendor(s) must have the capacity (staffing and vehicles) to serve the anticipated volume of participants for classroom instruction (where applicable) and behind-the-wheel lessons
- E. During the School Year: Vendor(s) must have the capacity to provide services during evenings and on weekends (Saturday and Sunday) for:
 - Classroom instruction when requested
 - All behind-the-wheel instruction
- F. During the Summer: Vendor(s) must have the capacity to provide services during evenings and on weekends (Saturday and Sunday) for:
 - Classroom instruction when requested
 - All behind-the-wheel instruction

- G. Vendor(s) must have access and ability to enter student information into the Driver Education Course Information System (DEC) through the Wisconsin Department of Transportation (DOT). Vendor is responsible for entry of electronic completion certifications into the Wisconsin Department of Motor Vehicles DEC system.

Administrative Requirements:

- A. Provision of a representative to participate in the creation of a parent orientation video for both in-person and online formats.
- B. Maintenance of a written record of each student's behind-the-wheel progress and ability to produce, in a timely manner, upon request by MPS. Written record should include:
 - a. Information necessary to complete/submit into the Driver Education Course Information System (DEC) through the Wisconsin Department of Transportation (DOT) including permit numbers.
 - b. All instructor feedback for participant(s).
- C. Vendor staff must be available to answer questions/address concerns Monday-Friday between the hours of 8am and 5pm (school year and summer).

Classroom Requirements:

- A. Provision of a representative to attend one in-person class at each program location, every session, for the purpose of scheduling behind the wheel lessons.
- B. Scheduling of behind-the-wheel lessons for each student within 30 days of the student's receipt of their temporary driving permit.
- C. Online class enrollment maximums are at the discretion of MPS staff.
- D. Online Classroom instruction must be accessible to participants any time during the day.
 - a. While online classroom instruction is unscheduled, classes must conform to limits in duration per State guidelines and must be completed during the session period listed above.
- E. Community-Based Driver Education annual class offering sessions:
 - a. Winter: One (1) 5-week session for in-person and one (1) online session.
 - b. Spring: One (1) 5-week session for in-person.
 - c. Summer: Two (2) 3-week session for in-person and one (1) online session.
 - d. Fall: Two (2) 5-week session for in-person and one (1) online session.

Behind the Wheel Requirements:

- A. Provision of instructors for behind-the-wheel lessons.
- B. Provision of vehicles for behind-the-wheel lessons.
- C. Six (6) hours of driving instruction and six (6) hours of in-vehicle observations for students who completed thirty (30) classroom hours (regardless if classroom instruction was online, in-person, or hybrid).
- D. During the School Year: Behind-the-wheel lessons must be offered in the evenings and on weekends (Saturday and Sunday).
- E. During the Summer: Behind-the-wheel lessons must be offered during the day, evenings, and on weekends (Saturday and Sunday).
- F. Provision of adaptive driving services (at no additional expense to MPS) for students that require car adaptations for behind-the-wheel lessons. Examples include (but are not limited to): hand controls and extended pedals. NOTE: Since 2016, there have been only three (3) requests for adaptive driving services.



Office of Finance
Department of Procurement & Risk Management
5225 W. Vliet Street, Milwaukee, WI 53208
(414) 475-8880 • mps.milwaukee.k12.wi.us
Fax (414) 475-8387

SCOPE OF SERVICES: RFP 1127 Driver Education MPS Drive

MPS Drive contractor will provide a comprehensive driver education program including both classroom instruction (in-person, hybrid and online) and behind-the-wheel lessons for an estimated 2,000 students. Classroom sessions will occur at approximately 16 MPS properties throughout the district. Coordination of outreach and enrollment/sign up for all classroom sessions (in-person and online) will be managed by MPS.

(NOTE: answers to these and all “Scope of Services” questions and proposal requirements are to be submitted using the “RFP Proposal Format and Content” document, NOT this document. This document is for reference only)

1. Class instruction details

- In-person – 30 hours of in-person instruction
- Hybrid – 10 hours of in-person instruction (5 days) and 20 hours of online instruction
- Online – 30 hours of online instruction

2. Items Requested

Vendor Requirements:

- A. Vendor(s) must be a licensed driving school through the State of Wisconsin Department of Transportation. <http://wisconsin.gov/Pages/dmv/teen-driver/dr-trn-sch/driver-training-school.aspx>
- B. Vendor(s) must utilize an established curriculum for classroom instruction (in-person, hybrid and online) that is approved by the State of Wisconsin. Vendor must adhere to the current laws/regulations as provided in the [State of Wisconsin Motorist Handbook](#).
- C. Vendor(s) must be located within Milwaukee County at the time of application/proposal and maintain for the duration of the contract period.
- D. Vendor(s) must be able to provide an online option for classroom instruction that is accessible to participants any time during the day.
- E. Vendor(s) must have the capacity (staffing and vehicles) to serve the anticipated volume of participants for classroom instruction (where applicable) and behind-the-wheel lessons
- F. During the School Year: Vendor(s) must have the capacity to provide classroom instruction (MPS Drive ONLY for in-person and hybrid) after school and in the evening and behind-the-wheel lessons in the evenings and on weekends (Saturday and Sunday).

- G. During the Summer: Vendor(s) must have the capacity to provide classroom instruction (MPS Drive ONLY for in-person and hybrid) during the day and behind-the-wheel lessons during the day, evenings, and on weekends (Saturday and Sunday).
- H. Vendor(s) must have access and ability to enter student information into the Driver Education Course Information System (DEC) through the Wisconsin Department of Transportation (DOT). Vendor is responsible for entry of electronic completion certifications into the DEC system.

Administrative Requirements

- A. Provision of a representative to participate in the creation of an orientation video for in-person, hybrid and online class formats.
- B. Maintenance of a written record of each student's behind-the-wheel progress and ability to produce, in a timely manner, upon request by MPS. Written record will include:
 - a. Information necessary to complete/submit into the Driver Education Course Information System (DEC) through the Wisconsin Department of Transportation (DOT) including permit numbers.
 - b. All instructor feedback for participant(s).
- C. Vendor staff must be available to answer questions/address concerns Monday-Friday between the hours of 8am and 5pm (school year and summer).

Classroom Requirements (In-Person, Hybrid and Online)

- A. Provision of instructors for classroom instruction who can also execute the scheduling of behind the wheel lessons.
- B. Scheduling of behind-the-wheel lessons for each student within 30 days of the student's receipt of their temporary driving permit.
- C. Thirty (30) hours of classroom instruction in facilities provided by Milwaukee Public Schools, or thirty (30) hours of online instruction, or thirty (30) hours of hybrid instruction (10 hours in-person and 20 hours online).
- D. All materials for students during the thirty (30) hours of classroom instruction. Vendor is responsible for copying all handouts, handbooks, and information that will be used by the participant.
- E. Please submit a sample of all student materials with the RFP submission.
- F. During the School Year: In-person classroom instruction must be offered after school and in the evening. Classes will meet 3 days per week (Monday, Wednesday & Thursday) for 2 hours each class. Online instruction must be accessible anytime. Hybrid will meet for five days for two hours per day.
- G. During the Summer: In-person classes must be offered during the day. Classes will meet 5 days per week for 2 hours each class (one class in the morning and one in the afternoon). Online classes must be accessible anytime. Hybrid model will not be offered

- H. MPS Drive annual class offering sessions:
 - a. Winter: One (1) 5-week session for in-person and one (1) online session. Hybrid offerings will be determined by in-person schedule.
 - b. Spring: One (1) 5-week session for in-person and one (1) online session. Hybrid offerings will be determined by in-person schedule.
 - c. Summer: Four (4) 3-week sessions for in-person; two (2) in June and two (2) in July and one (1) online session. No Hybrid offerings in summer.
 - d. Fall: Two (2) 5-week sessions for in-person and two (2) online sessions. Hybrid offerings will be determined by in-person schedule.
- I. The maximum number of students in a class is 25.
- J. Online maximums are at the discretion of MPS staff.
- K. Online Classroom instruction must be accessible to participants any time during the day.
 - a. While online classroom instruction is unscheduled, classes must conform to limits in duration per State guidelines and must be completed during the session period listed above.

Behind the Wheel Requirements

- A. Provision of instructors for behind-the-wheel lessons.
- B. Provision of vehicles for behind-the-wheel lessons.
- C. Six (6) hours of driving instruction and six (6) hours of in-vehicle observations for students who completed thirty (30) classroom hours (regardless if classroom instruction was online, in-person, or hybrid).
- D. During the School Year: Behind-the-wheel lessons must be offered in the evenings and on weekends (Saturday and Sunday).
- E. During the Summer: Behind-the-wheel lessons must be offered during the day, evenings, and on weekends (Saturday and Sunday).
- F. Provision of adaptive driving services (at no additional expense to MPS) for students that require car adaptations for behind-the-wheel lessons. Examples include (but are not limited to): hand controls and extended pedals. NOTE: Since the inception of MPS Drive in 2016, there have been only three (3) requests for adaptive driving services.