

MassHire Metro North Workforce Board Request for Quotes

Bus Provider for a Series of Career Exploration Field Trips for High School Students

1. Introduction

MassHire Metro North Workforce Board (MNWB) is issuing the following Request for Quotes (RFQ) to identify qualified transportation companies to serve as the provider for field trip buses as part of our career exploration opportunities for high school students. This open RFQ will determine a partnership with a transportation company local to the Greater Boston, MA area for the 2026-2027 school year. Applications will be reviewed on a rolling basis until August 31, at 5:00pm EST.

2. Background

MNWB administers the Massachusetts Department of Elementary and Secondary Education's Connecting Activities program and the Department of Education's STEM Network grant throughout the Metro North Region. The program partners with six high schools in Chelsea, Everett, Malden, Revere, Somerville, and Woburn to provide students with career readiness activities, work-based learning opportunities, and career exploration experiences.

As part of the program, MNWB coordinates a minimum of four career exploration field trips each school year. These trips provide students with opportunities to visit employers, tour workplaces, and learn about careers through firsthand exposure to a variety of industries. MNWB is seeking a qualified transportation provider to safely and reliably transport students and program staff to and from these events. The selected transportation provider must demonstrate reliable, timely service and maintain clear communication throughout the planning and execution of each trip.

3. Areas of Work and Project Examples

The selected transportation provider will provide bus transportation for career exploration field trips conducted through the MassHire Metro North Workforce Board's Connecting Activities and STEM Network Program during the 2026–2027 school year.

MNWB anticipates scheduling a minimum of four (4) field trips during the contract period. Additional trips may be requested based on program needs and available funding. Participation in additional trips is not guaranteed.

For each field trip, the selected provider will be responsible for:

- Providing safe, reliable transportation to and from designated locations.
- Supplying buses and drivers that meet all applicable federal, state, and local safety requirements.
- Maintaining all required licenses, certifications, registrations, and insurance.
- Confirming trip details (date, time, pickup/drop-off locations, passenger count, and itinerary) prior to each trip.
- Communicating promptly regarding scheduling questions, delays, emergencies, or changes that may impact service.
- Arriving on time at the designated pickup location.
- Transporting students, staff, and chaperones in a professional and courteous manner.
- Providing invoices that are consistent with the approved quote and clearly identify any pre-approved additional charges.

MNWB anticipates providing preliminary trip information approximately four to twelve (4–12) weeks in advance whenever possible. Final trip details will be confirmed prior to each scheduled trip.

The selected provider should be able to accommodate changes in passenger counts or schedules when feasible and communicate any limitations as early as possible.

MNWB does not guarantee a minimum number of trips or contract value. Transportation services will be requested on an as-needed basis during the contract period.

4. Preferred Qualifications

- Experience providing school transportation, including school field trips
- Reliable, organized, and able to manage multiple commitments while maintaining consistent communication
- Understanding and sensitivity to diverse cultural backgrounds and exercise patience with students

5. Proposal Response Requirements

Proposals must include the following components:

- Cover page that includes name of business, link to business website (if applicable), and contact information of the respondent
- Your proposed per field trip rate with price breakdown and schedule
- Answers to the following questions:
 - Detailed pricing methodology

- Additional charges (fuel surcharge, tolls, wait time, cancellation fees, etc.)
- Invoice sample
- Payment terms
- Procedure for correcting billing disputes
- Response time for schedule changes
- Please include any policies we should be aware of such as cancellation fees, inclement weather policy, restrictions on times for field trips, etc.

6. Submission Instructions

- Please submit your response based on the following format guidelines: 8.5 x 11 letter size paper, numbered pages, one-inch margins, single-spaced, and minimum 11-point font.
- Applications are reviewed on a rolling basis; priority will be given to proposals received on or before 5:00 PM on August 31, 2026.
- All proposals should be sent in a single document in a PDF format via email to rfp@masshiremetronorth.org
- Questions may be directed to rfp@masshiremetronorth.org with the subject line: “RFQ Busses for CA Field Trips”

7. Evaluation Criteria/Review Process

Proposals that do not meet minimum standards will be considered non-responsive. This RFQ does not commit MNWB to award a contract or pay any costs incurred in the preparation of a proposal. All materials submitted become the property of MNWB and are subject to Massachusetts public records law.

All proposals will be scored according to the evaluation criteria set forth below. Additional information may be considered by reviewers when scoring proposals such as interviews and questions and answers after submission of the written proposal. MNWB is not required to contract with the entity receiving the highest score as a result of the proposal review process, as more particularly described below.

Criteria Point Value

- Relevant Experience with school transportation: 35
- Cost Competitiveness: 30
- Total Points Available: 65

After the review committee scores your written proposal, they may reach out to you to follow up with any additional questions about your application and experience. Applicants will be notified of final decision by September 1, 2026.

8. Contract and Payment Structure

The transportation services contract will run from September 15, 2026 – June 30, 2027. The selected transportation provider will be compensated at their proposed rate per field trip. Each payment is contingent upon the timely submission of required quotes and invoices. Payment terms will be 30 days after each scheduled trip.

10. Conflict of Interest

Applicants must disclose any real or potential conflicts of interest. Individuals with a financial or personal interest in the RFQ review or selection process may not participate in this procurement.