

October 9, 2026

Breakthrough Public Schools (“Breakthrough”), is seeking quotes to provide transportation for the students attending its five managed schools, including routine transportation services to and from school via yellow school busses in accordance with Ohio Revised Code (ORC) 3314.091, as well as for non-routine trips as needed for field trips and extracurriculars. This also includes the provision of proper vehicles, safety equipment, and personnel—all in accordance with state and federal law and regulations, including but not limited to Ohio Administrative Code Chapter 3301-83; as well as routing, record keeping and monthly billing. We are seeking quotes from vendors with demonstrated experience and success in providing transportation services, and who have the capacity and resources to perform the services described.

Background of Breakthrough Public Schools

Breakthrough’s mission is to provide Cleveland area scholars with an education that empowers them to lead lives full of impact and opportunity. Our network of schools center joy, curiosity, and individual growth, uniquely positioning Breakthrough to cultivate a community of learning where all students thrive. At Breakthrough, we are committed to providing scholars with the academic, social, and emotional skills necessary to excel at learning and citizenship from kindergarten through eighth grade promotion. We are committed to the success of every child.

RFQ Timeline

RFQ Issued	October 9, 2026
Questions Due	November 6, 2026
Addendum: Q & A	November 20, 2026
Response / Quote Due	December 18, 2026 by 5pm
Review Period	December 19-January 31, 2027
Finalist Interviews (tentative)	February 2027
Final Selection	February 28, 2027
Contract Review and Finalization	March 2027
Onboarding, SY 27-28 Planning/Implementation	April 2027-June 2027

Quotes submitted shall remain open to acceptance and shall be irrevocable for a period of One Hundred and Twenty (120) Days after the Request for Quotes closing date.

We ask that any questions and quotes be submitted in writing via email. Questions and responses for this RFQ must be submitted via email to nmay@breakthroughschools.org. The email subject



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line should read, "Breakthrough Transportation Services RFQ." Breakthrough will respond to all questions in one RFQ addendum by November 20, 2026.

Thank you in advance for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "MS" with a stylized flourish extending from the end.

Matt Sattler
Chief Operating Officer
Breakthrough Public Schools

Scope of Work Needed:

The work requested includes providing daily routine transportation, preferably through school year 2029-2030, for identified students; provision of proper vehicles, safety equipment, and personnel; and routing, record keeping and monthly billing.

Transportation is to be provided to and from the following school campuses via separate buses. (Route counts listed are only an estimate of anticipated peak ridership at this time and are subject to change):

School Campus	Address	Morning Drop Off	Afternoon Pick-Up	Predicted # of Riders (est.)
Breakthrough Glenville	12523 Woodside Ave Cleveland, OH 44108	7:35 AM	3:00 PM	290
Breakthrough Midtown	1417 E 36th St Cleveland, OH 44114	7:35 AM	3:00 PM	440
Breakthrough Southeast	15700 Lotus Dr Cleveland, OH 44128	7:35 AM	3:00 PM	250
Breakthrough Willard	9401 Willard Ave Cleveland, OH 44102	7:35 AM	3:00 PM	240
Breakthrough Woodland Hills	9201 Crane Ave Cleveland, OH 44105	7:35 AM	3:00 PM	550

Breakthrough's managed schools are in session for 175 school days during the 2026-2027 school year and Breakthrough anticipates that there will be about the same number of school days in future school years. Breakthrough will pay only for days when transportation services are required and where services are provided.

Breakthrough may add any of the following services to the scope based on quotes given in response to the RFQ:

- additional or fewer routes due to changes in enrollment and/or ridership patterns;
- special education-related transportation services;
- homelessness (McKinney-Vento) transportation services;

- mid-day services;
- Field trips and extracurricular activities;
- summer school/program services or services during other breaks;
- services requiring vehicles of varying sizes, or requiring special equipment or other vehicle characteristics, pending availability;

Although Breakthrough has and will continue to make its best effort to anticipate and project student needs for transportation services, Breakthrough does not make any representation as to the amount and timing of services that will be needed and reserves the right to increase or decrease the degree to which transportation services are utilized. Correspondingly, Breakthrough makes no guarantee or commitment of any kind concerning the degree to which transportation services will actually be utilized.

Mandatory Requirements for Vehicles

- All vehicles must meet Federal, State, and City safety and licensing specifications and requirements and pass all inspections required by law or regulation.
- All vehicles must comply with the provisions within Ohio law and regulations, including but not limited to Ohio Administrative Code Chapter 3301-83.
- Vendor must provide all safety equipment required by law or regulation on board, including a first aid kit and fire extinguisher, and shall establish appropriate emergency procedures.
- Vehicles must be well maintained and kept clean.
- Vehicles must bear adequate signage to designate student ridership.
- A complete description and inventory of vehicles must be provided with the quote.
- Adequate backup units must be available.
- Vendor must provide the appropriately licensed and background checked drivers and vehicles sufficient to meet the needs of Breakthrough.
- All buses being considered for use must meet federal standards and Ohio's state construction standards. School buses must comply with the standards that are in effect as of the date of manufacture. All non-school bus vehicles shall meet federal and state requirements related to the use of non-school bus vehicles.
- All vehicles must have 2-way radios or telephone (cell phone) communication.
- The vendor must be a licensed commercial carrier and submit a copy of the license annually in the event of a multi-year contract.
- Vehicles must be equipped with real-time GPS tracking and must be equipped with a camera system.
- Vehicles used to transport students with disabilities shall be ADA compliant if student needs require special equipment, wheelchair lifts, etc.
- The vendor shall have appropriate record keeping procedures.
- The vendor will implement a comprehensive maintenance program, which shall comply with law and regulations, for the school bus fleet to provide safe and efficient service.
- The vendor shall comply with all policies and procedures of Breakthrough and its managed schools applicable to pupil transportation.

Insurance

Evidence of adequate insurance, including but not limited to: workers compensation; commercial general liability (including bodily injury and property damage liability) with the anticipated

following minimum limits: \$1,000,000 per occurrence and \$2,000,000 general aggregate; automobile liability with a \$1,000,000 Combined Single Limit (minimum); and umbrella or excess liability coverage—all of which shall include Breakthrough Public Schools, and the above listed school campuses, as additional insured. Being listed as a certificate holder does not constitute being an additional insured.

Requirements for all Drivers

- Minimum age must be 21.
- A mandatory yearly driver's abstract and state and federal criminal background check for drivers must be submitted to Breakthrough prior to transporting any students.
- Breakthrough must be immediately notified of any changes in a driver's abstract or federal criminal background check.
- Commercial carriers include carriers that are licensed and inspected by the appropriate government agencies to transport passengers for hire. This includes commercial buses, but excludes 12 to 15 passenger vans. Vehicles not meeting the definitions of commercial carriers may only be used in limited circumstances as permitted by law or rule. Breakthrough expects that routine transportation will occur via commercial carrier.
- Between May 1 and August 1, all drivers, as a part of the regular scheduled annual physical examination, shall be required to submit to drug and alcohol testing. Vendor will bear the cost of all testing. All drivers shall also be subject to random drug and alcohol testing.
- Vehicles may not carry unauthorized personnel.
- Personnel records for drivers must be available for inspection by Breakthrough upon request.
- Drivers must also complete any required in-service or preservice training required by law or regulation.
- Drivers shall be capable of physically lifting children with special needs as necessary.
- Drivers shall be capable of coping with stressful situations.
- All drivers must hold the current applicable Ohio license as required by law and must have a valid picture I.D. on them at all times.
- Each driver must have a BCI and FBI background check along with the T-8 physical, and required training as outlined in administrative code and law.
- No employee, agent, representative, volunteer, applicant for employment, or other person associated with the vendor who has been convicted of a felony or misdemeanor prohibited by applicable law or regulation shall be permitted to perform services for Breakthrough.
- No driver will be permitted to provide services if there is reason to believe that such driver has or is engaged in any improper conduct.
- T-8 Physicals must be done annually and documentation must be provided to Breakthrough.
- The names of all drivers and their telephone numbers (in vehicle) must be submitted to Breakthrough.

Vendor Compliance

- Breakthrough will reserve the right to terminate any service agreement on the grounds for cause in the event of the vendor's persistent, documented failure to perform within the specifications and requirements of any future contract, if any of Breakthrough's managed schools cease to operate as a public community school for in-person instruction, or after a certain time period with notice.

- Vendor shall provide reports, data and records, which may be reasonably requested from time to time to ensure proper payment, for evaluation of performance, or for state reporting.

General Requirements

- The maximum time any student may be in transit one way shall not exceed sixty (60) minutes.
- Students arrive at their destination no more than thirty (30) minutes and no fewer than five (5) minutes before school start time and must depart within ten (10) minutes after school dismissal time.
- No more than two (2) students may share a seat.
- Vendor must provide dedicated staff to BPS for routing and dispatch (1 FTE) and bus aides (3 FTE) to rotate through schools/routes.
- Vendor must provide route tracking and communication App for families.
- Vendor must take attendance daily and provide records to Breakthrough.
- Vendor must manage annual count weeks and support submission of T1 and T2 forms.
- Students are dropped off on the residence side of the street, whether it is at a designated bus stop or curb to curb route.
- The driver must obey all traffic laws and drive safely at all times.
- Discipline problems must be reported to the school campus leader.
- All pest infestations are to be reported to the school administration immediately.
- The use of tobacco products, possession of alcohol, controlled substances, illegal drugs, firearms, and weapons of any kind are prohibited on vehicles at all times.
- In case of an accident, the driver must report to the police (911), vendor office, and the Breakthrough Network Operations Team.
- A written report of the accident/incident/injury must be sent to the Breakthrough Network Operations Team as soon as there is knowledge of the accident but no later than one (1) hour of the accident/incident/injury.
- Vendor must provide annual student safety training and evacuation drills as required by Ohio law.
- Breakthrough must have instant access to the vendor in case of problems during routes. Voice mail and/or answering machines are unacceptable. Such service must be immediately accessible to each Breakthrough Public Schools campus.
- Absolutely no vehicles, other than those originally identified, authorized, and approved by Breakthrough, are to be used in transporting students.
- Mechanics must pass the same drug and background screening as required for school bus operators.
- Breakthrough will reserve the right to disqualify and remove any driver at its sole discretion.
- Breakthrough may request additional information from vendors when a driver's background check is questionable.
- Thorough and accurate on- and off-boarding procedures are required that ensure every student arrives at the correct location and is accounted for at all times.
- Written references indicating prior satisfactory services are to be provided to Breakthrough with the quote.

Invoicing and Billing

- Only invoices for the actual transportation of students, listing agreed to pricing and all information required by Breakthrough will be paid. Inclusion of additional costs (cleaning, maintenance, fuel charges, and gratuities) and other such items, is not permitted.
- Vendors will only be paid for students that are actually transported.
- Payment Terms: Breakthrough's payment terms are Net 30.
- Vendor must provide Breakthrough on each invoice a detailed list for each vehicle.

Additional Information:

- While the state allows for newly rostered students to be routed within fourteen (14) days of registration, in alignment with its mission of providing high quality education, Breakthrough seeks the most expedient routing available. The quote shall include the proposed turn around time to route new scholars.
- The quote shall include the capacity of vendor to adjust cost, fleet, and routing based on enrollment.
- There is no guarantee of any minimum amount of services that may be requested during the term of the contract.
- All costs incurred in the preparation and submission of the quote are borne solely by the vendor.

Selection From Quotes

Quotes submitted shall remain open to acceptance and shall be irrevocable for a period of One Hundred and Twenty (120) Days after the Request for Quotes closing date.

A selection will not necessarily be made to the lowest priced quote, and a selection from the quotes may not be made at all in Breakthrough's discretion. A selection may be made based on the best responsive quote considering price and other relevant factors in Breakthrough's best interest. If one vendor cannot meet Breakthrough's service needs, Breakthrough may select no vendor or several qualified vendors at the discretion of Breakthrough.

Quotes will be evaluated on criteria deemed to be in Breakthrough's best interest, including but not limited to:

- Price and long term cost
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods and services
- The extent to which the vendor's goods and services meet the needs of Breakthrough
- Vendor's past relationship, if any, with Breakthrough or other charter schools
- Vendor's principal place of business
- Any other relevant factor

Breakthrough intends to conduct a comprehensive, fair and impartial evaluation of quotes received in response to this RFQ. Breakthrough will also determine whether the vendor is one with whom Breakthrough can or should do business.

Vendors may be asked to furnish additional information, make presentations and attend meetings as requested by Breakthrough. Breakthrough will accept the quote it deems most likely to meet the goals of the services outlined in this RFQ, or may not accept any quote at all.

Quote and Response Requirements

1. Cover letter
 1. Business name, phone number, and web address.
 2. Name, phone number, and email address of the key contact person.
 3. Signature of person with authority to obligate the business.
2. Company information
 1. Provide information about your company.
 2. Include qualification for fulfilling Breakthrough's requirements.
 3. Licenses and permits as are required by law for furnishing services.
3. Experiences and References
 1. Summary description of company and relevant experience.
 2. List of reference clients served within the past 3 years; please include contact information (name, address, email, phone number). Pupil transportation clients preferred.
 3. Description of formal customer feedback system.
4. Business Stability
 1. Documentation of sufficient financial soundness.
 2. Documentation of legal operating status with all relevant certificates or disclosures.
5. Organization and Staff Capacity
 1. Demonstrate how personnel will manage, supervise and perform the services and communicate with Breakthrough to maintain a high standard of services
 - A. Experience and qualifications of key personnel providing the services with a clear explanation of personnel roles and responsibilities.
 - B. Detailed organizational chart.
 - C. Evidence of appropriate emergency procedures and record keeping procedures.
6. Quote Pricing
 1. Provide firm quote pricing information with a breakdown of specific costs for services as outlined in this RFQ. Provide information on all costs that Breakthrough may incur related to providing the requested services herein. Please provide a total cost per rider, assuming the most efficient routing.
 - A. Pricing shall remain open to acceptance and shall be irrevocable for a period of One Hundred and Twenty (120) Days after the Request for Quotes closing date.
7. Service Delivery Plan
 1. Description of how you will provide all aspects of each service as specified. Include a detailed plan on how you will perform and document specific route services with reference to the service requirements specified in this RFQ.
 2. Staffing model, staff allocation and scheduling service provision; explain how staffing and scheduling will align with Breakthrough's schedule.

3. Indications of ability to meet all driver requirements under Ohio statutes and regulations, and how you will supply and qualify these drivers.
4. Description of the proposed vehicle maintenance program and how it will be administered.
5. Description of school bus routing software and app used to communicate with families and track bus routes.
6. If applicable, description of any additional services that will be provided at cost, by you, above and beyond the minimum basic services specified in this RFQ.
7. Description of all vehicles proposed for use, emergency outfitting, rider capacity limits, mileage, make, model, and age.
8. Quality Assurance Plan
 1. Description of how you will monitor, measure and ensure quality, safety and reliability; include details on program quality assurance (e.g. work standards, inspections, time sheets, safety issues log, and any other relevant systems)
 2. Methods to document and ensure timeliness and responsiveness in addressing urgent, non-urgent, safety-related and/or non-safety related items as specific in this RFQ and as identified at any time by Breakthrough.
 3. Methods to ensure and document required safety practices.
 4. Description of how you will keep Breakthrough leadership and relevant staff informed of service quality, and maintain high levels of customer service standards.
9. Training Plan
 1. Evidence and description of your formalized in-service training and educational programs and requirements for all employees.
 2. Description of how you will ensure effective employee recruiting and/or transition, and conduct employee training and safety program.
10. Related Information
 1. Proof of Insurability
 2. Taxpayer ID
 3. Certificate of Debarment
 4. Conflict of interest
 5. References