

Prairie State College

Illinois Community College District 515
202 S Halsted St, Chicago Heights, Illinois 60411

Request for Proposal Issue Date: September 6, 2021

Proposals must be received by:
4:00 p.m. Central Standard Time on Monday, October 11, 2021
Specifications may be obtained at <http://prairiestate.edu/bids-rfps>

Proposal Submission Address:
Prairie State College
ATTN: Commercial Truck Driving Training
RFP
202 S. Halsted St. – Room 2115
Chicago Heights, Illinois 60411

Proposal Format:

Four (4) complete hard copies (bound) of the proposal, and one (1) complete electronic copy (via USB flash drive) must be received by Prairie State College for commercial truck driver training set forth in the attached specifications and/or plans.
All proposals must include completion of the attached RFP Contractor/Bidder form.

Late proposals, and proposals sent electronically, or facsimile will not be accepted.
Prairie State College reserves the right to reject any or all proposals, and to waive informalities or irregularities in any proposal.

COMMERCIAL TRUCK DRIVER TRAINING

Please see the attached for complete specifications.

This purchase will be presented at the October 26, 2021 Board of Trustees meeting.

If there are any questions pertaining to this bid, please contact:
Alisha Clark, Executive Director
Workforce Development and Community Education
Office: 708-709-3580
Email: aclark1@prairiestate.edu

All questions should be submitted in writing to this email address only
by 11:00 AM on Friday, October 1, 2021.



Prairie State College

Illinois Community College District 515
202 S Halsted St, Chicago Heights, Illinois 60411

Request for Proposal Issue Date: September 6, 2021
COMMERCIAL TRUCK DRIVING TRAINING

I. GENERAL OVERVIEW

College Background: As part of the Illinois Community College System, Prairie State College (PSC) is a two-year community college offering associate degrees, technical and career certificates, and adult, corporate, and continuing education within District 515. Established in 1957, PSC is an officially recognized community college by the Illinois Community College Board. The college district represents a diverse community in which the college is dedicated to student-centered instruction that fosters success in adult, transfer, and workforce education.

Vision Statement: Prairie State College will offer rigorous academic programs, meet the needs of the local workforce, cultivate the values of sustainability, and demonstrate an awareness of its responsibilities in a global society.

Mission Statement: Prairie State College fosters collaborative relationships that empower students to achieve their education and career goals. The college embraces its diversity, nurtures life-long learning, and supports community and economic development.

Service Industry: This proposal aims to provide commercial truck driver training within the Workforce Trades Unit at Prairie State College (PSC). Collaborative partnerships between education, employers, workforce agencies, and community-based organizations will provide Illinois residents with access to commercial truck driver training to meet the demands for the jobs necessary to keep Illinois' economy strong.

Summary: The Board of Trustees of Prairie State College (hereinafter, "PSC") is requesting proposals from qualified providers of commercial drivers' license training. The overall concept is to produce a system that allows PSC and the selected vendor to recruit, train, and place qualified, safety-oriented students into productive driving careers within the trucking industry. The vendor must be a licensed commercial driving school through the Illinois Secretary of State.

The additional scope is discussed in the **SCOPE OF WORK** section of this proposal.

II. RFP SCHEDULE

Date (2021)	Activity
September 6, 2021	Notice of advertisement
September 9, 2021, from 8 a.m.-noon	Access to walk through facilities, and see the equipment. PSC Workforce Development and Community Education Workforce Trades Unit 191 S. Halsted St., Chicago Heights
October 1, 2021 at 11:00 a.m.	Last date/time for submission of written questions via email to aclark1@prairiestate.edu
October 7, 2021 (end of business day)	Responses provided to emailed questions received by questions deadline.
October 11, 2021, by 4:00 p.m.	Proposals must be submitted to the attention of: Prairie State College ATTN: Commercial Truck Driving Training RFP 202 S. Halsted St. – Room 2115 Chicago Heights, Illinois 60411
Week of October 11, 2021	PSC evaluation team reviews proposal
Week of October 18, 2021	Possible presentations by two top shortlisted firms
October 27, 2021	Notification of intent to award pending October 26 Board approval
Tentative January Start Date	CDL training to begin

II. INSTRUCTIONS TO VENDORS

Contact: Questions concerning this RFP will be answered if sent via email to aclark1@prairiestate.edu on or before **October 1, 2021 by, 11:00 a.m., CST**

All responses to questions will be provided to all potential suppliers **by the end of business day on October 7, 2021.**

Submission: the submission of response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Four (4) complete hard copies (bound) of the proposal and one (1) complete electronic copy (via USB flash drive) shall be provided. The hard copies must be in binders.

It is the respondent's responsibility to appropriately mark and deliver the proposal to PSC by the specified date. RFPs not submitted in the format as instructed by this RFP will not be accepted. RFPs must be addressed re: RFP for CDL Training.

Proposal Due Date: RFPs must be submitted to: Prairie State College – ATTN: Commercial Truck Driving Training RFP, 202 S. Halsted St., - Room 2115, Chicago Heights, IL 60411 by 4:00 p.m. on October 11, 2021, with the vendor's name, return address, a proposal for Commercial Truck Driver Training, and signed certification of contract/bidder.

Insurance: The vendor performing services for PSC shall:

- Maintain full worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.
- Maintain commercial liability, bodily injury, and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be two million dollars (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.
- Maintain a \$5,000,000 umbrella liability per occurrence.
- Provide motor vehicle insurance for all owned, non-owned, and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be two million dollars (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.
- Provide a certificate of insurance naming the College as an additional insured. This document must be submitted prior to the contract start date, and each year the contract is in place.
- The vendor waives any rights to recovery from the College for any injuries that vendor and/or its employees may sustain while performing services under the agreement and that is a result of the negligence of vendor or its employees.

Taxes: As a public community college, PSC is exempt from Federal, State, and Municipal Taxes. Tax exemption numbers will be provided upon request.

Indemnification: Once an agreement is signed, the College agrees to be responsible for its own acts of negligence and vendor will agree to be responsible for its own acts of negligence which may be alleged in connection with any and all claims for costs, expenses and damages to person(s) and property that may arise out of or be occasioned by a signed agreement or any of its activities or from any act of omission from any employee or invitee of College or vendor, otherwise each party, to the extent of its

proportionate responsibility, agrees to indemnify and hold harmless the other party, its directors, officers, shareholders, employees, agents, representatives, successors, assigns, and subcontractors against all actions, claims, demands, liabilities, losses, damages, costs, and expenses, including reasonable attorneys' fees, to the extent resulting, directly or indirectly, out of an actual or alleged injury to a person or to property as a result of that party's obligations under a signed agreement.

Disclosure: Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

Compliance with Laws: The bidder shall at all times observe and comply with all laws, ordinances, regulations, and codes of the Federal, State, County, and local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

College Standards: The vendor agrees to comply with College standards and safety rules and procedures. This includes Student Code of Conduct. Due to College security requirements, the College staff may require the vendor to document when they are on College property.

Other: PSC is committed to a policy of non-discrimination. Thus, bidders are required to be in compliance with Federal Executive Orders 11246 and 11375, and the Equal Employment Opportunity Clause issued by the Illinois Fair Employment Practices Commission Public Act 77-1552.

Signature on Bids: PSC District #515 requires the signature on bid documents to be that of an authorized representative of said company. Each bidder represents that he/she has read and understands the bidding documents and that these instructions are a part of the specifications.

Term of Contract: Any contract, which results from this RFP, shall be for a period of a minimum of one (1) year from the date of the contract award. PSC reserves the right to renew this contract at its sole discretion for up to four (4) additional years.

Right to Cancel: PSC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should PSC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

III. GENERAL TERMS AND CONDITIONS

Relationship of Parties: Vendor shall be engaged by the College solely on an independent contractor basis, and the vendor shall therefore be responsible for all business expenses, including, but not limited to, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

Nondiscrimination: Vendor and any person acting on behalf of the vendor, shall not discriminate, because of race, color, religion, sex, age, national origin, or disability against any citizen of this state in the employment of any person qualified and available to perform the work under a signed agreement.

Vendor and any person acting on behalf of the vendor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under a signed agreement on account of race, color, religion, sex, age, national origin, or disability.

Vendor shall not engage in discriminatory employment practices. The vendor certifies that it and any subcontractor will comply with all applicable federal and state laws, as well as rules and regulations governing fair labor and employment practices. Contractor and any subcontractor are encouraged to purchase goods and services from certified Minority Business Enterprise and Encouraging Diversity, Growth, and Equity vendors.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless the vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While PSC will endeavor to maintain all submitted information deemed proprietary within PSC, PSC will not be liable for the release of such information.

Negotiation: PSC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. PSC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of the College.

Award: The successful vendor, as determined by PSC, shall be required to execute a contract for the furnishing of all services and other deliverables required for the successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from PSC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of PSC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

IV. FORMAT FOR RESPONSE

Four (4) complete hard copies (bound) of the proposal and one (1) complete electronic copy (via USB flash drive) shall be provided. The hard copies must be in binders.

Each proposal must include sufficient data to allow the evaluation team to verify all of the vendor's claims of meeting the RFP's requirements. These instructions describe the required format for a responsive Proposal. The vendor may include any additional information they believe is relevant. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

Each Proposal must contain the following, in this order, and must be typed:

- A. Cover Letter
- B. Vendor Profile Summary
- C. Scope of Work Vendor Proposal
- D. Proof of Workers' Compensation
- E. Insurance and Registration
- F. Revenue Share / Equipment / Instructional Guidelines
- G. Minority Business Designation
- H. Placement Plan
- I. Student Data and Marketing
- J. Student Services
- K. College Enrollment Process
- L. Bidder's Certification Statement

A. Cover Letter

The vendor must include a standard business letter signed by an individual authorized to legally bind the offer. The vendor must be engaged in the business of providing the same or similar services as requested in this RFP. All services must comply with the Illinois Department of Transportation Standards, any relevant licensure laws and related policies and protocols. The letter must also include the following:

Minimum Required Response:

- a. A statement regarding the vendor's legal structure (e.g., an Illinois corporation), Federal tax identification number, and principal place of business.
- b. A list of the people who prepared the proposal, including their titles.
- c. The name, address, telephone number, and fax number of a project representative who has the authority to answer questions regarding the Proposal.
- d. A list of all subcontractors or independent contractors, if any, that the vendor will use to provide services.
- e. A list of references (Business and Education, minimum three [3]).
- f. Provide years in this type of business, copies of Licenses, Accreditations and Certifications (e.g. VA Certified).

- g. A statement that the Proposal meets all the requirements of this RFP.

B. Vendor Profile Summary

- a. Include information from existing schools on the number of participants enrolled, the number of participants receiving their license, and the number of individuals who have received employment.
- b. Show proof of Illinois Commercial Driving School License and verify that you are able to operate on multiple campuses/locations simultaneously.
- c. Indicate any third-party firms involved with your program and state their role(s).
- d. Include any staff resumes/bios/job descriptions relevant to supporting the implantation of this proposal.

C. Scope of Work Vendor Proposal

This section must fully describe the vendor's approach, method, and specific steps for providing services. The detailed proposal must present and explain the vendor's recommended approach to offer CDL training, including method of delivery for the following:

- a. Prior to the start of training, the vendor is responsible for all prospective students in the driver training program to have completed a drug screen and DOT physical exam. The cost of the drug screening, physical examinations, and permit fee shall be borne by the vendor.
- b. Provide a snapshot of a 4-week, 160-hour training course developed to prepare students for the Illinois State Class A CDL pre-trip, skills and road tests, and ultimately for an entry-level position in the trucking industry. It is also requested to provide the same training in an alternate 8-week, 160-hour evening course.
- c. The college's goal is student success. Within reason, the vendor will continue to work with any student who may not successfully pass the permit test or any yard or road test to ensure their success as part of the student's tuition cost.
- d. Identify the breakdown of classroom time vs. hands-on/on-road time.
- e. Break down of student to instructor ratio and on-road time in driver's seat vs. observant passenger time.
- f. # of hours of instruction provided for the written exam.
- g. # of hours of instruction provided for endorsements including HAZMAT, tankers, doubles, triples, etc.
- h. Coverage of any additional costs related to the endorsements (exam fees, instructor pay, consumables, etc.).
- i. Instruction provided on logs and e-logs.
- j. Training provided using both standard and automatic transmissions
- k. Provide any recent (past 5 years) safety violations and steps taken to rectify.
- l. Provide current (past 5 years) pass/placement rate.
- m. Include current references and/or testimonials of your service/company.
- n. Upon successful completion of the training, the vendor will be responsible for placement assistance. The program manager will work with trucking firms to assist the students in finding employment. The

program manager may work with College personnel to have a job fair related to the trucking industry.

D. Proof of Workers' Compensation

The vendor must carry and show proof of current coverage for Workers' Compensation for all employees, subcontractors, and independent contractors. The vendor agrees and understands that PSC shall not provide Workers' Compensation coverage for the contractor, employees of the contractor or any subcontractors. Sole proprietors and staffing agency companies are also subject to comply with all Workers' Compensation insurance requirements.

The vendor must provide proof of Workers' Compensation coverage and must maintain coverage for the term a signed agreement and any subsequent renewals (a copy of a current certificate).

E. Insurance and Registration

The vendor must provide proof of insurance and State Registration on all semi-tractor/trailers and any other vehicles to be used in the program and will continue to provide proof for each item any time the certificate/registration expires. Vendor will provide a certificate of insurance naming the College as an additional insured. This document must be submitted prior to the contract start date, and each year the contract is in place. The College will provide the same for the tractor-trailer equipment that may be utilized as a part of a signed agreement.

The vendor waives any rights to recovery from the College for any injuries that vendor and/or its employees may sustain while performing services under this agreement and that is a result of the negligence of the vendor or its employees.

F. Revenue Share / Equipment / and Instruction Guidelines

- i. Vendor shall offer a cohort-based classroom model for training where students meet at pre-scheduled times with other students. The vendor shall also offer an independent-study option where students work with a certified classroom instructor to set times that are convenient for the student to complete the required classroom hours.
- ii. The vendor shall adopt the following revenue sharing agreement: The College shall collect all tuition payments for the CDL classes. Upon completion of each cohort, the College shall pay the vendor a specified amount for each cohort-based registration and a specified amount for each independent-study registration received, along with an accounting of each such payment. The cohort-based per student rate will cover the cost of tuition, IDOT Physical and Drug Exam, Permit Exam, and the CDL Exam (up to three times). The independent-study per student rate will cover the cost of tuition, IDOT Physical and Drug Exam, Permit Exam, and CDL Exam (up to three times).

- iii. Vendor must use Prairie State College trucks and equipment. Prairie State College assumes responsibility for College vehicles and equipment.
- iv. If trucks or equipment are unsatisfactory from time to time, Vendor must provide and/or work with Prairie State College to provide alternative trucks or equipment on a timely basis. Vendor must provide maintenance program for Prairie State College trucks to be paid by Prairie State College. Vendor must notify College of vehicle or equipment deficiencies on a timely basis.
- v. Vendor must provide evidence of exam pass rates above 80%.
- vi. As needed, vendor shall offer additional driving time beyond the initial 40 hours to students at a rate of no more than (amount to be determined) per hour. Additional hours of driving time beyond the initial 40 hours are not to be included in the initial cost per student.
- vii. The College is seeking a three-year contract to begin _____ and conclude on _____ with an option to renew for a possible fourth and fifth year if the vendor and the College agree to terms.
- viii. Failure to respond to this proposal will result in elimination from the College's proposal list. A "NO BID" is considered a valid response.
- ix. Vendors should submit the RFP Contractor/Bidder Forms (pages 19-21) as a component of the RFP.

G. Minority Business Designation(s)

Please indicate on RFP Contractor/Bidder form (page 19), if your company is a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB).

H. Placement Plan

The vendor must complete a detailed placement plan and describe how individuals who complete the course will be assisted with job placement. Please provide the College with your current pass/placement rate for the past 5 years.

I. Student Data and Marketing

The vendor must describe the current student tracking technologies used and your student data by year. List the number of students per year for the last 5 years, number of successful completions, and number of placements into gainful employment. Describe your current marketing strategies and any proposed marketing strategies if a partnership with PSC is achieved. Indicate projected enrollment.

J. Student Services

The vendor should provide a summary or detailed list of services offered to the students including but not limited to recruiting, registration, tuition collection,

physical, driver motor vehicle records, tutoring, etc. The vendor should maintain records of student enrollment under the commercial driving school. Student information will be shared with PSC to track enrollment reporting.

K. College Enrollment Process

Vendor and its employees will comply with all college program admission requirements, grading and grade recording policies, and financial aid (Illinois Veteran's Grant, WIOA Funding, etc.) pre-approval procedures before a student begins training.

L. Bidder's Certification Statement

V. EVALUATION

An initial review will be performed by an evaluation team. This evaluation team will review all Proposals for their format and completeness, will rate the Proposals, and come to an agreement. Cost/revenue sharing price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to PSC, in the sole judgment of PSC. The selection process will include, but not be limited to, the following considerations:

- The provider's experience in providing Commercial Driver's License training school.
- Success is measured based on the percent of students licensed and the success of students gainfully employed in the transportation industry.
- Ability to meet a late January/early February 2022 start date.
- The provider's ability to assist PSC in meeting the overall goals.
- Completeness of the proposal responses and comprehensive work plan description.
- The quality and range of services the firm proposes to provide.
- The experience and qualifications of the staff that will be assigned to service PSC's account.
- The extent to which the goods or services meet PSC needs.
- The firm's overall experience, reputation, expertise, stability, and financial responsibility.
- The vendor's past relationship with PSC, if any.
- The ability to provide service within the defined timeframe and expediently and efficiently.
- Vendor's financial terms offered to PSC.
- The training options available, if applicable.
- Vendor Certified Business Enterprise Program and/or MBE/WBE/VBE/SDVBE/PDBE Certification.
- Any other relevant factor that a private business entity would consider in selecting a supplier.

VI. SCOPE OF WORK

Training Goal: The overall concept is to produce a system that allows PSC and the selected vendor to recruit, train, and place a larger quantity of qualified, safety-oriented graduates into productive driving careers within the trucking industry. The selected vendor must be able to meet a January start date. Vendor will design, develop, and deploy a licensed Commercial Driver Training Schools (CDL Certified) offered in partnership with PSC to include basic mandated classroom instruction and behind the wheel instruction.

Description: The commercial truck driver training program is designed for the student with no commercial driving experience. The program will offer quality classroom, behind the wheel, and road and range instruction with an emphasis on driver safety. Successful completion from this course, including passing the state-required CDL test, will result in the student receiving a Class-A CDL License and a non-credit certificate from the college. The collective goals of the college and vendor are to advance truck driver training, proficiency, and professionalism, and to put quality drivers on the road.

Prerequisites: Prior to the start of training, the vendor is responsible for all prospective students in the driver training program to have completed a drug screen and Department of Transportation physical. The cost of drug screening, physical examinations, and permit fee shall be borne by the vendor.

Enrollment Periods: Weekly enrollment may begin each Monday. The vendor and the college will collaborate on student/driver applications, eligibility, admissions registration, etc. PSC building access guidelines and class enrollment (minimum and maximum) must be followed.

Program Length: To maintain satisfactory progress, students must attend and complete all scheduled course hours and complete the program within the semester. The standard time frame necessary to complete the program is four (4) weeks of school with a total of 160 clock hours. However, this may change as needed to meet all program objectives.

The vendor will provide a 4-week, 160-hour training course developed to prepare students for the Illinois Secretary of State Class A CDL pre-trip, skills and road tests, and ultimately for an entry-level position in the trucking industry. It is also requested to provide the same training in an alternate 8-week, 160-hour evening course.

Students must obtain a Class-A CDL Permit, no later than Day-5, in order to advance to range instruction on Day-6. Students must maintain satisfactory attendance and a minimum score of 80% in both academics and skills in order to be qualified for the next evaluation period. Each student must fulfill the course requirements and must pass the state required CDL test within the allotted timeframe. The course does not guarantee that any student will successfully complete the training program. Students may be exited from the program if unsuccessful with meeting training requirements.

The college's goal is student success. The vendor will, within reason, continue to work with any student who may not successfully pass the permit test or any yard or road test to ensure their success as part of the student's tuition cost.

Upon successful completion of the training, the vendor will be responsible for placement assistance and work with college staff to assist the students with finding employment.

College Hours of Operation: Unless amended by Board action, the standard hours of operation are (8) hours per day, Monday through Friday, 8:00 a.m. to 4:30 p.m. Select business and student support offices may maintain business hours beyond 4:30 p.m. to accommodate student and public needs.

During the following days, the College shall be closed to all public business: Independence Day, Labor Day, Day before Thanksgiving Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, Spring Break Day, and Memorial Day. The College is also closed between Christmas Eve Day and New Year's Day. Holidays which occur on a Saturday or Sunday are to be observed on the workday immediately preceding or following the holiday.

The College reserves the right to change or alter the hours of the course and operations based on needs. Any changes to the hours of operation will be communicated through the appropriate personnel to maintain continuity and communications.

Instructional Quality and Personnel: The College and vendor will employ qualified personnel to provide educational services in accordance with state regulations and policies of the College and governing bodies. Changes and revisions in content or method will be discussed and agreed upon by both parties.

The Manager Workforce Development and Community Partnerships – Workforce Trades will serve as the college liaison along with support from the Operations Support Specialist.

The vendor is responsible for assigning a program coordinator and all instructors (at vendor expense) to meet the needs of the program. Proper documentation must be on file with PSC on each employee to include emergency contact information, the proper licenses, experience and other necessary qualifications.

All vendor employees will be required to participate in any mandatory employee training through PSC and all employees of the vendor must adhere to PSC's policies and procedures.

Marketing: Vendor agrees to promote and solicit qualified students through the use of advertising, information seminars, and direct contact. Vendor agrees to obtain the written approval of College prior to the commencement of a new advertising or marketing project. Advertising and marketing need to occur on an ongoing basis and at a minimum advertising and marketing needs to occur on a quarterly basis. All marketing/advertising pieces that contains PSC must be approved prior to submission.

College Enrollment Process: Vendor and its employees will comply with all college program admission requirements, grading and grade recording policies, and financial aid (Illinois Veteran's Grant, WIOA Funding, etc.) pre-approval procedures before a student begins training.

All students enrolled at the College through vendor shall be subject to and be entitled to exercise all rights and privileges as set forth in all rules, regulations and requirements for students which are implemented from time to time by the College. Such students shall be required to abide by all such rules, regulations, and requirements that are outlined in the Student Handbook.

Auxiliary Service Obligation: If a student requests an auxiliary service/accommodation under the Americans with Disabilities Act ("ADA") to participate in the training sessions(s) under the agreement, the college and vendor are responsible for providing these service/accommodations.

Vendor Responsibilities

Under the terms of the proposed agreement, the vendor will be responsible for the following:

- Provide training that aligns with the proper and necessary curriculum that leads to the successful attainment of a Class A, CDL License.
- Collaborate with the College on partnerships, as much as possible, and/or as needed.
- Vendor will consider College network access at off-site location for training.
- Provide all applicable/required program/training costs associated with tuition (i.e., scholarships), recruitment, instructional salaries.
- Share student/trainee records for the purpose of assisting with admissions, registration, and data entry into the College operational and management systems.
- Vendor will remain an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.
- Provide proof of all insurance required by the agreement.
- Develop, implement and actively market the CDL, Class A License program for the purpose of aiding program enrollment.
- Provide a weekly list of names of students to the designated College resource who are not found eligible for the driver training academy program; as these students might be appropriate and considered for entry into other College career or academic pathways.
- Adhere to College policies and procedures pertaining to students as well as participate in workplace training such as FERPA, Sexual Harassment and Title IX.
- Collaborate with Prairie State College prior to the production of any marketing collateral.
- Company shall comply with all laws, rules and regulations applicable for the instruction and ascertainment of a CDL License.

College Responsibilities

Under the terms of this Agreement, the College will be responsible for the following:

- Provide marketing support independently or in joint formation with the vendor initiatives to help promote market awareness and to increase program enrollment and its vitality and sustainability.
- Provide a dedicated staffing resource to serve as a liaison between the College and vendor.
- Ensure that staff and operations are properly trained and in alignment with curriculum and standards of Administrative Rules.

- Involve/include the vendor in other marketing and community activities and events in an effort to promote the stakeholder partnership and value to the immediate and outlying communities.
- Assist/support the vendor with potential instructional resources that may be of value and/or in need. This may include (but not limited to) the writing of a grant for capital outlay items (i.e. classroom simulator).
- Work to research, locate, and write to obtain approval for eligible grants that have a focus on state/federal transportation services through the Department of Labor (DOL) and/or Department of Public Safety (DPS). Grants could aid the vendor in meeting the needs of securing the needed drivers in its industry.
- While the Commercial Driver Training School (vendor) will maintain the instructional integrity, the College will enroll all eligible students into its College/Admissions system and issue a non-credit certificate of completion.
- Provide guidance, support, and if applicable curriculum and instructional resources.
- Access to facilities/equipment:
 - **Equipment** – access to three tractor/trailers and computer lab. Three trailers will be wrapped with general college information. See Signage section below.
 - **Classroom access** – a minimum of 300 square feet of classroom space; heating and ventilating adequate to maintain a comfortable room temperature for students and instructors; adequate lighting system so as to provide sufficient lighting for the students and instructors; sufficient seating facilities and writing surfaces for students; blackboards or other forms of illustrative devices which are visible from all seating areas; adequate fire extinguishers in operable condition (as required pursuant to Section 6-404(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code).
 - **General office access**– dedicated telephone line with call waiting and/or call rollover to electronic voice mailbox; access to a fax line and access to fax machine; access to copy machine; access to adequate office supplies (pens, pencils, paper, etc.); office furniture (desk, lockable filing cabinet, etc.); personal computer with internet access.
 - **Yard** – Adequate access to a training yard to support instruction. College agrees to provide snow and ice removal for yard to facilitate skills training.
 - **Signage** – Permanent general signage. Signage will be reasonably visible to the general public from outside the classroom facility. Signage will satisfy the State of Illinois requirements. Wrap design for PSC’s three owned trailers signage below.

IMPORTANT NOTICE:

Prairie State College makes no guarantee as to the numbers of students who may register or the number of classes that may be contracted. Truck driving training courses are offered through the College’s Workforce Development and Community Education Department.

The goal of the college is to run three (3) to four (4) cohorts a year with up to 15 students in each cohort. We also anticipate serving three (3) to five (5) independent study students. Workforce Equity Initiative students will contribute to the cohorts and are encouraged to apply as an important part of each cohort.

Specifications may be obtained at <http://prairiestate.edu/bids-rfps>



Illinois Secretary of State Department of Drivers Services Accreditation

All training vendors must comply with all rules and regulations within **Title 92: Part 1060 of the Administrative Code Commercial Driver Training Schools (Illinois Secretary of State)**. The following items are highlighted for basic consideration.

1. Accreditation of the Program (Section 1060.200)

- Each commercial driver training school that desires to offer instruction to those individuals who wish to obtain a CDL and/or endorsement and/or restriction must be accredited by the Secretary of State through the Department of Driver Services before instruction can be offered or advertised.

2. School Location and Facilities (Section 1060.50)

- Each driver training school must comply with IVC Section 6-409. In addition, the branch classroom shall be identified as such by a permanent sign which indicates the location of the main office and classroom and which is reasonably visible to the general public from outside the branch classroom
- All CDL, endorsement and/ or restricted accredited schools must provide all classroom and vehicle facilities and equipment prescribed in IVC Chapter 6, Article IV and Section 1060.50.
- The CDL vehicle training area must be a solid surface, able to accept paint, a minimum of 27,000 feet, have adequate lighting and parking, and properly maintained (**Section 1060.200**). **or on PSC Campus**

3. Instructor Qualifications (Section 1060.200)

- A driver training instructor teaching the classroom portion of a CDL, endorsement and/or restriction accredited course must comply with Section 1060.120 which explains the requirements to obtain and retain a driver training instructor's license and Section 1060.130 which explains the driver training instructor examination requirements.
- A driver training instructor teaching the behind the wheel portion of a CDL, endorsement and/or restriction accredited course must comply with the provision of Sections 1060.120 and 1060.130 and be licensed in a classification representative of the vehicles in which he or she intends to teach for at least three consecutive years immediately prior to application (a month lapse in renewal will not negate the 3 consecutive years requirement).

4. Required Course of Instruction (Section 1060.200)

- CDL accredited driving schools must administer driving instruction that corresponds to a curriculum provided to the school by the Secretary of State. Each CDL accredited driving school must provide the minimum of 160 hours of instruction over 4 weeks or more to each student, as indicated in the curriculum. The 160 hours of instruction must include the following (Classroom 40 hours, Range 20 hours, Over the Road 20 hours, Observation 20 hours, and Remedial Training 60 hours).

5. Student Ratio (Section 1060.200)

- The total number of students per current licensed instructor and each registered CDL vehicle shall not exceed the number of students defined in Section c (8) 1060.200.

6. Safety Inspection of Driver Training School Motor Vehicles (Section 1060.110)

- All motor vehicles used by any driver training school or driver training instructor for driving instruction or driver training purposes shall be safety inspected by the Illinois Department of Transportation.
- All motor vehicles which have passed safety inspection shall be issued a safety inspection sticker.

Prairie State College

Illinois Community College District 515
202 S Halsted St, Chicago Heights, Illinois 60411

Request for Proposal Issue Date: September 6, 2021
COMMERCIAL TRUCK DRIVING TRAINING

RFP CONTRACTOR/BIDDER FORM

COMPANY INFORMATION

1) Please indicate the number of students that pass the required State testing on their first attempt. _____

3) Is your company certified as a provider of CDL training with the State of Illinois? _____

4) How many hours do the students spend actually driving? _____

5) What is the instructor to student ratio during driving?
(Number of students in the truck) _____

6) Is job placement assistance provided? _____

7) Describe your fleet of trucks/vehicles, if applicable.

8) Please indicate if your company is a Minority Business Enterprise (MBE), Female Business Enterprise (FBE), Persons with Disabilities Business Enterprise (PBE), Small Business Enterprise (SBE), or Veteran Owned Business (VOB). _____

Company Name and Address: _____

Signature: _____ Title: _____

Printed Name: _____ Email: _____

Prairie State College

Illinois Community College District 515
202 S Halsted St, Chicago Heights, Illinois 60411

Request for Proposal Issue Date: September 6, 2021
COMMERCIAL TRUCK DRIVING TRAINING

PRICING SHEET

1) Year One - _____ to _____

Cost per cohort-based student \$ _____

Cost per independent-study student \$ _____

2) Year Two - _____ to _____

Cost per cohort-based student \$ _____

Cost per independent-study student \$ _____

3) Year Three - _____ to _____

Cost per cohort-based student \$ _____

Cost per independent-study student \$ _____

Optional year four and five:

4) The cost per student, for possible year 4 will not exceed _____% of the year three prices.

5) The cost per student, for possible year 5 will not exceed _____% of the year four prices.

6) Price for student (not included above) to have additional \$ _____/per hour
hours of driving time beyond the initial 40 hours (to be paid by student directly to vendor)

Company Name and Address: _____

Signature: _____ Title: _____

Printed Name: _____ Email: _____

Prairie State College

Illinois Community College District 515
202 S Halsted St, Chicago Heights, Illinois 60411

Request for Proposal Issue Date: September 6, 2021
COMMERCIAL TRUCK DRIVING TRAINING

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

SIGNATURE

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Prairie State College
ATTN: Commercial Truck Driving Training RFP
202 S. Halsted St. – Room 2115
Chicago Heights, Illinois 60411

Please return this form document with your proposal.

Prairie State College

Illinois Community College District 515
202 S Halsted St, Chicago Heights, Illinois 60411

Request for Proposal Issue Date: September 6, 2021
COMMERCIAL TRUCK DRIVING TRAINING

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- Under Illinois law, prices and price quotes become public information once the information is announced at the public bid opening and may not thereafter be kept confidential.
- Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a proposal at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act (“FOIA”, 5 ILCS 40/7(1)(g)).
- “Trade secret” as defined in Section 2(d) of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.

* * * *

The attached material submitted in this Response to Prairie State College **Proposal for the purchase of Truck Driver Training Classes** trade secrets and/or commercial or financial information that is proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(Insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Page #(s)	Topic	Why disclosure would cause competitive harm
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If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of "confidential" in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Print

E-mail address: _____

Date: _____

Please be sure to include one copy of your RFP response that has confidential and/or proprietary information removed/redacted. Please mark this as "FOIA Copy."