

# **REQUEST FOR PROPOSALS (RFP)**

## **For**

### **Student Transportation and Concierge Services 2026**



**ISSUE DATE: August 7, 2026**

**RESPONSES DUE: August 17, 2026**

**AWARD NOTIFICATION: August 19, 2026**

**City of Detroit**

*Mary Sheffield, Mayor*

**Mayor's Workforce Development Board**

*Dr. Darienne Hudson, Co-Chairperson*

*Joshua Sirefman, Co-Chairperson*

**Detroit Employment Solutions Corporation**

*Alice Thompson, Chairperson*

*Terri Weems, Interim President*



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## Student Transportation and Concierge Services 2026 RFP or STACS 2026 RFP

Prospective Applicants without a valid City of Detroit Treasury clearance are encouraged to apply before the proposal deadline. A contract cannot be awarded until compliance with applicable City of Detroit clearance requirements is verified. Refer to Section VIII.B.10, City of Detroit Compliance Documents.

| <b>BIDDING INFORMATION</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Issue Date:</b>            | <b>August 7, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Questions Deadline:</b>    | <p><b>August 12, 2026 at 5:00PM (EST)</b></p> <p>All questions should be received in writing via email to <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.<br/>To be properly received, <u>Email Subject line must include:</u></p> <p style="text-align: center;"><b>Questions for <u>STACS 2026 RFP</u></b></p> <p>DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Response to Questions:</b> | <p><b>August 14, 2026 at 5:00PM (EST)</b></p> <p>Responses to questions will be available at this link:<br/><a href="https://www.descmiworks.com/opportunities/rfps-and-rfqs/">https://www.descmiworks.com/opportunities/rfps-and-rfqs/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Proposal Due Date:</b>     | <p><b>August 17, 2026 at 5:00PM (EST)</b></p> <p>Responses must be <u>received</u> electronically by email to: <a href="mailto:procurement@detempsol.org">procurement@detempsol.org</a>.</p> <ul style="list-style-type: none"> <li>Files submitted via email must not exceed 25 MB.</li> <li>Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated.</li> <li>To be properly received, <u>Email Subject line must include:</u></li> </ul> <p style="text-align: center;"><b>Response to: <u>STACS 2026 RFP</u></b></p> <ul style="list-style-type: none"> <li>Proposal email responses that include DESC staff will not be accepted.</li> <li>Confirmations of proposals received will be provided within <u>48 business hours</u> of receipt.</li> </ul> <p><b>Please note:</b> Allow ample time for submitting your proposal. DESC strongly encourages submitting at least one business day prior to due date. DESC will not extend the submission deadline due to technical issues or outages.</p> <p><b>DESC WILL NOT ACCEPT PAPER/HARD-COPY OR LATE PROPOSALS.</b></p> |
| <b>Award Notice:</b>          | The award notification is planned to be provided by <b>August 19, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Contract Start Date:</b>   | The contract period is scheduled to begin <b>by August 24, 2026.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



Student Transportation and Concierge Services 2026 RFP or STACS 2026 RFP

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### **I. INTRODUCTION**

The Mayor's Workforce Development Board (MWDB) is responsible for the planning and oversight of workforce development programs serving the City of Detroit. Detroit Employment Solutions Corporation (DESC), designated by the MWDB, serves as the fiscal and administrative entity responsible for implementing workforce development programs and coordinating services across Detroit. DESC administers federal, state, local, and private funding and oversees the Detroit at Work workforce system.

DESC conducts procurement activities in accordance with applicable grant requirements and Michigan LEO-WD Policy Issuance 24-36.

On behalf of the City of Detroit, DESC is seeking proposals from qualified firms to provide Student Transportation and Concierge Services as described in this RFP. DESC anticipates awarding one or more contracts based on the proposals received, available funding, and the best interests of DESC and the City of Detroit.

### **II. CONFIDENTIALITY**

DESC will treat as confidential any non-public information that we receive from you in our discussions about the transaction contemplated by this RFP (other than information that we also receive from other, non-confidential sources, or that we independently develop ourselves).

### **III. ORGANIZATION QUALIFICATIONS**

Eligible applicants include U.S. based non-profit organizations, private for-profit companies, units of local government including community colleges and universities, and faith-based and community organizations.

Small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms are particularly encouraged to apply.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Treasury or Internal Revenue Service requirements. Applicants must possess the following:

- All required licenses, bonding, equipment, and identified core personnel necessary to perform the work as required in the RFP.
- Documentation of the business structure (e.g. corporation, LLC, sole proprietor, partnership, etc.) you have registered to conduct business; and
- Personnel policies and procedures demonstrating compliance with Equal Employment Opportunities requirements, Americans with Disability Act, and Drug Free Workplace and Byrd Anti-Lobbying Act.



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Applicants must assure the ability to comply with all applicable laws and regulations, as well as the non-discrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) If a contract is awarded as a result of this RFP, Applicants must be able to comply with insurance requirements, as necessary based on the nature of the particular contract. Required coverage may include Commercial General Liability Policy (A \$3,000,000 per occurrence) with the following coverage:
  - Broad form property damage
  - Premises/Operations
  - Independent Contractors
  - (Blanket) Broad form Contractual
  - Personal Injury
- b) Workers' compensation insurance, as required by law,
- c) \$1,000,000 combined single limit automobile liability insurance, including hired and leased vehicles, owned and non-owned autos, and "no fault" coverage,
- d) Errors and omissions liability insurance with minimum limits of \$1,000,000 per occurrence and \$1,000,000 dollars aggregate,
- e) Awarded Applicant shall be responsible for payment of all deductibles contained in any insurance required hereunder.
- f) Certificates of Insurance evidencing the required insurance coverage shall be submitted by the Awarded Applicant at the time it executes an Agreement or at such later time, prior to the commencement of any services.
- g) The comprehensive liability insurance certificate and policy shall name DESC and the City of Detroit as additional insureds, as applicable.. Certificates of Insurance evidencing all required coverages shall be submitted to the Detroit Employment Solutions Corporation, Procurement and Contracting Office, [procurement@detempsol.org](mailto:procurement@detempsol.org) prior to the commencement of performance under an Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.
- h) The Awarded Applicant shall provide written notice to DESC within five (5) business days after becoming aware of any cancellation, non-renewal, lapse, material reduction in coverage, or change in insurance carrier. The Awarded Applicant shall provide updated Certificates of Insurance evidencing replacement coverage. Failure to maintain required insurance coverage



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may constitute a material breach of the Contract.

- i) The Awarded Applicant shall cause all contracts and subcontracts under an Agreement resulting from this RFP if any, to require that the contractors and subcontractors, if any, maintain all of the insurance required by this Article and that the liability insurance shall name as an additional insured DESC and the City of Detroit.
- j) The Awarded Applicant shall ensure that any transportation provider, subcontractor, transportation network company, or other entity used to transport students maintains insurance appropriate to the services performed and in compliance with applicable law. Evidence of such coverage shall be provided to DESC upon request.

### **Additional Qualifications**

**To be considered for an award of this service, the proposing organization or individual must meet the following qualifications:**

- Applicant must have at least **three (3) years** of experience providing services detailed in this request for proposal.

## **IV. SCOPE OF WORK**

### **A. Overview and Background**

Detroit Employment Solutions Corporation (DESC), in partnership with the City of Detroit, seeks a qualified contractor to provide student transportation, dispatch, and concierge services for a Fall 2026 Student Transportation Rideshare Pilot. The initiative is intended to provide targeted transportation solutions to help reduce chronic absenteeism among participating Detroit students.

The pilot is anticipated to serve approximately 150 students traveling to and from Pershing High School, Denby High School, Osborne High School, and East English Village Preparatory Academy. Transportation routes are not predetermined and will be based on the transportation needs of students approved for service by DESC or its designated program partner.

Services are anticipated to begin August 24, 2026, and continue through approximately mid-October 2026. Transportation will generally be provided Monday through Friday during normal school transportation hours, approximately 7:00 a.m. to 6:00 p.m., for students generally residing within approximately a five-mile radius of participating schools.

### **B. Required Services**

The selected contractor will coordinate transportation for students referred and approved for service by DESC or its designated program partner. At a minimum, the contractor must be capable of:

- 1) Receiving approved student transportation referrals and coordinating, scheduling, modifying, canceling, and dispatching rides.
- 2) Providing concierge support to students, parents/caregivers, schools, and designated program



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representatives, as appropriate.

- 3) Monitoring rides and addressing transportation issues, including missed pickups, driver cancellations, no-shows, incorrect drop-offs, and other service disruptions.
- 4) Providing ride-status information or notifications to authorized parties, where available.
- 5) Accommodating students with disabilities and individuals with limited English proficiency, as applicable.
- 6) Maintaining sufficient operational capacity to provide reliable transportation throughout the pilot period.

### **C. Student Safety and Transportation Standards**

Because services will involve the transportation of minors, the contractor must maintain appropriate safeguards for student transportation. These should include, as applicable:

- 1) Driver vetting and screening, such as criminal background checks, motor vehicle record screening, and ongoing driver eligibility monitoring;
- 2) Student safety protocols, including driver safety training and student pickup verification;
- 3) Parent or guardian authorization procedures and safeguards for personally identifiable information;
- 4) Vehicle safety inspections, routine maintenance, and appropriate automobile insurance; and
- 5) Other comparable practices that achieve the same student safety and protection objectives.
- 6) DESC will consider equivalent approaches that accomplish these objectives.

### **D. Reporting and Performance**

The contractor must maintain sufficient ride-level documentation to support invoices and allow DESC and the City to evaluate pilot performance. Reporting may include, but is not limited to:

- 1) Daily ridership and trip volume;
- 2) Completed and unsuccessful rides;
- 3) No-shows and cancellations;
- 4) On-time performance; and
- 5) Other transportation usage or service information reasonably requested by DESC.

The contractor must provide accurate and timely reports in a format and frequency established by DESC.





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### V. COOPERATIVE APPLICATIONS

**Cooperative applications are not accepted for this opportunity.**

DESC conducts procurements in a manner providing full and open competition in accordance with 2 CFR 200.319 and Michigan LEO-WD [Policy Issuance 24-36](#).

### VI. AWARD, TERM AND RENEWAL INFORMATION

If a contract is awarded as a result of this RFP, it will be a minimum one (1)-year **vendor** contract.

Award amounts will be determined solely at DESC's discretion after review and evaluation of the proposals. If more than one contract is awarded pursuant to this RFP, the applicant acknowledges and understands that contract award amounts may differ between vendors and that the determination is made at DESC's sole discretion.

**Based on performance during the initial contract period and contingent upon availability of funds, contracts may be extended for no more than four (4) additional, one (1)-year renewal options unless otherwise authorized by statute.** Initial plus renewal options may not exceed sixty (60) months. Any renewal option exercised under this contract is effective only after approval by the DESC Board of Directors and/or the President, as required.

In the event that additional funds become available, DESC reserves the right to use such funds to select additional providers from proposal applications received in response to this RFP. If no funds or insufficient funds are appropriated to DESC, or if funding is otherwise unavailable during the period of payment due under the contract, then DESC, upon written notice to the vendor, shall have the right to amend or terminate the contract without any penalty or expense to DESC.

### VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: All information pertaining to the prospective applicant's approach in meeting the requirements of the RFP shall be organized and presented in the prospective applicant's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and Completeness are Essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all applicants are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

**Ambiguous or inaccurate budget information is a basis for proposal disqualification.**

### VIII. RFP PROCESS AND PROCEDURES

#### A. Questions, Question Deadline and Responses to Questions

DESC conducts procurements in a manner that provides full and open competition in accordance





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with 2 CFR 200.319 and Michigan LEO-WD Policy Issuance 24-36.

Should a vendor have any questions about this RFP or be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the prospective vendor must make a written request for an official interpretation or correction.

Prospective vendors are advised that no oral interpretation, information, or instructions provided by an officer or employee of DESC shall be binding upon DESC. DESC will only honor questions submitted in writing.

All questions regarding the RFP shall be received by email no later than **August 12, 2026, at 5:00PM (EST)** to [procurement@detempsol.org](mailto:procurement@detempsol.org).

To be properly received, Email Subject line must include **Questions for STACS 2026 RFP**

Responses to questions will be available at this link by **August 14, 2026 at 5:00 PM (EST)**: <https://www.descmiworks.com/opportunities/rfps-and-rfqs/>

DESC does not guarantee a response to questions received after the question deadline. NO TELEPHONE CALLS WILL BE ACCEPTED.

**ALL INQUIRIES MUST BE VIA EMAIL** at [procurement@detempsol.org](mailto:procurement@detempsol.org).

### **B. Preparation of Proposals and Proposal Response**

DESC reserves the right to reject proposals that do not meet these requirements, and they may not be evaluated. This solicitation constitutes a formal procurement using competitive proposals in accordance with 2 CFR 200.320(b)(2). Award(s) will be made to the responsible offeror(s) whose proposal is most advantageous, considering price and other factors.

**Do not include** embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. Applicants must provide written notice in the proposal of intent to take exception to any requirements of the RFP. Such exceptions may reflect negatively on the evaluation of the proposal.

#### **1. Proposal Response**

Must be composed in a single document entitled **STACS 2026 RFP Response** unless stated otherwise. Acceptable document formats are MS Word or PDF. Proposal response or attachments should not be handwritten, should be of good copy, quality, readable and legible. Each page should be numbered in this format 'n of N'.

**Page limits** for the RFP response:

- Applicant proposals are limited to Fifteen (15)-pages; double-spaced using a 12-point font unless stated otherwise in the preparation directions.
- **Page limits do not apply to** financial documents, technical response, price proposal, subcontractor agreement documents, if applicable or required attachments (exhibits, resumes, organizational charts, etc.).

Proposal response should be composed as follows:



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### **Table of Contents** (listing all documents submitted in response to this RFP)

#### **1) Summary**

Provide a one (1) page summary that outlines Organization's background and history.

#### **2) Qualifications**

Applicant shall provide the following information that describes qualifications to successfully carry out activities described in the RFP.

- a) Describe your organization's experience providing transportation and concierge services of similar scope and complexity, including years of experience and up to three (3) representative examples of comparable work.
- b) Attach Entity's business registration documentation registered to conduct business. (e.g. corporation., LLC, sole proprietor, partnership, etc.) Include 501 (c)3 papers (if applicable).

#### **3) Performance History**

The applicant shall provide the following information that demonstrates a proven track record.

- a) Provide at least three (3) customer references that your company provided similar services (as described in this RFP scope of work), who can attest to the qualifications presented in this bid.
- b) Describe any significant performance issues within the past five (5) years involving comparable contracts, including missed project deadlines, contract termination, material service deficiencies, claims, or lawsuits. For each instance, briefly describe the circumstances, resolution, and corrective actions taken. If none, state "None."

#### **4) Administrative Capacity**

Applicants shall provide the following information to determine the administrative capacity necessary to support DESC throughout the term of a contract, if awarded as a result of this RFP.

- a) **Attach** an organizational chart identifying the Applicant's current organizational structure and key personnel who will support the proposed services.
- b) **Describe** the staffing and administrative resources that will be used to perform the proposed services, including key positions, relevant experience, primary responsibilities. Respondents must state whether personnel are currently in place or will need to be hired. **Identify** any significant staffing or resource dependencies that could affect implementation by the required start date.

#### **5) Service Delivery Description**

- a) The Applicant shall complete and submit **FORM B – Service Requirement and Delivery Response\_STACS 2026** to demonstrate its ability to provide the services identified in Section IV, Scope of Work.

For each requirement, the Applicant must:

- Indicate Yes, No, or Alternative Solution;
- Provide a brief description of how the proposed solution will meet the requirement;
- Identify any limitations, conditions, exclusions, or dependencies associated with the



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proposed solution; and

- Where an alternative approach is proposed, briefly describe how the alternative will accomplish the intended service objective.

Responses should be concise and specific to the Applicant's proposed service delivery model. General marketing information should not be included.

DESC will evaluate responses based on the Applicant's demonstrated ability to safely, reliably, and effectively meet the requirements of the Scope of Work.

- b) In no more than one (1) page, **describe** your proposed approach to implementing and managing the Student Transportation Rideshare Pilot beginning August 24, 2026. At a minimum,
- i. Address implementation readiness, coordination of approximately 150 students, communication with authorized parties,
  - ii. Describe service issue escalation, and
  - iii. Describe how your organization will maintain reliable service throughout the pilot.

### 6) **Price Proposal**

Applicants to this RFP are requested to make a firm cost proposal to DESC. If a contract is entered into as a result of this RFP, DESC will not provide reimbursement for any activities outside of the agreed terms and conditions.

Applicants must respond to and submit **FORM C – Cost Evaluation Scenario and Proposal Form\_STACS RFP** to make a firm cost proposal to DESC. The MS Word document is included as an attachment to this RFP.

DESC reserves the right to select proposals from the most responsible vendors with the most reasonable costs. DESC reserves the right to select multiple firms to perform all or separate parts of this function.

Page limits do not apply to financial documents, price proposal, subcontractor agreement documents or required attachments (exhibits, resumes, organizational charts, etc.).

### 7) **DESC Cover Sheet (Form A).**

This document must be submitted as a separate attachment with RFP proposal response. Template is included as an attachment with this RFP. **This document must be signed and submitted as a separate attachment with RFP proposal response.**

Form A must detail the full legal name and business address of the prospective contractor/vendor, including a street address if different from the mailing address, and must be signed and dated by the person or persons authorized to bind the prospective contractor/vendor.

### 8) **Representations and Certifications**

This document must be submitted as a separate attachment with RFP proposal response. Template is included as an attachment with this RFP. Provide as applicable below.

If registered with [www.SAM.gov](http://www.SAM.gov), provide Representations and Certifications Report;



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otherwise; If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.

### 9) **Financial Fit and Capacity**

Applicants shall complete and include with proposal response **Financial Fit Cash-On-Hand Certification Form** included with this RFP. The form should be submitted as an attachment with RFP proposal response.

***Note:** any applicants and/or proposed subcontractors or other partners deemed by DESC to be financially insolvent are subject to disqualification. A contract may not be awarded without a determination of Financial Fit and Capacity as it relates to this RFP. Contracts executed may be terminated if financial solvency is not maintained.*

### 10) **City of Detroit Compliance Documents**

Applicants must submit the following City of Detroit compliance documents, as applicable:

- a) **Consolidated Affidavits (Exhibit E).** Submit as a separate attachment with the proposal response.
- b) **Non-Collusion Affidavit with Conflict of Interest (Exhibit F).** Submit as a separate attachment with the proposal response.
- c) **City of Detroit Accounts Receivable and Tax Clearance.** Applicants are encouraged to obtain and submit the required clearance with the proposal. If an approved clearance is not available at the time of submission, the Applicant must provide documentation that a clearance request has been submitted. A contract will not be awarded until applicable City clearance requirements are satisfied.

### 11) **Changes in Proposal Requirements**

DESC may make changes to the requirements of this RFP as it deems necessary. Such changes will be in writing, issued by DESC and will be publicized or sent to applicants who have formally identified themselves as a potential vendor. If changes are made, DESC may, at its discretion, extend the time allowed for submission of proposals.



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### C. Submittal Information

Applicants must submit a complete proposal package containing the items below, in the order listed.

#### Proposal Response

- Table of Contents
- Summary
- Qualifications
- Performance History
- Administrative Capacity
- Service Delivery Description
- **Form B – Service Requirement and Delivery Response\_STACS 2026**
- **Form C – Cost Evaluation Scenario and Proposal Form\_STACS RFP**

#### Required Attachments

- DESC Cover Sheet (Form A)
- DESC Representations and Certifications for RFP Offerors
- Financial Fit Cash-On-Hand Certification Form
- Consolidated Affidavits (Exhibit E)
- Non-Collusion Affidavit with Conflict of Interest (Exhibit F)
- **City of Detroit Accounts Receivable and Tax Clearance**, if available at the time of proposal submission. If clearance is pending, the Applicant must provide documentation that a clearance request has been submitted.

All required forms and attachments must be submitted with the proposal unless otherwise stated in this RFP.

### D. Submittal Instructions

1. Proposals must be received electronically on or prior to the exact date and time detailed herein.
2. Attachments should be of good copy, quality, and legible.
3. Do not include embedded links to external information in proposal submissions. Links to external information provided in response to this RFP will not be evaluated.
4. Responses must be received no later than **August 17, 2026 at 5:00 PM (EST) by email to: [Procurement@detempsol.org](mailto:Procurement@detempsol.org)**. Files submitted via email must not exceed 25 MB.
5. To be properly received, Email Subject line must include **Response to STACS 2026 RFP**

**Important Note:** Allow ample time to submit your proposal. DESC strongly encourages submitting at least one business day prior to the due date above. DESC will not extend the submission deadline due to technical issues or outages.



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Due to the nature of this solicitation, proposal email submissions that include DESC staff will not be accepted. Confirmations of proposals received will be provided within 48 business hours of receipt.

### **DESC WILL NOT ACCEPT PAPER / HARD-COPY OR LATE PROPOSALS.**

#### **E. Changes in Facts**

Applicants shall advise DESC during the time the proposal is open for consideration of any changes in the principal officers, organization, the financial ability of, or any other facts presented in the proposal with respect to the applicant or the proposal immediately upon occurrence.

#### **F. Communications**

Applicants must submit all inquiries related to this RFP in writing to [procurement@detempsol.org](mailto:procurement@detempsol.org). Due to the competitive nature of this procurement, prospective applicants should refrain from communicating with DESC staff or stakeholders regarding elements of this procurement opportunity. Individualized technical assistance is not available to assist in completing a response to this RFP. DESC reserves the right to disqualify an Applicant's proposal from evaluation for failure to comply with requirements of this RFP.

#### **G. Evaluation Procedures, Oral Presentations, and Site Inspections**

Following the receipt of the applicant's proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the Applicant is acceptable.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

Proposals will be evaluated in accordance with the criteria listed below. DESC may invite selected Applicants to participate in an oral presentation, site inspection, or other pre-award review, if determined necessary. DESC reserves the right to accept or reject any proposal. Final award decisions are at the discretion of DESC.



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| CATEGORY                                       |                               | MAXIMUM POINTS POSSIBLE |
|------------------------------------------------|-------------------------------|-------------------------|
| A.                                             | Summary -                     | 5                       |
| B.                                             | Qualifications                | 15                      |
| C.                                             | Performance History           | 10                      |
| D.                                             | Administrative Capacity       | 10                      |
| E.                                             | Service Delivery              | 40                      |
| F.                                             | Price Proposal                | 20                      |
| G.                                             | <b>Financial Fit/Capacity</b> | <b>Pass/Fail</b>        |
| <b>TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL</b> |                               | <b>100</b>              |

### H. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

### I. Requests for Feedback and Information

A request for information related to this request for proposals can be made in writing via email to [procurement@detempsol.org](mailto:procurement@detempsol.org). Include FOIA Request in the subject line. Describe the records you seek and the format (hard copy or electronic). Provide the Requestor's name, email address, physical street address and contact phone number.

### J. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the Applicant can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of \$10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. All prospective vendors must accept DESC's contract boilerplate language or have a negotiated





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revision to said language on file with the DESC. DESC's standard contract provisions can be provided upon request.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

### **K. Contract Approval**

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer of DESC shall not authorize any payments to the vendor prior to such approvals; nor shall DESC incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

### **L. DESC Performance Monitoring and Evaluation Procedures**

DESC may conduct periodic monitoring and evaluation of all vendors to determine contractual compliance relative to funding requirements and guidelines, performance outcomes, quality of operation, and/or customer service. Based on the results of the evaluation or monitoring efforts, DESC may request performance improvement plans. In instances of significant performance or compliance deficiencies, DESC may place the contractor on a corrective action plan.

### **M. Modification of Services and Funding**

DESC reserves the right to modify the services provided by vendors awarded a contract during the contract period. Any modification and resulting changes in pricing shall be made by amendment to the contract and the vendor and DESC.

DESC also reserves the right to decrease or increase contract amounts during the life of the contract, based on the utilization of funds, vendor performance, and the availability of funds, or as further described in the contract.

Any individual/organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in DESC's, state, or federal regulations or policies.

Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations. RFP Due Date: August 17th, at 5:00PM EST

### **N. Terms and Conditions**

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at <https://www.descmiworks.com/opportunities/rfps-and-rfqs/>.

Awarded Contractors must maintain all financial and programmatic records, supporting documents, and statistical data for at least three (3) years after final payment and grant closeout, or longer if required for



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audit resolution, consistent with 2 CFR 200.334.

### **O.City of Detroit Contract Terms and Conditions**

Related to contracts executed on behalf of funded by the city of Detroit. Office of the Attorney General

In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.

This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the Contract.

A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.

Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City agency, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.

In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.

Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, then the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.



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For purposes of this Article<sup>1</sup>

### Board of Ethics

In accordance with Section 2-106.10 of the City Charter, it is the duty of every Public Servant, the Contractor and subcontractors, if any to cooperate with the Board of Ethics in any investigation.

Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Board of Ethics by withholding documents or testimony is subject to forfeiture of office, discipline, debarment or any other applicable penalty.

The Contractor acknowledges that it is subject to debarment or any other applicable penalty, if the Contractor willfully and without justification or excuse obstructs an investigation of the Board of Ethics by withholding documents or testimony.

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<sup>1</sup> "Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City within or outside of its offices or facilities pursuant to a personal services contract.