

**SCOPE OF WORK
BEHIND-THE-WHEEL (BTW) AND DRIVER
TRAINING SERVICES
INVITATION FOR BID 6100065058**

I. CONTRACT OVERVIEW.

The Commonwealth Technical Institute (CTI) at the Hiram G. Andrews Center (HGAC) provides a comprehensive program of services featuring the integration of education, counseling, evaluation, therapies, and medical maintenance in a barrier-free environment.

At the HGAC, education is not confined to the CTI classroom. While most of the student's time and attention is focused on education and training, job skills are only part of the learning experience. A continuum of support services ranging from vocational evaluation and career exploration to independent living skills combine to offer our students the skills needed to live, work and contribute to the community. This variety of services also enables the individual to examine personal behavior and make positive changes in preparing for employer expectations in any work environment.

The Department of Labor and Industry, on behalf of the Commonwealth of Pennsylvania's Technical Institute (CTI) at the Hiram G. Andrews Center (HGAC) located at 727 Goucher Street, Johnstown, PA 15905 requires a qualified contractor to provide both Classroom and Behind-the-Wheel (BTW) driver training services to the students attending the CTI who have Driver Training Services specified in his or her Individualized Educational Plans (IEP).

II. PRICING.

For classroom instruction and behind the wheel instruction bidders shall provide an hourly rate pricing that is inclusive of expenses, including but not limited to wages, benefits paid to supplier employees, costs of equipment, costs for supervision, overhead, insurance, travel and any other administrative costs. Classroom instruction shall be reimbursable at a per student per hour rate. Any educational or learning materials shall be provided at a per student rate. The Contractor may not charge a higher contract price than that provided in its bid,

III. METHOD OF AWARD.

This solicitation will result in a single award contract. Additionally, this solicitation is reserved for the Department of General Services (DGS) Self-Certified Small Businesses. Only DGS Self-Certified Small Businesses will be considered for

award. Bidders will upload their DGS Self-Certified Small Business Certificate to the attachment section in their bid response. As a requirement of this contract, the awarded supplier must maintain its self-certification during the initial term and any exercised renewal or extension periods. Failure to maintain self-certification may result in termination and/or an entry into the Commonwealth's Contractor Responsibility Program System (CRPS).

Bidders who are interested in participating in this program may find more information about the Small Business Contracting program and how to self-certify at www.dgs.pa.gov/bdisbo.

The Commonwealth will award a contract by low cost to the responsible and responsive bidder who meets the eligibility requirements. Award of a Contract only renders a Contractor eligible to perform services under the Contract. No work may be performed without the issuance of a purchase order.

IV. SUBCONTRACTING.

Subcontracting is not permitted for this service.

V. CONTRACT TERM.

The term of the contract shall begin on the start date of a fully executed contract and shall end in three years unless otherwise terminated in accordance with the Terms and Conditions of this agreement. The Commonwealth at its sole discretion reserves the right to exercise up to two-single year renewal options. Any exercised renewals will be under the same terms and conditions as the original agreement.

VI. DRIVER EDUCATION SERVICE REQUIREMENTS.

The Hiram G. Andrews Center (HGAC) anticipates 40 students per term being served, or 120 students annually, for classroom and behind-the-wheel driver's education. Hours will vary based on the driving needs of the students and be based on their academic schedule, but generally will be Monday through Friday, 5:00pm to 8:00pm for classroom training and 8:00am to 5:00pm for behind the wheel training. It should be noted varying driving conditions are requested for students, including evening and night driving which may cause the hours to vary. A three-year contract will be awarded, with two single year renewal options. The contract will be established to provide classroom training (1200 hours per term; 3600 hours annually) and behind-the-wheel drivers education training (1125 hours per term; 3375 hours annually).

CTI at the HGAC terms are as follows: January to April; May to August; September to December annually.

The contractor will be instructing the student to be proficient, safe on the road, and ready to take the Pennsylvania (PA) driver's license test for the purpose of obtaining a driver's license.

VII. CONTRACTOR'S QUALIFICATIONS AND OTHER REQUIREMENTS.

The Contractor:

- a. And his/her agents shall be amply and properly qualified to perform driver education training for the classroom setting and behind-the-wheel (BTW); this will include but is not limited to, holding a current PA driver's license, holding and maintaining certification as a Pennsylvania Certified Driving Instructor, carrying all required clearances such as State Police criminal record check, FBI fingerprinting, child abuse clearance for any individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity, or service as a person responsible for the child's welfare or having direct contact with children. Should the contractor be a driving school/owner, the contractor must be certified in accordance with [Driver Education Programs | Department of Education | Commonwealth of Pennsylvania](#).
- b. Shall have and use their own driver's education vehicles and will carry all automobile insurance as required under Pennsylvania State Law and Pennsylvania Department of Education (PDE) requirements and be able to provide a copy of his/her PDE Certification certificate to teach driver's training and any other certifications. The bidder shall provide proof of insurance to the HGAC prior to services performed. Vehicles will be available to serve all students, including individuals with a variety of disabilities.
- c. Shall be required to submit specific weekly time to sheets to the HGAC Education Director or his designee, which will be reviewed and approved by CTI at the HGAC.

VIII. CONTRACTOR'S RESPONSIBILITIES.

The Contractor will:

- a. Provide driver's education services to students enrolled in the Commonwealth Technical Institute at the Hiram G. Andrews Center consisting of 30 hours of classroom instruction and behind the wheel training, not to exceed 20 hours per student for up to 40 students per term. For students under the age of 18, behind the wheel training shall be 65 hours over 6 months, with 10-night hours and 5 inclement weather hours.
- b. The vendor shall ensure all students receiving behind the wheel training fall within the allotted number of hours per term.
- c. Provide, if needed, a variety of training materials and driving environments for the student, i.e., outlines, study guides, tests, day driving, night driving, open highway driving etc.;
- d. Provide a plan to the agency on the establishment of the number of hours needed per term. This will occur within 30 to 45 days from the start of every new term;
- e. Provide the student with a certificate of completion after completing the requirements of behind the wheel training;
- f. Communicate to the HGAC Director of Education or their designee verbally and in writing, regarding the progress of the student in relation to driver's training status for documentation on the Individualized Plan for Employment (IPE), i.e., competencies learned, number of hours used per week, advances being made, and any other relevant information that the driving instructor feels should be noted;
- g. Provide relevant information to insurance companies with respect to the student's completion of the driver's education program, if needed/required,
- h. Provide to the HGAC/CTI recommendations to terminate driving services for any student(s) who do not show progressive improvement in behind-the-wheel training. The contractor shall provide this information as soon as known, but prior to the exhaustion of the 20-hour maximum per student, per term;
- i. Be involved in multidisciplinary team meetings held by the HGAC/CTI to determine direction and coordination of driving services.
- j. Enable students to acquire the knowledge, skills, and abilities, needed for safe and efficient operation of a motor vehicle and/or its equipment;
- k. Enable students to apply the knowledge, skills and abilities learned and relate motor vehicle laws which determine and regulate the operation of a motor vehicle for safe driving habits;

- l. Teach safe driving skills to the students he/she instructs to the best of his/her ability.
- m. Prepare students for activities involving the use of a motor vehicle, including but not limited to functions, routine maintenance and professional services responsibilities to include: of the motor vehicle, registration responsibilities, and inspection responsibilities, using, internal controls, filling fuel tanks, teaching emergency lighting within the vehicles, changing flat tires, checking tire pressure, rotating tires, checking/refilling fluids such as coolant, oil and washer fluid levels, and vehicle warning symbols.
- n. Implement classroom and behind-the-wheel lesson plans using the most recent curriculum guidelines, provided by the contractor and in accordance with the Pennsylvania Motor Vehicle Code, Title 75 and Pennsylvania Department of Education (PDE).

IX. BACKGROUND CHECKS.

Per the Child Protective Services Law, the Adjunct Instructor is required to complete three (3) separate clearances.

1. Pennsylvania State Police (PSP) Clearance
2. FBI Fingerprint Clearance-Register and make an appointment to be fingerprinted at <https://www.identogo.com/locations/pennsylvania> by selecting Digital Fingerprinting.
3. Child Abuse History Clearance-To be completed online through the Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home>

When completing the Department of Human Services (DHS) Child Abuse History Clearance, select: *Individuals 14 years of age or older who is applying for a holding paid position as an employee with program, activity or service as a person responsible for the child's welfare or having direct contact with children.*

- Proceed to <https://www.compass.state.pa.us/cwis> to create your own individual account.
- Create an individual username and password
- Proceed to the Log In located at the same page to submit the application online.

For technical assistance with the Keystone ID#, or creating an account or logging in, call CWIS Support Center at 1-877-343-0494. Firewalls have been the most common issue. Please try from a different computer before calling support.

X. COMMONWEALTH/FACILITY'S RESPONSIBILITIES.

The HGAC/CTI:

- a. Will monitor the actual hours worked by the contractor and/or his/her agents.
- b. Will determine, under advisement from HGAC Director of Education or his designee, the number of hours required per term, not to exceed 30 hours classroom time and 20 hours behind-the-wheel per student, unless the student is under the age of 18, whereby the student is required to have 65 hours of behind the wheel training over 6 months, with 10 hours at night and 5 hours in inclement weather. Total hours shall not exceed 1200 hours classroom time and 1125 behind-the-wheel hours per term for all students, to perform the services.
- c. The facility shall provide classroom space for use by the vendor for the classroom education of the students served.

XI. PAYMENT PROVISIONS.

Payment shall be made on a reimbursement basis for actual services received and accepted by the CTI.

Invoices shall be emailed to 69180@pa.gov and shall be itemized invoice matching the purchase order to include, the purchase order number, invoice number, vendor SAP and EIN number, remittance address service period and any supplemental documents such as time sheets. Only one invoice per submission is allowable.