



# Drivers Education Program Proposal Form

Due to the direct contact with both the students and administration that driver's training requires, as well as the privilege of advertising within the schools, the schools have determined that only one driver's training school may contract with the South Lyon Area Recreation Authority (SLARA).

As a result, SLARA accepts proposals on a 2-year cycle (odd years). In addition to a financial proposal, we request that you provide us with the following information about your driving school:

- *\*Please provide a copy of your insurance policy naming SLARA **AND** the South Lyon Community Schools as additionally insured.*
- Please provide a copy of your insurance that you carry for both auto and general liability.
- Please provide a copy of your workers' compensation policy.
- Please provide your fee schedule for students for Segment One and Segment Two classes.
- Do you provide a reduced rate for families?
- Would you require that SLARA handle registration for your classes?
- Please provide me with a brief history of your business and list all school districts that you currently work cooperatively with.
- How long have you been licensed with the State of Michigan and please provide a copy of your state licensing.
- Do you conduct business in any other state? If so, please list the states you are affiliated with and how long you have been conducting business there.
- Do you conduct background checks on your instructors? If so, how often?
- Do you check the driving records of your instructors? If so, how often?
- How many vehicles do you own and what is the age of each vehicle?
- How many students have been enrolled with your company for each of the last three fiscal years and what is your percent of passing students?

Please specify, if chosen, how would you be making payments to SLARA. Would you guarantee an annual income to SLARA (if so, please specify how much per year), or would you be paying a percentage of your revenue from your program? If submitting a percentage of revenue from your program, please submit the past 3 years' worth of revenue reports for your company from a program in a community of comparable size to South Lyon. ***It is strongly encouraged that you submit a guaranteed amount versus a percentage.***

*\*These items are not due until the proposal is approved. However, the contract will not be signed until items are received by SLARA.*



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If your proposal is accepted, you will be allowed to host classes at both South Lyon East High School and South Lyon High School. Building availability is at the sole discretion of the South Lyon Community Schools and both facilities may not be available during all seasons. Room requests must be made 4 months prior the request dates. WIFI will not be available at the schools and no additional classroom equipment will be available for instructor usage. If your staff require projectors and laptops, you must provide your own. Any dates cancelled by SLARA or the South Lyon Community Schools due to weather, mechanical issues or school functions will be offered make up dates.

Any cancellations made by your business must be submitted in advance. If there are last minute cancellations due to instructor illness, your SLARA contact must be made aware via phone or email immediately. Excessive violations of this policy may cause your contract to be null and void. If your proposal is accepted lunch visits will also be allowed as long as they are requests at least 2 weeks in advance and do not conflict with any school events. No additional visits on campus are allowed by the schools including parent nights, orientations, etc.

If you are chosen, your contract will be valid for the SLARA July 1, 2025 - June 30, 2027, fiscal year. Proposals will be accepted for the July 2025 - June 2027 fiscal years beginning January 20, 2025, through February 19, 2025. If you wish to sign a contract with SLARA you must provide the requested information and submit a proposal along with the amount that you wish to pay for these services by February 19, 2025, at 3:00 pm to the contact below. All proposals will be evaluated by the SLARA Board of Directors at their first meeting after the proposal deadline. The board will take into consideration company history, number of students serviced, reputation and more. Notices will be sent to all companies submitting proposals within three business days of the board's final decision.

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