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Request for Proposal (RFP): Transportation Services
National Alliance of Black School Educators (NABSE)
53rd Annual Conference – December 7–14, 2025
Location: Hyatt Regency Chicago, Chicago, Illinois

Proposal Due Date:

Friday, August 9, 2025, by 12:00 PM (EST)

Submit via Email: executivedirector@nabse.org

Attention: Phyllis Williams, Executive Director

Scope of Services Requested

NABSE is soliciting proposals from qualified transportation providers to support the logistical needs of its 53rd Annual Conference in Chicago, IL. The following minimum vehicle requirements are outlined as baseline services, with the possibility of additional services to be confirmed no later than 14 days prior to the event start.

Minimum Transportation Requirements

1. VIP and Staff Transportation (Suburbans)

- ☐ Service Dates: December 7–14, 2025
- ☐ Vehicle Type: Suburban or similar executive vehicle
- ☐ Quantity: 12–15 trips (approximate)
- ☐ Details:
 - o Airport pick-ups and drop-offs (primarily Chicago Midway Airport)
 - o Transport between airport and Hyatt Regency Chicago
 - o Various arrival/departure dates and times

2. Coach Bus Services (12/10/2025 Only)



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☐ K–12 Educational Tours:

- o 3 Coach Buses

☐ Cultural Tour:

- o 1 Coach Bus

☐ Higher Education Tour:

- o 1 Coach Bus

3. Sprinter Vans and Additional VIP Service

- ☐ 2 Sprinter Vans to transport a VIP performance group (Date/Time TBD)

- ☐ 1 Suburban for lead VIP performer's airport transfers for Welcome Reception

(Date/Time TBD)

Proposal Requirements

To be considered, each proposal must include:

1. Company Information

- o Name, address, website, primary contact name and contact information

2. Detailed, Itemized Pricing

- o Cost per vehicle type and service
- o Total estimated cost for minimum outlined services
- o Hourly or per-trip rates
- o Overtime and wait-time fees (if applicable)

3. Cost for Additional Services

- o Provide pricing for additional requests of similar scope (e.g., extra buses, vans, or

Suburbans)

4. Availability Confirmation

- o Confirm vehicle and driver availability for each listed date
- o Indicate flexibility for short-notice requests with 14-day lead time

5. Insurance and Licensing



- o Proof of liability insurance
- o Evidence of compliance with all city/state regulations for commercial transportation providers
- 6. Past Experience/References
 - o Experience with large-scale conferences or events
 - o At least 2 professional references (preferably from similar-scale events)

Selection Criteria

Proposals will be evaluated based on:

- ☐ Cost-effectiveness and transparency
- ☐ Experience with high-profile and large-scale events
- ☐ Availability of required vehicle types
- ☐ Ability to meet all timeline and communication expectations
- ☐ Quality of customer service and safety record

Submit Proposal to:

Phyllis Williams

Executive Director

Email: executivedirector@nabse.org

Subject Line: NABSE 2025 Transportation Proposal Submission

Transportation Companies

Company Name	Website	Phone Number
Aries Charter Transportation	https://www.ariescharter.com/	773-826-2000
M&M Buses	https://mmbuses.com/	312-883-9333



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Chicago Motor Coach	https://chicagomotorcoachinc.com/	847-380-8480
National Charter Bus Chicago	https://www.nationalbuscharter.com/chicago-charter-bus	312-392-0239
Coach USA-Chicago	https://www.coachusa.com/charters/chicago-bus-rentals	

Dignitaries/Keynote Speakers

DignataryName	Purpose	Connection Contact
Mayor Brandon Johnson	Welcome	
Governor Pritzker	Welcome	
Dr. Tony Sanders	Welcome	
Dr. Kimako Patterson	Welcome	
Lt. Governor Juliana Stratton	Welcome	
Speaker Emmanuel "Chris" Welch	Welcome	
Senator Willie Preston	Welcome	
Dr. Janice Jackson	Keynote	
Dr. LaTanya McDade	Keynote	
Patrick Tutwiler	Keynote	



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Elizabeth Dozier	Keynote	
Dr. Ghody Muhammad	Keynote	
Dr. Chris Emdin	Keynote	

Student Talent

Talent Area	School/District Name	Connection Contact
Band	District #227	
Choir	Southland	
Choir	Walt Whitman and the Soul Children of Chicago	
Black National Anthem		
National Anthem		

Higher Education Tours/Demonstration Schools

School Name		Connection Contact
UIC		
University of Chicago		
Chicago State University		
National Louis University		
Depaul University		

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Northwestern University		
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School Tours/Demonstration Schools

School Name	District/Superintendent	Connection Contact
Whitney Young		
Walter Payton		
Gwendolyn Brooks		
OPRF		
Phillips HS		
Vanderpoel Humanities Academy		

[Cultural Tours Doc](#)