



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

State of Delaware
K-12 Student Transportation
Request for Information
RFI No. GSS15710-TRANSPORT

October 1, 2015

- *Deadline to Respond -*
October 27, 2015
1:00 PM (Local Time)

RFI NO. GSS15710-TRANSPORT

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR INFORMATION (RFI)" for K-12 Student Transportation. The RFI consists of the following documents:

REQUEST FOR INFORMATION – RFI NO. GSS15710-TRANSPORT

- I. Introduction
- II. Request for Information Specifications
- III. Vendor Information Package Requirements

In order for your response to be considered, the Request for Information response shall be executed completely and returned in a sealed envelope **clearly displaying the contract number and vendor name** 1:00pm (Local Time) Tuesday, October 27, 2015.

Responses must be mailed to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

Should you need additional information, please call Courtney McCarty at (302) 857-4557 or email courtney.mccarty@state.de.us.

Remainder of page left blank intentionally.

I. INTRODUCTION

A. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

Courtney McCarty
State of Delaware
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904-8202

or

courtney.mccarty@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

B. CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

C. RFI OBLIGATION

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

II. SCOPE OF WORK

A. PURPOSE

The purpose of this RFI is to provide the State of Delaware with information regarding vendor interest and capabilities providing K-12 student transportation services for public school districts and charter schools. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Information (RFI), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

B. STATEMENT OF NEEDS

1. Homeless Student Transportation

- a) According to the McKinney-Vento Homeless Assistance Act, "homeless" can be defined as an individual who lacks a fixed, regular and adequate nighttime residence.
- b) To provide student transportation to and from school for those students identified as homeless by Local Education Agency (LEA).
- c) Students who are homeless have the choice of remaining in the school they were attending at the time they became homeless or enrolling in a school within the feeder pattern for the location of their temporary housing and therefore may be attending a school outside their district's boundaries. Awarded vendors under this RFI may be required to pick up a homeless student in one county, or possible neighboring state, and transport the student to and from their school located in a Delaware county.

2. Students with Disabilities Transportation

- a) To provide student transportation to and from school for students with disabilities.
- b) To provide student transportation for students assigned an instructional placement that requires transportation to a school program other than their home or feeder school.
- c) Students with disabilities may require special equipment and vendor skill sets or training as part of the requirements of this RFI.

3. Activity Transportation

- a) To provide student transportation for field trips for day long and overnight within and out of state.
- b) To provide student transportation for local and long distance athletic and music competitions within and out of state.

III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS

A. COVER LETTER

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number an email address.

B. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each response must contain a detailed description of how the Vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

C. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. VIP responses are to be sent to the State of Delaware and received no later than 1:00 PM (Local Time) on Tuesday, October 27, 2015. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Attn: GSS15710-TRANSPORT**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.

D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE

1. Service

Identify which service under Statement of Need you have the capability to provide. In the event a vendor is capable of providing more than one of the services identified, please separate the VIP response by service.

2. Coverage Area

Identify your present areas of operation, including planned growth or downsizing.

3. Experience

Please list experience providing similar service(s) for K-12 Schools. List to include, School Name, POC Name, phone number/email, type of service provided, years provided.

4. Pricing

All pricing in VIP response should clearly define how services will be billed (hourly, mileage, etc.) and include all associated costs; including but not limited to: vehicles, equipment, fuel, materials and labor.

5. Equipment

Provide a list of equipment presently in inventory to provide the service you are responding to. Equipment list to include the make, model, year, and current mileage. If equipment includes school buses, include confirmation that buses meet DE school bus specifications. Please also explain in detail:

- Types and sizes of vehicles used for each service identified,
- Planned growth or downsizing,
- Description of vehicle maintenance/repair programs and facilities, and
- your equipment replacement cycle.

NOTE: State law requires that vehicles with a rated capacity, as defined by the manufacturer, to carry no more than 10 passengers in addition to the driver and that are used to transport preprimary, primary, and secondary pupils between home and school or to school-related events shall meet State and Federal specifications and safety standards applicable to school buses.

6. Insurance

Provide a copy of your current Certificate of Insurance, outlining your current coverage amounts.

7. Staffing

Because the drivers will be in contact with children, please identify your process for insuring safety of children is priority. Identify what pre-employment and periodic existing employee screenings are completed on drivers/aides and at what frequency. To include, but not limited to:

- Criminal background check,
- Child Protection Registry Program,
- Drug and alcohol testing,
- Motor Vehicle Check, and
- Physical requirements and documentation used.

Outline your process for ensuring you have sufficient spare drivers and aides on hand to cover staffing emergencies.

Outline your process for ensuring the driver is properly trained and licensed for the equipment outlined in your VIP response. Initial assessment and training, ongoing training, etc.

What other qualifications are required for your drivers providing similar services? Emergency response? Accident response? CPR/AED and/or first aid?

Describe your employee recordkeeping, to document qualifications, training, testing, etc. and the format records are maintained (paper or electronic). Also identify frequency for which employee records are audited and how.

8. Communication/GPS Tracking/Driver-Student Video Monitoring

Outline your means of communication between dispatch and drivers, GPS tracking, mobile application capabilities, and video monitoring of driver and student behavior; including back-up for each in the event the primary feature is out of service. Please provide list of equipment presently in inventory, Mobile Apps in use or development, and identify if GPS tracking and video monitoring are “Live” or “Archived.”

9. Reporting

Please provide sample reports for the service(s) included in your VIP response. Also identify your ability and willingness to modify a given report to meet a specific District/Charter School's needs. Explain your timeline for reporting information to the District/Charter School. (attendance, discipline issues, etc.)

9. Invoicing

Provide details on how customers are invoiced, frequency of invoices, format used and communications means.