



**Solicitation Information
May 17, 2019**

RFP# 7598804

**TITLE: STATEWIDE PUPIL TRANSPORTATION SERVICES FOR THE
STATE OF RHODE ISLAND DEPARTMENT OF EDUCATION (RIDE)**

Submission Deadline: June 17, 2019 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Wednesday, May 29, 2019 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: YES (\$5,000.00)

PAYMENT AND PERFORMANCE BOND REQUIRED: YES (100% of ANNUAL CONTRACT VALUE)

**GAIL WALSH
CHIEF BUYER**

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Education (“RIDE”), is soliciting proposals from qualified firms to provide statewide pupil transportation services, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial period of performance for any contract resulting from this solicitation will be three (3) years beginning July 1, 2020 and ending on June 30, 2023. Subsequently, the contract may be extended by mutual agreement of the contractor and RIDE for up two (2) one (1) year periods, resulting in a maximum potential period of performance of five (5) total years. If necessary, deficiencies in performance of services and / or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Required Pricing Forms contained in **Attachment 4** to this RFP. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th of each year.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

- Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
- Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
- The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
- Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

- In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
- In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE

participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity's website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

BID SURETY

A bid security deposit in the amount of five thousand dollars (\$5,000.00) is required in the form of a bid bond, certified check or cashier's check issued by a responsible bank, or trust company, payable to the State of Rhode Island. Bid security deposits will be returned to the unsuccessful bidders upon award of the contract(s) to the successful bidder(s). The security deposit of the successful bidder(s) shall be returned upon receipt of both a signed contract and performance bond, if required. Only one (1) bid bond is required regardless of number of district groups being bid.

PAYMENT AND PERFORMANCE BOND

The Contractor shall furnish a payment and performance bond issued by a company licensed to do business in the State of Rhode Island for 100 percent of the annual contract amount, in a form that is satisfactory to the State, for the duration of the base three (3) year contract, within 10 working days of award of contract. The cost of the bond shall not be included in the bid cost for each year of the bid. The State, at its sole discretion, reserves the right to require, eliminate or reduce any bond requirement from 100 percent if it deems it to be in the best public interest. In the event that the contract is extended beyond the additional base three year contract, the State at its sole discretion, reserves the right to require, eliminate or reduce any required bond requirement from 100 percent if it deems it to be in the best public interest.

SECTION 2. BACKGROUND

1. Statewide Pupil Transportation Services in Rhode Island – Current Status:

Rhode Island continues to actively streamline and improve the quality of pupil transportation services while utilizing scarce fiscal resources to achieve maximum program efficiency. Rhode Island's school districts are facing many dilemmas in meeting pupil needs with little or no increases in funding and look to the state for direct education aid for statewide solutions to issues not easily handled on a district-by-district basis. A top priority for both school districts and the state has been the implementation of a statewide transportation system for special

education, non-public, and other pupils who must go out of their school district for their education.

The Rhode Island General Assembly initiated the creation of a statewide transportation system for out-of-district special education and non-public school students under an amendment to Sections [16-21.1-7](#) and [16-21.1-8](#) of the General Laws in Chapter 16-21.1 entitled "[Transportation of School Pupils Beyond City and Town Limits](#)." Section [16-21.1-9](#) of Chapter 16-21.1 specifically authorizes RIDE to outsource the management and operation of the statewide system to an outside consultant through a competitive request for proposal if deemed more efficient.

Statistically, the statewide transportation program has matured to encompass Rhode Island's 35 regular and regional school districts as well as 23 Charter and out-of-state Local Education Agencies (LEAs). Specific to school data, approximately 45 private and charter, 67 special education out placements and 203 public and career / vocational school programs are serviced daily. During the 2018-2019 school year, vehicle data was reported for 302 buses transporting 2,877 private and public school students. There are approximately 190 days of service across the System, plus a limited amount of summer school service [i.e., Extended School Year (ESY)]. Presently, no extracurricular / field trip service is being performed. Note that there are currently four (4) school districts that have district owned / operated transportation systems: Narragansett, New Shoreham, North Kingstown and Westerly. At any point during the term of this agreement any or all of these districts may choose to outsource their transportation services at which time the requirements of the statewide system would apply.

Attachment 1 to this RFP includes more detailed information on the schools, school districts, and bus routes that constitute the scope of services currently provided by the statewide transportation program.

2. Statewide Pupil Transportation Services in Rhode Island – Roles and Responsibilities:

The program structure relies on three interrelated entities, each with a distinct role in the success of the program:

- The Rhode Island Department of Education (RIDE) is the responsible state agency and provides all governance and program direction. This is provided through RIDE's Office of Statewide Efficiencies.
- A management contractor serves as the System Manager. Reporting to RIDE, the System Manager is responsible for all planning, program oversight, fiscal accountability, and reporting functions. In this role, the System Manager performs route planning, logistical, demographic data management activities, provides vendor contract oversight and performance management activities for bus operator contract(s), customer service activities for the users of the system, and fiscal management reporting activities for the program.

- Bus operations contractor(s) focus on the direct provision of transportation services and all associated operational activities.

3. Statewide Pupil Transportation Services in Rhode Island - Statement of Purpose:

Transportation of Rhode Island school children is a specialized function. The essence of any pupil transportation program is that pupils be transported to and from school safely and on time such that they arrive at school ready to learn. The primary obligation of the System Manager and the bus operations contractor(s) is to ensure that these objectives are achieved efficiently and responsibly. Under any service agreement resulting from this RFP, the bus operations contractor(s) will be responsible for providing the defined pupil transportation services subject to the bus routes, schedules, and all related requirements as defined by the Contract Template & Service Specifications attached to this RFP as **Attachment 2**. By submitting a proposal and accepting a contract, the Offeror represents that it has the necessary management expertise and resources required to meet or exceed these specifications.

This RFP establishes the financial, service delivery requirements, and qualifications required of prospective vendors. The RFP will allow qualified bus operations contractors to propose different pricing for different transportation requirements / volumes and will allow RIDE, at its sole discretion, to award one or multiple contracts.

RIDE's objectives for considering multiple bus operations contractors are to:

- Champion a competitive marketplace;
- Create potentially lower cost structures by allowing a vendor to operate in or near defined Transportation Zones;
- Improve the quality of transportation service and pupil care by allowing vendors with experience in certain geographic regions to apply a higher degree of local knowledge to their service offering;
- Facilitate a structure that allows the statewide system to readily evolve and expand toward its original premise that *may* include future within-district operations; and
- Leverage economies of scale at both a statewide and zonal level where ever possible.

A. Transportation Eligibility Regions - Defined and Discussed

Five transportation subdivisions - known as Regions – are a significant factor for service coordination in the statewide system. Transportation eligibility for Private, Parochial, Vocational and Charter school pupils has been predicated upon that pupil attending a school within his/her home region. In addition, the Career and Technical Education (CTE) Regulations (200-RICR-20-10-3) introduce the use of these statewide pupil transportation regions, as established in RIGL Chapter 16-21. These transportation regions present the System Manager with a planning constraint, but will not be the basis on which any contract resulting from this RFP derives its pricing or service requirements. Transportation Regions do not apply to students with an Individual Education plan (IEP), displaced students or foster care students.

B. Transportation Service Zones - Defined and Discussed

The required transportation services have been allocated to four (4) defined Transportation Service Zones (zones). These zones are not the same as the five transportation regions defined by the State. The Transportation Service Zones have been established on the basis of geographic, logistical, and service volume considerations, and are not to define pupil eligibility for service as is the case for the transportation regions. Color coded maps for the four (4) Transportation Service Zones are provided as **Attachment 3** to this RFP. The municipalities included within each zone are further defined in Table 1 below:

Table 1: Transportation Service Zones

Transportation Service Zone	Municipalities Included in Zone
A	North Smithfield; Woonsocket; Cumberland; Smithfield; Lincoln; Johnston; North Providence; Pawtucket; Providence; Cranston; East Providence; Barrington; Warren; Bristol; West Warwick; Warwick; East Greenwich; Central Falls
B	Burrillville; Glocester; Foster; Scituate; Coventry
C	Charlestown; Exeter; Hopkinton; Jamestown; Narragansett; New Shoreham; North Kingstown; Richmond; South Kingstown; West Greenwich; Westerly
D	Little Compton; Middletown; Newport; Portsmouth; Tiverton

The purpose of the Transportation Service Zones is to define a geographic region of origin for the transportation services to be provided. Each vehicle operated by a successful offeror will be assigned to bus routes planned by RIDE that begin and end each service day within a single defined zone. The types of bus routes to be operated will vary as defined within the Transportation Service Matrix in Table 2.

Table 2 – Transportation Service Matrix

Route Type
Within Zone – no pupil movement outside of zone
From Zone B, C, or D to any other zone
From Zone A to any other zone

C. Transportation Service Zones – Volume of Service

The estimated volume of service required for each zone and route type combination is summarized in Table 3. It should be noted that the number of actual routes to be operated, and the associated number of buses required will vary somewhat from these estimates, and this is permitted in accordance with the contract template & service specifications included as **Attachment 2** to this RFP. These are, however, the service volume estimates on which the offeror is to base a proposal and is the baseline from which any contractual adjustments will be calculated over the term of the agreement. A further breakdown and summary listing of all current bus routes is also included in **Attachment 1** to this RFP to further assist the offeror in preparing a proposal.

Table 3 – Service Volume Estimates

Estimated Routes Required- Daily, All Types Combined						
Origin Transportation Service Zone	Destination Transportation Service Zones					
		A	B	C	D	OOS
	A	401	40	26	11	14
	B	34	9	5	2	1
	C	31	5	31	3	0
	D	43	2	3	11	3
	OOS	0	2	0	0	0
	OD	5	2	3	4	1
*OOS-out of state						
*OD-On demand van service						

D. Transportation Service Zones – Proposal Options and Contract(s) to be Awarded

Only one (1) proposal may be submitted by a named offeror. The offeror may, at its sole discretion, choose to submit a proposal to provide service originating in one, some, or all of the identified Transportation Service Zones. In making this determination, it is the responsibility of the offeror to understand that any contract to be awarded as a result of this RFP will be subject to the following award parameters:

- Multiple offerors may be awarded contracts for service originating in Transportation Service Zone A
- Only one (1) offeror shall be awarded a contract for services originating in Transportation Service Zone B
- Only one (1) offeror shall be awarded a contract for services originating in Transportation Service Zone C
- Only one (1) offeror shall be awarded a contract for services originating in Transportation Service Zone D

The offeror must explicitly identify its compliance with the parameters defined above by submitting a proposal that is in accordance with only one of two lettered options:

Proposal Option A – The offeror may choose to submit a proposal for all statewide transportation program services by submitting pricing for all Transportation Service Zones and route types defined in Tables 1, 2 and 3. The proposal will be evaluated competitively and separately by zone against all of the other offerors submitting a proposal for service in each zone. The offeror may be successful in all, some, one, or none of the zones for which

it submitted a proposal. For this proposal option the offeror must identify the minimum number of route vehicles it is willing to operate.

Proposal Option B – The offeror may choose to submit a proposal for one or a subset of Transportation Service Zones. In this option the offeror must submit pricing for all route types defined in the Required Pricing Forms and for a minimum of one (1) of the following zones: A, B, C, or D. The proposal will be evaluated competitively and separately by zone against all of the other offerors submitting a proposal for service in each zone. The offeror may be successful in all, some, one, or none of the zones for which it submitted a proposal. **In this option the offeror must agree to all routes in that zone.** Under this option, no proposal shall be submitted exclusively for Transportation Service Zone A. **All offeror(s) are cautioned that, should RIDE fail to receive a qualified offer in any one of the defined Transportation Zones, RIDE reserves the right to negotiate with qualified offerors from other zones or to withdraw all proposals from further consideration for the award of any contract under the terms of this RFP.**

4. SOLICITATION PROCESS, PROPOSAL EVALUATION, & VENDOR SELECTION

1. Calendar of Events

This procurement will implement an extensively revised set of service specifications. None of this limits the offeror's responsibility to submit a comprehensive, thoughtful, thorough proposal and approach that is in compliance with the timeline from award to the start of services in the 2020/21 school year. Table 2 outlines the major milestones in this process.

Table 2 – Calendar of Events

Milestone	Projected Schedule
Public release of Request for Proposals	May 2019
Final date to submit questions	See cover sheet
Proposals submissions due to RIDE	See cover sheet
Onsite interviews (if required)	June 2019
Notice of award(s)	Summer 2019
Contract start date	July 1, 2020

The following notes and explanations are provided for each of the identified milestones in the Calendar of Events:

Final date to submit questions – This is the final date on which questions regarding the RFP will be accepted. All questions must be submitted in writing to the contact person identified on page 1 of this RFP. Questions may be emailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date and time listed. **Send your questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Any exceptions to the proposed specifications or the items in the Request for Proposals must be identified in the submitted questions. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at (401) 574-8100.

Proposals submissions – Proposals must be received at the location and by the time indicated on page 1 of the RFP. Late proposals will not be evaluated and will be returned unopened to the offeror.

Notice of award(s) – The RIDE will publicly announce the award of contract(s) to the successful offeror(s) on this date.

Contract start date – This will be the effective date of the contract(s). The successful offeror will be expected to be ready to provide the required services as of July 1, 2020.

2. Proposal Evaluation & Vendor Selection Process

The following is the process and scoring method to be used by the RIDE evaluation team. At its option, RIDE may choose to eliminate a proposal from further consideration if it is determined at any of the four steps listed below that the offeror is or will be incapable or very unlikely to satisfactorily meet the service requirements. Once the finalist is determined, RIDE will enter into negotiations to execute a Transportation Agreement with that Contractor.

2.1 Written Proposal Evaluation – Weight 50%

Written proposals will be examined by the review team. These will be initially screened for completeness and those proposals found to be grossly deficient or not responsive will be eliminated from consideration. The remaining proposals will be evaluated using the following criteria (not listed in any priority or weight value):

- Industry experience and references
- Experience in Rhode Island and with involved districts
- Customer service practices (include number of staff that will be dedicated to the statewide program)
- Management responsiveness, service quality and capabilities
- Transition and implementation plan

- Safety program
- Fleet maintenance program (include average mileage and average age of fleet)
- Employee recruiting, training, retention, and recognition program
- Financial strength and resources for expansion
- Student and bus tracking technology (e.g. the ability of RIDE and/or parents to track a vehicle in real time).

Written proposals will be rated on a scale from 1 to 30 points with 30 being the highest. This score will be weighted at 30% of the overall score.

RIDE may also contact any references and / or current or former clients of similar size and configuration as provided by the offeror.

Site and reference evaluation will be rated on a scale from 1 to 10 points with 10 being the highest. This score will be weighted at 10% of the overall score.

2.2 Cost Proposal & Estimated Annual Operating Costs – Weight 50%

The initial evaluation of the proposals will be performed WITHOUT the pricing information such that all submissions can be appraised without regard to proposed costs. Once the offerors are ranked according to all non-cost matters, technical proposals scoring a minimum of 40 out of 50 technical points are subjected to another evaluation wherein cost values are apportioned according to the practices of the Purchasing Department. The proposal pricing forms are included as **Attachment 4** to this RFP and must be completed as per the instructions contained within the forms.

The successful offeror(s) will be required to execute a contract based on the Contract Template & Service Specifications (**Attachment 2**) plus General Terms and Conditions for all contracts resulting from this RFP, a template for which is included as **Attachment 5A&B** to this RFP.

The management evaluation will be rated on a scale from 1 to 50 points with 50 being the highest. This score will be weighted at 50% of the overall score.

NOTWITHSTANDING THE ABOVE, THE STATE RESERVES THE RIGHT TO AWARD ON THE BASIS OF COST ALONE, TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, AND TO ACT IN ITS BEST INTEREST.

B. PROPOSAL SUBMISSION REQUIREMENTS

The proposal must follow the outline described. The proposal must be segregated into the following sections and must not exceed the page length limitations as described. Any additional information deemed relevant by the offeror must be submitted as numbered appendices to the proposal.

Proposers should avoid submitting copies of all-encompassing handbooks and policy manuals that must be meticulously interpreted by the evaluation team. Instead, the proposals should carefully delineate *how* the offeror proposes to meet or exceed the service specifications (**Attachment 2**) such that the readers can differentiate the top performers.

The proposals should include the following content and be packaged and tabbed as follows:

Additional Contractor Requirements/Qualifications:

Tabs:

- 1) A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
- 2) Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent
- 3) Bidders must disclose any work to be sub-contracted (i.e., the specific work to be performed, staffing, organizational structure, and business background of the sub-contractor)
- 4) Bidders must submit a statement of existing workload as it impacts the performance of the project.

Executive Summary of the Proposal

Tabs:

- 1) Firm experience and references with similar contracts
- 2) Firm experience in Rhode Island (including involvement with districts, if any)
- 3) Customer service practices and reputation
- 4) Management responsiveness and capability
- 5) Proposed startup and implementation plan
- 6) Safety program and historical accident rates
- 7) Fleet maintenance program
- 8) Employee recruiting, training, retention, and reward program
- 9) Financial strength and ample resources to expand
- 10) Student Safe Rider programs and Student Management programs (in collaboration with RIDE and system manager)

Each tab section should be limited to one (1) page in length.

The pricing forms are **NOT** to be included in the technical proposal.

Required Supplemental Exhibits:

Tabs:

- 1) Most recent 2 year's balance sheet and income statements
- 2) Sample insurance certificate evidencing adequacy of coverage and limits
- 3) List of buses proposed to serve RIDE contract including average year and mileage
- 4) List of owned, leased or targeted transportation facilities
- 5) W-9 taxpayer identification number and certification – completed & signed
- 6) Required RFP Forms:
 - a) Emergency Evacuation Plan
 - b) Bid Deposit & Performance Bond
 - c) Authorization for Release of Reference Information
 - d) Tax Compliance Certification
 - e) Non Collusion Statement - NOTARIZED
 - f) Statement of Understanding

Optional Supplemental Appendix:

Tabs:

- 1) Offeror specific appendices or exhibits to support proposal (not to exceed 20 pages).

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

A. General Description of the Service Requirement

The successful offeror(s) will be required to execute a contract based on the service specifications included as **Attachment 2** to this RFP. The contract specifications contained therein fully describe the responsibilities, requirements, and accountabilities of the successful contractor and RIDE as parties to the agreement. Any inconsistency between the contract, this RFP, or any other information provided as part of the procurement process will be resolved in favor of the contract and in accordance with the state of Rhode Island's General Conditions of Purchase.

*By means of introduction only, the following summary of service requirements is provided. The offeror should be thoroughly familiar with the contract template & service specifications in **Attachment 2** before developing a proposal submission.*

The successful offeror(s) will provide all home-to-school and school-to-home school bus transportation services (service) to eligible pupils and programs throughout the statewide system. These services shall include:

- Regularly scheduled service to and from school for:
 - Eligible Private, Parochial, Charter, Career & Technical Education (CTE) school pupils attending programs and schools outside of their school district of residence (i.e., for the purposes of this RFP this group will be referred to as “PCCT” pupils); and
 - Diverse learners and displaced or foster care students attending programs and schools outside of their school district of residence.
- Regularly scheduled midday or shuttle services, as required.
- Other pupil transportation services as may be required and defined by RIDE over the term of the contract.

As an integral component of the service, the successful offeror(s) shall provide the following resources:

- All required transportation vehicles, including facilities and related resources for their proper fueling, care and maintenance;
- Appropriate employee operating facilities;
- All necessary vehicle dispatch and communications staffing and systems;
- Adequate numbers of trained bus and/or van drivers, monitors, and attendants;
- Such other management and support staff as may be required; and
- Systems, processes, skills, and staffing to support the data gathering, compilation, reporting, and customer response requirements of the RIDE Contract Performance Management Program (CPMP) in **Attachment 2**.

The successful offeror(s) will be responsible for executing the delivery of the transportation services described above. These services will be planned and overseen by the System Manager, who in turn will report to RIDE as the responsible agency for any contract resulting from this RFP. In this role, the System Manager will execute the RIDE Contract Performance Management Program (CPMP) in **Attachment 2** and will be responsible for the development, updating, and distribution of all required bus scheduling and routing information to the successful offeror(s).

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide staff resumes / CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of pupil transportation services.

2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience as a **pupil transportation service provider**. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** - Please describe in detail, the how you will provide the requested pupil transportation services.
4. **Approach/Methodology** – Define how you will ensure the efficient and safe transport of pupils.

B. Cost Proposal

Vendors must propose a summary of all applicable project costs in the matrix attached in **Attachment 4**. The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee ("TEC") comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 40 (80%) out of a maximum of 50 points to advance to the cost evaluation phase. Any technical proposals scoring less than 40 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 40 points or higher will have the cost proposals evaluated and assigned up to a maximum of 50 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) ("vendor") that it deems to be most qualified to provide the goods and/or services as

specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	5 Points
Capability, Capacity, and Qualifications of the Offeror	5 Points
Work Plan	30 Points
Approach Proposed	10 Points
Points	50 Points
Cost proposal*	50 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the

amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.

2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598804** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to twenty (20) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. Two (2) Electronic copies on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - c. Five (5) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. Two (2) Electronic copies on a CD-R, marked “Cost Proposal - Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Five (5) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- a. Vendor's name
- b. RFP #
- c. RFP Title
- d. Proposal type (e.g., technical proposal or cost proposal)
- e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598804 Statewide Pupil Transportation Services**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

g) Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

h) MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: ☐ MBE ☐ WBE ☐ Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract
Value (\$):

ISBE Participation
Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date