

Town of Sterling Sterling Public Schools

REQUEST FOR PROPOSAL (RFP)

Transportation Audit Service 2024

Posting Date: December 21, 2023

Due Date: January 24, 2024

12:00 PM

**Request for Proposal
Town of Sterling
Sterling Public Schools
Transportation Service Proposal**

SECTION I. INSTRUCTIONS

A. General Proposal Procedures

1. A copy of the proposal is due no later than January 24, 2024 at 12:00 PM.
2. If mailing:

**Sterling Public Schools
251 Sterling Road, Sterling, CT 06377
Attn: Courtney Brannon**
3. If e-mailing, please send to cbrannon@sterlingschool.org.
4. The proposal response must remain valid through June 30, 2024 to allow for Board of Selectmen, Board of Finance, or Board of Education approval.
5. This RFP document will become an addendum to the contract that is signed with the awarded bidder. The bidder will assume responsibility for complying with the language of this RFP in regards to the wishes of the Town and District.

B. Specifications/Scope of Work

The Sterling Public Schools is seeking bids to conduct a comprehensive analysis of our current pre-k to grade 12 and special education transportation program. In addition, this analysis must include the cost of a private transportation company to assume the current operation.

The analysis of our transportation system must include the following but not be limited to:

1. A detailed cost analysis of the entire program.
2. An assessment of the current value of our fleet of vehicles.
3. An assessment of the routes and numbers of students per route.
4. A salary comparison of our drivers compared to the area's schools or private transportation companies.
5. An assessment of the fleet of buses and vans to determine the number and type needed and a schedule for replacement.
6. A cost analysis of different types of buses, gas, propane, or electric and a recommendation for future purchases.

The analysis to outsource our current system must include the following but not be limited to:

1. Detailed cost of a private transportation company to assume the current scope of work.
2. A report on Eastern Connecticut school districts that once ran their own transportation program and chose to outsource. If possible, this should include a minimum of 5 years from this original outsource date.
3. An assessment of transportation companies that could run our transportation program as to how they are currently performing for Eastern Connecticut school districts.
4. An apples to apples budget breakdown comparing our current operation with a private transportation company.

Final recommendation to keep our current program with recommendation for improvement or to outsource our transportation system.

C. Evaluation Criteria/Proposal Selection

1. All proposals issued shall be subject to evaluation by The Town of Sterling and The Sterling Public Schools representatives. Evaluation criteria will include, in part:
 - Compliance to specifications
 - History & background of vendor
 - Other items that may be deemed relevant to District representatives
2. The price calculation must include all expenditures not included in your proposal. The District will assume the bidder is liable for all expenses not identified in the proposal.
3. The Town of Sterling and The Sterling Public Schools reserves the right to waive any irregularities in the proposal and to accept or reject any or all proposals, or portions thereof, or to accept other than low bid, if it deems such action to be in its best interests. The Town of Sterling and The Sterling Public Schools reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. The Town of Sterling and The Sterling Public Schools reserves the right to negotiate with the bidder whose proposal is deemed strongest by the Selection Committee. The Town of Sterling and The Sterling Public Schools reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

D. Questions

1. If any questions, comments, or clarification is needed, please contact Courtney Brannon via email at CBrannon@sterlingschool.org. All questions, comments, and clarification must be received at least one week prior to the RFP's close date or by Wednesday, January 17, 2024 at 12:00 pm EST.